

TRANSPORT FOR SICK CHILDREN LIMITED

**FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2020**

Registered Charity No. 1110618
Company Limited by Guarantee (England and Wales) No. 05454582

TRANSPORT FOR SICK CHILDREN LIMITED

INDEX

| <u>PAGE NUMBER</u> | <u>CONTENTS</u> |
|------------------------------|-----------------------------------|
| 1 - 6 | TRUSTEES ANNUAL REPORT |
| 7 | INDEPENDENT EXAMINERS REPORT |
| 8 | STATEMENT OF FINANCIAL ACTIVITIES |
| 9 | BALANCE SHEET |
| 10 | STATEMENT OF CASH FLOWS |
| 11 - 17 | NOTES TO THE ACCOUNTS |
| FOR MANAGEMENT PURPOSES ONLY | |
| 18 | INCOME AND EXPENDITURE ACCOUNT |

TRANSPORT FOR SICK CHILDREN

Report of the trustees for the year ended 31st March 2020

The trustees present their annual directors' report and financial statements of the charity for the year ended 31st March 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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).

Objectives and activities

The purposes of the charity are to relieve the need and sickness of children by the provision of voluntary transport to and from hospitals, clinics and out-patient departments for such children and their carers who reside in and around Manchester. The children mainly reside in the deprived areas of the conurbation.

The main activities are the total health needs of the child are the Charity's first consideration. The service is available to any children and their carers who are referred by a health, education or social services professional to the Charity.

To achieve its objectives the Charity maintains close relationships with its funders and, at Board level, considers Community Transport and NHS strategy. This requires being involved with Community Transport groups, such as the Greater Manchester Community Transport Forum (Steering and Development Group). The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through ensuring that children, mainly from families in difficult circumstances, attend medical appointments at the appointed time resulting in the child having the correct treatment at the right time. Stress is also reduced for the family served with a safe, friendly transport service and a child receiving timely treatment. Because the appointments are kept the NHS benefits not only from delivering the appropriate medical attention, but with a cost saving brought about by the "Did Not Attend" statistics decreasing. The "Did Not Attend" figures, which record those who did not turn up for appointments, are a major cost issue for the whole of the NHS.

A review of our achievements and performance

The main achievement during the year was the delivery of 721 (2019 872) children to appointments, accomplishing 5,396 (2019 5,817) trips and 100,167 (2019 127,538) miles in the process.

TRANSPORT FOR SICK CHILDREN

Financial review

The Charity's Incoming Resources totalled £152,057 (last year £153,572) in the twelve months to 31st March 2020. The sources of income were as follows:

| | % | |
|-----------------------|------|------|
| | 2019 | 2020 |
| CCG's | 95.7 | 96.6 |
| Donations/Fundraising | 4.0 | 3.01 |
| Bank Interest | 0.3 | 0.35 |

Donations totalled £4,578 this includes a donation of £1,000 from Amazon Community Fund, £750 from Vernon Building Society and also £715 from Daniel Snape (Covenzis) for his Tough Mudder fundraising activities. It, again, also includes several donations from our Volunteer Drivers. Interest rates in the year have continued to be low. The Charity's need to retain liquidity has precluded long term investment, i.e. one year or more, because of income uncertainty due to changes in health care budgets and the requirement to ensure sufficient, ongoing operational funding.

Expenditure has also continued to be well controlled and is reviewed at every Board meeting. Key changes in the year compared to 2019 are:

| | 2020 £ | 2019 £ | Difference £ |
|------------------|--------|--------|--------------|
| Employment Costs | 59,221 | 49,063 | +10,158 |
| Drivers Mileage | 48,028 | 53,261 | -5,233 |
| Rent and Rates | 17,081 | 15,811 | +1,270 |
| Governance Costs | 2,177 | 1,644 | +533 |
| Telephone | 518 | 1,437 | -919 |

Employment costs have increased due to the addition of another member of staff in April 2019, bringing the total staff team up to 6. Rental costs have increased in line with inflation. Driver's Mileage has reduced overall this year, due to fewer miles covered.

The charity has also invested in a new database system and website development during this year.

The charity has made a surplus of £4,478 compared with last year of £17,977. If the result for the year is related to only the CCG income of £146,945 against operational costs, it shows there has been no CCG contribution to reserves this year. The income against spend in all the CCG areas the charity serves is closely monitored.

