Charity number 1092511

A company limited by guarantee number 4210523

## Annual Report and Financial Statements for the year ended 31 December 2020





## Annual Report and Financial Statements for the year ended 31 December 2020

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**Prepared by West Yorkshire Community Accounting Service** 

### Trustees' report for the year ended 31 December 2020

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name Position Dates

Richard Clarke Chairman

Kenneth Creek Jacqueline Morley Elizabeth Watson

**Company Secretary** Stephanie Wheelhouse

Charity number 1092511 Registered in England and Wales

Company number 4210523 Registered in England and Wales

Registered and principal address Bankers

46-48 Newmarket St Barclays Bank Plc Skipton Leicester,

Leicestershire, LE87 2BB

Independent examiner

**BD23 2JB** 

Simon Bostrom FCIE

**West Yorkshire Community Accounting Service** 

Stringer House 34 Lupton Street Leeds LS10 2QW

### Structure, governance and management

The charity is a company limited by guarantee and was formed on 3 May 2001. It is governed by a memorandum and articles of association as amended by special resolution dated 19 March 2002 and 30 April 2003. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

### Trustees' report (continued) for the year ended 31 December 2020

### Objectives and activities

### The charity's objects

To promote the welfare and relieve the suffering of disabled persons resident in and adjacent to the district of Craven and to assist their integration into society.

### The charity's main activities

The charity provides for the welfare of people with disabilities living in and around Craven, North Yorkshire and assisting them to integrate into society. We operate 4 minibuses with full disability access including wheelchair lifts. We collect our service users from their homes and take them to Doctors & Hospital appointments, Dentists, Shopping etc.

### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

### Achievements and performance

2020 has been a year like no other for the whole country, not just for Skipton & Craven Action for Disability. Finding our way through the upheaval that has been the COVID-19 pandemic has been both demanding and stressful; and ensuring that the charity is not only able to continue operating transport to a greater or lesser extent throughout, a real challenge.

In March 2020, we had a full diary for transport, and were looking forward to a buoyant year in the shops. Bookings for Endeavour were also starting to appear. A fortnight in March, and 99% of our income streams had disappeared. Where we would expect to carry out around 1800 journeys a month, we found ourselves with almost all the staff furloughed (with all the complications of the attendant rules), and minibuses parked up.

We sold one of our oldest minibuses, which was the next step to bringing the fleet up to date - investing in new minibuses being one of the ways to reducing the costs of repair, which had reached the levels of £13- £14,000 a year. This now only leaves one minibus which is over 8 years old.

During the first lockdown, all three shops were emptied by volunteers and the opportunity was taken to revitalise and refresh Newmarket Street and Crosshills, with the Settle shop being disposed of completely. We also agreed to take over a new shop on Skipton's High Street. So, despite the brakes being put on our operations, we were able to focus on the way that we would emerge from the pandemic and restart the charity and its operations.

In June, the Newmarket Street shop reopened (the first charity shop in Skipton to do so), and we dealt with around 10 tonnes of donations. This was particularly challenging, not only because of the quarantine requirements, but also because the majority of our volunteers remained at home, through shielding. We were unable to reopen the Crosshills shop until August, as the Manager decided she did not wish to return from furlough and resigned. The Warehouse Supervisor also decided to retire. We were incredibly lucky to secure a retail team from a national retail chain, who have taken on managing the Crosshills shop, donations and some online sales with gusto. The second national lockdown in November / December was a blow - and the disruption to stock rotation and donation sorting has made continuity extremely difficult. Sales in the runup to Christmas were extremely slow, and it had already been decided that the shops would be left closed throughout January, and we would take advantage of the furlough system, before the third national lockdown was announced.

### Trustees' report (continued) for the year ended 31 December 2020

### Achievements and performance- continued

Our boat, Endeavour was moored throughout. We were unable to use her at all, through 2020, not only because of the lack of customers and the group social distancing requirements, but also because the majority of her skippers and crew are older, and many were themselves shielding. The Board of SCAD did, however, begin to explore the possibility of hiving off the operations of the boat to a new charity, who would be able to develop the boat and its social impact to a level which SCAD are unable to resource at present.

As we come out of 2020, it would have been very easy to have simply shut up shop, hunkered down and hoped to ride out the pandemic. We believe that if we had taken that approach, we would not have been here today. Instead, having taken the opportunity to review and appraise the way that SCAD operates, we have come out of the 2020 stages of the pandemic as a much smaller organisation, but one which can seek to re-establish its services within the community and consolidate its presence.

### **Financial review**

The net expenditure for the year was £1,478, including net expenditure of £3,384 on unrestricted funds and net income of £1,906 on restricted funds.

### Reserves policy

The charity's reserves policy is to aim to maintain a reserve equating to one month's general running costs at £28,000 plus one month' salaries at £17,000 and £2,750 to cover short term loss of trading or operational disruptions. The total target reserve is therefore £45,750.

The charity's unrestricted net current assets at the year end were in deficit by £20,771.