A spend of £3,832 has been allocated from the £30,000 restricted funds for the Heywood, Middleton and Rochdale area for project development and administrative costs. In order to make best use of this funding, which is outside and additional to our Service Contract in the area, work commenced to undertake a travel training project for older children, so they can become more independent for certain journeys. Whilst the preliminary work was encouraging, the impact of Covid has resulted in a pause in activity.

TRANSPORT FOR SICK CHILDREN

Investment powers and policy

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest bearing deposit account.

Reserves policy and going concern

The balance held in unrestricted reserves at 31st March 2020 was £186,582 of which £186,451 are free reserves, after allowing for funds tied up in tangible fixed assets.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately six months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

The Charity's main source of income is grants and donations. The Trustees consider that it is appropriate to prepare the accounts on a going concern basis and, consequently, the accounts do not include any adjustments that would be necessary if these sources of income should cease.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

Plans for Future Periods

The key plan is to continue to maintain and expand the service in the Greater Manchester area. If funding becomes available, to have the service replicated in another UK urban area.

Structure, governance and management

Transport for Sick Children Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 4th May 2005. It is registered as a charity with the Charity Commission and is constituted under a trust deed dated 17th May 2005.

Appointment of trustees

As set out in the Articles of Association trustees are elected annually by the members of the charitable company attending the Annual General meeting and serve for a period of three years

Trustee induction and training

Most trustees are already familiar with the work of the charity as a result of either their work within a member organisation or as a volunteer.

Additionally, new trustees familiarise themselves with the roles and responsibilities of trustees as set out by the Charities Commission and attend governance courses.

Organisation

The board of trustees administers the charity. The board normally meets monthly. A senior manager is appointed by the trustees to manage the day-to-day operations of the charity.

TRANSPORT FOR SICK CHILDREN

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Reference and administrative information

Charity Name: Transport for Sick Children Limited

Charity Number: 1110618

Company Registration Number: 05454582

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Key management personnel: Trustees and Directors

Gaynor Kershaw

| | |
|--------------|-----------|
| Pauline Cope | Secretary |
|--------------|-----------|

Eric Houghton

| | |
|----------------|----------|
| George Stenson | Chairman |
|----------------|----------|

| | |
|---------------|-----------|
| Gill Heyworth | Treasurer |
|---------------|-----------|

Registered Office

Stockport Business and Innovation Centre Suite 338

Broadstone Mill

Broadstone Road

Stockport

Cheshire

SK5 7DL

Independent Examiners

Community Accountancy Service Limited

The Grange

Pilgrim Drive

Beswick

Manchester

M11 3TQ

Bankers

The Royal Bank of Scotland plc

4 The Downs

Altrincham

WA14 2PY

TRANSPORT FOR SICK CHILDREN

The Charity Bank Limited
Fosse House
182 High Street
Tonbridge
TN9 1BE

Shawbrook Bank
Lutea House
Warley Hill Business Park
The Drive
Great Warley
Brentwood
Essex
CM13 3BE

Solicitors

Hale Solicitors
Octagon House
8a Fir Road
Bramhall
Stockport
Cheshire
SK7 2NP

TRANSPORT FOR SICK CHILDREN

Trustees responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Transport for Sick Children Limited for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

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. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees

George Stenson
Chairman

Date: 25th February 2021

Independent examiner's report to the trustees of TRANSPORT FOR SICK CHILDREN LIMITED

I report on the accounts of the company for the year ended 31st March 2020, which are set out on pages 8 to 17.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

AM King FCCA *A.M. King*
 Community Accountancy Service Ltd
 The Grange, Pilgrim Drive
 Beswick, Manchester, M11 3TQ

Date: 25th February 2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED
31 MARCH 2020

| | Further Details | Unrestricted Funds £ | Restricted Funds £ | Total Funds Year Ended 31 March 2020 £ | Total Funds Year Ended 31 March 2019 £ |
|------------------------------------|-----------------|----------------------------|--------------------------|--|---|
| Income from: | | | | | |
| Donations and legacies | (3) | 150,961 | - | 150,961 | 153,316 |
| Charitable Activities | (4) | 310 | - | 310 | 35 |
| Other Trading Activities | (5) | - | - | - | - |
| Investment Income | | 786 | - | 786 | 563 |
| Total | | 152,057 | - | 152,057 | 153,914 |
| Expenditure on: | | | | | |
| Raising Funds | (6) | 3,886 | - | 3,886 | 1,071 |
| Charitable Activities | (6) | 139,699 | 3,832 | 143,531 | 134,701 |
| Other | (6) | 162 | - | 162 | 165 |
| Total | | 143,747 | 3,832 | 147,579 | 135,937 |
| Net movement in funds | | 8,310 | (3,832) | 4,478 | 17,977 |
| Reconciliation of funds | | | | | |
| Total funds brought forward | (17) | 258,272 | 30,000 | 288,272 | 270,295 |
| Total funds carried forward | (17) | 266,582 | 26,168 | 292,750 | 288,272 |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 10 to 17 form part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2020

Company registration number 05454582

| | Notes | 2020 £ | 2019 £ |
|---|-------|-----------------------|-----------------------|
| Fixed assets: | | | |
| Tangible assets | (11) | 131 | 330 |
| Total fixed assets | | <u>131</u> | <u>330</u> |
| Current assets: | | | |
| Stocks | (12) | - | - |
| Debtors | (13) | 11,578 | 3,316 |
| Cash at Bank & in Hand | | 284,621 | 290,229 |
| Total current assets | | <u>296,199</u> | <u>293,545</u> |
| Liabilities: | | | |
| Creditors: Amounts falling due within one year | (15) | 3,580 | 5,603 |
| Net current assets or liabilities | | <u>292,619</u> | <u>287,942</u> |
| Total assets less current liabilities | | 292,750 | 288,272 |
| Creditors: Amounts falling due after more than one year | (16) | - | - |
| Provisions for liabilities | | - | - |
| Total net assets or liabilities | | <u><u>292,750</u></u> | <u><u>288,272</u></u> |
| The funds of the charity: | | | |
| Restricted income funds | (17) | 26,168 | 30,000 |
| Unrestricted income funds | (17) | 266,582 | 258,272 |
| Total charity funds | | <u><u>292,750</u></u> | <u><u>288,272</u></u> |

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective April 2008).

For the period in question the company was entitled to the exemption conferred by section 477 of the Companies Act 2006, and that no notice has been deposited under section 476 in relation to its accounts for the financial year; and 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 trustees on 25th February 2021

Gill Heyworth Treasurer

George Stenson Chair

The notes on pages 10 to 17 form part of these accounts.

Statement of Cash Flows for the year ending 31 March 2020

| | Year Ended 31 March 2020 £ | Year Ended 31 March 2019 £ |
|--|-------------------------------------|-------------------------------------|
| Net cash used in operating activities | (6,394) | 30,907 |
| Cash flows from investment activities: | | |
| Interest | 786 | 563 |
| Purchase of fixed assets | - | - |
| Net cash provided by investing activities | <u>786</u> | <u>563</u> |
| Increase/(decrease) in cash and cash equivalents during the year | (5,608) | 31,470 |
| Cash and cash equivalents brought forward | 290,229 | 258,759 |
| Cash and cash equivalents carried forward | <u><u>284,621</u></u> | <u><u>290,229</u></u> |

Notes to the accounts

1. Accounting policies**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1st January 2015 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There is 1 restricted fund.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 17.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of expense.

The allocation of support and governance costs is analysed in note 8.

(g) Costs of raising funds

The costs of raising funds consists of publicity and marketing and membership fees.

(h) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 7.

(i) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged on the following basis:

Computers 15% on cost

(j) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(k) Pensions

The Charity operates an auto enrolment pension scheme. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

2. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2019: £nil). Expenses paid to the trustees in the year totalled £nil (2019: £nil).

3. Donations and Legacies

| | Unrestricted Year Ended 31 March 2020 £ | Restricted Year Ended 31 March 2020 £ | Total Funds Year Ended 31 March 2020 £ | Total Funds Year Ended 31 March 2019 £ |
|---|--|---|--|--|
| Donations | 4,578 | - | 4,578 | 5,159 |
| General grants: | | | | |
| NHS Wigan CCG | 11,192 | - | 11,192 | 11,193 |
| NHS Bolton CCG | 12,741 | - | 12,741 | 12,754 |
| NHS Bury CCG | 4,370 | - | 4,370 | 4,370 |
| NHS Heywood, Middleton and Rochdale CCG | 28,000 | - | 28,000 | 28,000 |
| NHS Central Manchester CCG | 33,705 | - | 33,705 | 33,705 |
| NHS Oldham CCG | 19,057 | - | 19,057 | 19,057 |
| NHS Salford CCG | 15,000 | - | 15,000 | 15,000 |
| NHS Stockport CCG | 7,000 | - | 7,000 | 7,259 |
| NHS Tameside and Glossop CCG | 9,250 | - | 9,250 | 9,000 |
| NHS Trafford CCG | 6,630 | - | 6,630 | 6,630 |
| Drivers' Donations | 155 | - | 155 | 847 |
| Gift Aid | (717) | - | (717) | 342 |
| | <u>150,961</u> | <u>-</u> | <u>150,961</u> | <u>153,316</u> |
| Previous reporting period | <u>153,316</u> | <u>-</u> | <u>153,316</u> | |

4. Income from charitable activities

| | Unrestricted Year Ended 31 March 2020 £ | Restricted Year Ended 31 March 2020 £ | Total Funds Year Ended 31 March 2020 £ | Total Funds Year Ended 31 March 2019 £ |
|---------------------------|--|---|--|--|
| Membership | 310 | - | 310 | 35 |
| | <u>310</u> | <u>-</u> | <u>310</u> | <u>35</u> |
| Previous reporting period | <u>35</u> | <u>-</u> | <u>35</u> | |

5. Income from other trading activities

| | Unrestricted Year Ended 31 March 2020 £ | Restricted Year Ended 31 March 2020 £ | Total Funds Year Ended 31 March 2020 £ | Total Funds Year Ended 31 March 2019 £ |
|---------------------------|--|---|--|--|
| Fundraising events | - | - | - | - |
| | - | - | - | - |
| Previous reporting period | - | - | - | - |

6. Expenditure

| | Provision of Voluntary Transport £ | Year Ended 31 March 2020 £ | Year Ended 31 March 2019 £ |
|--|---|-------------------------------------|-------------------------------------|
| Expenditure on raising funds: | | | |
| Membership Fees | 35 | 35 | 35 |
| Website | 1,050 | 1,050 | - |
| Publicity and Promotion | 2,801 | 2,801 | 1,036 |
| | 3,886 | 3,886 | 1,071 |
| Expenditure on charitable activities: | | | |
| Employment Costs | 59,221 | 59,221 | 49,063 |
| Recruitment | - | - | 180 |
| Training | 389 | 389 | 454 |
| Taxi's for Appointments | 183 | 183 | 102 |
| Drivers' Mileage | 48,028 | 48,028 | 53,261 |
| Drivers' Expenses | 612 | 612 | 274 |
| Drivers' Events | 150 | 150 | - |
| Car Seats | 531 | 531 | 190 |
| DBS Checks | 153 | 153 | 240 |
| Minor Equipment, Repairs and Security | 436 | 436 | - |
| Subscriptions | 509 | 509 | 515 |
| IT Maintenance | 5,743 | 5,743 | 4,913 |
| Parties and Celebrations | 1,900 | 1,900 | 1,958 |
| Telephone | 518 | 518 | 1,437 |
| Travel | 154 | 154 | 201 |
| Rent and Rates | 17,081 | 17,081 | 15,811 |
| Insurance | 272 | 272 | 269 |
| Bank Charges | 205 | 205 | 16 |
| Governance and Support Costs | 2,177 | 2,177 | 1,644 |
| Post, Printing & Stationery | 5,070 | 5,070 | 3,880 |
| Depreciation | 199 | 199 | 293 |
| | 143,531 | 143,531 | 134,701 |
| Other expenditure: | | | |
| Sundries | 162 | 162 | 165 |
| | 162 | 162 | 165 |
| | 147,579 | 147,579 | 135,937 |
| Restricted funds | | 3,832 | - |
| Unrestricted funds | | 143,747 | 135,937 |
| | | 147,579 | 135,937 |

7. Analysis of expenditure on charitable activities

The charity performs only one activity which is the provision of voluntary transport to and from hospitals, clinics and outpatients departments for children and their carers who live in and around Manchester.

8. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown below:

| | General Support | Governance | Total | Basis of apportionment |
|------------------|-----------------|------------|-------|------------------------|
| Accountancy Fees | - | 840 | 840 | type of expense |
| AGM Expenses | - | 1,337 | 1,337 | type of expense |
| | - | 2,177 | 2,177 | |

9. Analysis of staff costs

| | Year Ended 31 March 2020 £ | Year Ended 31 March 2019 £ |
|-----------------------|-------------------------------------|-------------------------------------|
| Wages and Salaries | 58,673 | 48,573 |
| Redundancy | - | - |
| Social Security Costs | - | - |
| Pension Costs | 548 | 490 |
| | <u>59,221</u> | <u>49,063</u> |
| Charitable activities | 59,221 | 49,063 |
| Support costs | - | - |
| | <u>59,221</u> | <u>49,063</u> |

The average number of employees during the year was 6 (previous year: 5).

The charity considers its key management personnel comprises the trustees. The total employment benefits, including employer pension contributions of the key management personnel were £nil (previous year: £nil), No employees has benefits in excess of £60,000 (previous year: none).

10. Independent Examiner Fees

| | Year Ended 31 March 2020 £ | Year Ended 31 March 2019 £ |
|------------------------------|-------------------------------------|-------------------------------------|
| Independent examination fees | 840 | 798 |
| Other financial services | - | - |
| | <u>840</u> | <u>798</u> |

11. Tangible Fixed Assets

| | Computer Equipment | Total |
|-----------------------|-----------------------|-------|
| Cost | £ | £ |
| At 1 April 2019 | 6,115 | 6,115 |
| Additions | - | - |
| At 31 March 2020 | 6,115 | 6,115 |
| Depreciation | | |
| At 1 April 2019 | 5,785 | 5,785 |
| Charge for Year | 199 | 199 |
| At 31 March 2020 | 5,984 | 5,984 |
| NET BOOK VALUE | | |
| At 31 March 2020 | 131 | 131 |
| At 31 March 2019 | 330 | 330 |

12. Stocks

The organisation does not hold any stocks.

13. Analysis of debtors

| | 2020 | 2019 |
|-------------|--------|-------|
| | £ | £ |
| Debtors | 9,519 | 1,009 |
| Prepayments | 2,059 | 2,307 |
| | 11,578 | 3,316 |

Debtors and prepayments related to unrestricted funds both in 2020 and 2019.

14. Creditors: amounts falling due within one year

| | 2020 | 2019 |
|---|-------|-------|
| | £ | £ |
| Creditors | 2,644 | 4,727 |
| Short-term compensated absences (holiday pay) | - | - |
| Other creditors and accruals | 840 | 780 |
| Deferred income | - | - |
| Taxation and social security costs | 96 | 96 |
| | 3,580 | 5,603 |

15. Deferred income

The organisation did not defer any income (2019: £nil)

16. Creditors: amounts falling due after more than one year

| | 2020 | 2019 |
|----------------------------|------|------|
| | £ | £ |
| Provisions for liabilities | - | - |
| | - | - |

17. Analysis of charitable funds

Analysis of movements in unrestricted funds

| | Balance at 1 April 2019 | Incoming Resources | Resources Expended | Transfers | Balance at 31 March 2020 |
|------------------|----------------------------|-----------------------|-----------------------|-----------|-----------------------------|
| | £ | £ | £ | £ | £ |
| General Fund | 178,272 | 152,057 | (143,747) | - | 186,582 |
| Designated Funds | 80,000 | - | - | - | 80,000 |
| | <u>258,272</u> | <u>152,057</u> | <u>(143,747)</u> | <u>-</u> | <u>266,582</u> |

Previous reporting period

| | Balance at 1 April 2018 | Incoming Resources | Resources Expended | Transfers | Balance at 31 March 2019 |
|------------------|----------------------------|-----------------------|-----------------------|-----------|-----------------------------|
| | £ | £ | £ | £ | £ |
| General Fund | 160,295 | 153,914 | (135,937) | - | 178,272 |
| Designated Funds | 80,000 | - | - | - | 80,000 |
| | <u>240,295</u> | <u>153,914</u> | <u>(135,937)</u> | <u>-</u> | <u>258,272</u> |

Name of unrestricted fund:

General Fund

Designated Funds

Description, nature and purpose of the fund

The "free reserves" after allowing for all designated funds

For future redundancy and closure costs

Analysis of movements in restricted funds

| | Balance at 1 April 2019 | Incoming Resources | Resources Expended | Transfers | Balance at 31 March 2020 |
|----------------------|----------------------------|-----------------------|-----------------------|-----------|-----------------------------|
| | £ | £ | £ | £ | £ |
| Restricted Donations | 30,000 | - | (3,832) | - | 26,168 |
| | <u>30,000</u> | <u>-</u> | <u>(3,832)</u> | <u>-</u> | <u>26,168</u> |

Previous reporting period

| | Balance at 1 April 2018 | Incoming Resources | Resources Expended | Transfers | Balance at 31 March 2019 |
|----------------------|----------------------------|-----------------------|-----------------------|-----------|-----------------------------|
| | £ | £ | £ | £ | £ |
| Restricted Donations | 30,000 | - | - | - | 30,000 |
| | <u>30,000</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>30,000</u> |

Name of restricted fund:

Restricted Donations

Description, nature and purpose of the fund

to be used in Heywood, Middleton and Rochdale areas only

18. Analysis of net assets between funds

| | Unrestricted funds | Designated funds | Restricted funds | Total 2020 |
|--|-----------------------|---------------------|---------------------|----------------|
| | £ | £ | £ | £ |
| Tangible fixed assets | 131 | - | - | 131 |
| Cash at bank and in hand | 178,453 | 80,000 | 26,168 | 284,621 |
| Other net current assets/(liabilities) | 7,998 | - | - | 7,998 |
| Creditors of more than one year | - | - | - | - |
| Total | <u>186,582</u> | <u>80,000</u> | <u>26,168</u> | <u>292,750</u> |

Previous reporting period

| | Unrestricted funds | Designated funds | Restricted funds | Total 2019 |
|--|-----------------------|---------------------|---------------------|----------------|
| | £ | £ | £ | £ |
| Tangible fixed assets | 330 | - | - | 330 |
| Cash at bank and in hand | 180,229 | 80,000 | 30,000 | 290,229 |
| Other net current assets/(liabilities) | (2,287) | - | - | (2,287) |
| Creditors of more than one year | - | - | - | - |
| Total | <u>178,272</u> | <u>80,000</u> | <u>30,000</u> | <u>288,272</u> |

19. Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

21. Reconciliation of net movement in funds to net cash flow from operating activities

| | Year Ended 31 March 2020 £ | Year Ended 31 March 2019 £ |
|--|-------------------------------------|-------------------------------------|
| Net movement in funds | 4,478 | 17,977 |
| Add back depreciation | 199 | 293 |
| Deduct investment income | (786) | (563) |
| Decrease/(increase) in stocks | - | - |
| Decrease/(increase) in debtors | (8,262) | 15,107 |
| Increase/(decrease) in creditors | (2,023) | (1,907) |
| Net cash used in operating activities | (6,394) | 30,907 |

Income and Expenditure Account

| | Year Ended 31 March 2020 £ | Year Ended 31 March 2019 £ |
|---|-------------------------------------|-------------------------------------|
| Income | | |
| Donations | 4,578 | 5,159 |
| General grants: | | |
| NHS Wigan CCG | 11,192 | 11,193 |
| NHS Bolton CCG | 12,741 | 12,754 |
| NHS Bury CCG | 4,370 | 4,370 |
| NHS Heywood, Middleton and Rochdale CCG | 28,000 | 28,000 |
| NHS Central Manchester CCG | 33,705 | 33,705 |
| NHS Oldham CCG | 19,057 | 19,057 |
| NHS Salford CCG | 15,000 | 15,000 |
| NHS Stockport CCG | 7,000 | 7,259 |
| NHS Tameside and Glossop CCG | 9,250 | 9,000 |
| NHS Trafford CCG | 6,630 | 6,630 |
| Drivers' Donations | 155 | 847 |
| Gift Aid | (717) | 342 |
| Membership | 310 | 35 |
| Investment Income | 786 | 563 |
| Fundraising events | - | - |
| Total Income | 152,057 | 153,914 |
| Expenditure | | |
| Membership Fees | 35 | 35 |
| Website | 1,050 | - |
| Publicity and Promotion | 2,801 | 1,036 |
| Employment Costs | 59,221 | 49,063 |
| Recruitment | - | 180 |
| Training | 389 | 454 |
| Taxi's for Appointments | 183 | 102 |
| Drivers' Mileage | 48,028 | 53,261 |
| Drivers' Expenses | 612 | 274 |
| Drivers' Events | 150 | - |
| Car Seats | 531 | 190 |
| DBS Checks | 153 | 240 |
| Minor Equipment, Repairs and Security | 436 | - |
| Subscriptions | 509 | 515 |
| IT Maintenance | 5,743 | 4,913 |
| Parties and Celebrations | 1,900 | 1,958 |
| Telephone | 518 | 1,437 |
| Travel | 154 | 201 |
| Rent and Rates | 17,081 | 15,811 |
| Bank Charges | 205 | 16 |
| Insurance | 272 | 269 |
| Governance and Support Costs | 2,177 | 1,644 |
| Post, Printing & Stationery | 5,070 | 3,880 |
| Depreciation | 199 | 293 |
| Sundries | 162 | 165 |
| Total Expenditure | 147,579 | 135,937 |
| Surplus/(deficit for year) | 4,478 | 17,977 |