#### Funds in deficit

During 2019 we began an in depth review of our cost base, we were able to reduce of staff costs significantly. This process has continued during 2020 where with a combination of Government Grants and very tight management of expenditure we have been able to significantly reduce our debts. This process is continuing through 2021. We have been trying to finalise the pay-out from the insurance company for our business interruption insurance. The pay-out of this claim will go a long way to restoring our reserves and paying off the remaining debts. Coming out of lockdown will allow us to restart the remaining transport activities. It should also bring tourists back into Skipton which will significantly benefit our new shop. A Bounce Back loan was also used to defer payment for the buses on lease and to make a significant reduction to the actual payments once they restart in August this year.

### Skipton and Craven Action for Disability Trustees' report (continued) for the year ended 31 December 2020

### Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial 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 the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. 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 has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of tr	rustees on
Signed:	(Trustee)
Name:	

### Independent examiner's report to the trustees of Skipton and Craven Action for Disability

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2020, which are set out on pages 7 to 15.

### Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of Body which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination: or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:	Name:	Simon Bostrom FCIE
Date:		
West Yorkshire Community Accounting Se	ervice	

34 Lupton Street Leeds LS10 2QW

# Skipton and Craven Action for Disability Statement of Financial Activities (including summary income and expenditure account) for the year ended 31 December 2020

	Notes				
		2020	2020	2020	2019
	L	Inrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Donations and legacies	(2)	118,937	9,936	128,873	69,640
Charitable activities					
Transport	(3)	40,257	-	40,257	89,437
Boat	(3)	7,095	-	7,095	19,362
Other trading activities	(4)	75,681	-	75,681	190,278
Investment income		8		8_	6_
Total income		241,978	9,936	251,914	368,723
Expenditure on:					
Raising funds	(5)	92,547	3,686	96,233	182,691
Charitable activities					
Transport	(6)	127,928	6,034	133,962	218,633
Boat	(6)	21,854	-	21,854	14,339
Other charitable activities	(6)	1,343	-	1,343	1,236
Total expenditure		243,672	9,720	253,392	416,899
Net income / (expenditure)		(1,694)	216	(1,478)	(48,176)
Transfers between funds		3,600	(3,600)	-	-
Net movement in funds		1,906	(3,384)	(1,478)	(48,176)
Fund balances brought forward		(26,783)	27,335	552	48,728
Fund balances carried forward	(9)	(24,877)	23,951	(926)	552

All incoming resources and resources expended derive from continuing activities.

### **Balance sheet**

as at 31 December 2020		2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(10)	45,894_	17,701_	63,595	85,674
Total fixed assets		45,894	17,701	63,595	85,674
Current assets					
Debtors and prepayments	(11)	19,310	_	19,310	24,505
Cash at bank and in hand	(12)	•	6,250	22,196	2,916
Total current assets		35,256	6,250	41,506	27,421
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(13)			56,027	112,543
Total current liabilities		56,027		56,027	112,543
Net current assets / (liabilities)		(20,771)	6,250	(14,521)	(85,122)
(,					(, /
Total assets less current liabilities		25,123	23,951	49,074	552
	<i>(4.4</i> )				
Creditors: amounts falling due after one year	(14)	50,000		50,000	
Net assets		(24,877)	23,951	(926)	552
Funds					
Unrestricted funds		(24,877)	-	(24,877)	(26,783)
Restricted funds		<u> </u>	23,951	23,951	27,335
Total funds		(24,877)	23,951	(926)	552

For the year ending 31 December 2020 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The linancial statements were appro	oved by the board of trustees on
Signed:	(Trustee)
Name:	

### 1 Accounting policies

### Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) 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) (effective 1 January 2019) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

### Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

#### Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

### Tangible fixed assets

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: 25% reducing balance Motor vehicles: 25% reducing balance

### 1 Accounting policies continued

### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

#### Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

### Method of apportioning cost between activities

Where possible, costs are directly attributed to activities. For overhead costs in respect of management and administration, these are apportioned to activities on the basis of worker time. This basis follows for the apportionment of support costs as analysed in the notes.

	otal nds £
funds funds funds fu	
Tarras Tarras Tarras	£
£££	
National Lottery Awards for All - 9,936 9,936	-
Craven Council 32,668 - 32,668	-
HMRC Job Retention Scheme (JRS) 75,840 - 75,840	-
Donations 7,253 - 7,253 24,	772
Subscriptions 1,315 - 1,315 6,	995
	775
	674
Gift aid	424_
118,9379,936128,87369,	640
<b>3 Charitable activities</b> 2020 2020 2	019
Unrestricted Restricted Total T	otal
funds funds fu	nds
£££	£
Transport fee income 31,768 - 31,768 71,	763
North Yorkshire County Council 8,881 - 8,881 7,	789
·	466
·	362
Wheelchair hire 68 68	419_
<u>47,352</u> <u>- 47,352</u> <u>108,</u>	799
<b>4 Other trading activities</b> 2020 2020 2020 2	019
Unrestricted Restricted Total T	otal
funds funds fu	nds
£££	£
	382
Shop income	896_
75,681 - 75,681 190,	278

Staffing costs Rent Rates and water Heat and light Insurance Telephone Volunteer expenses Waste disposal Bank charges Repairs and maintenance		2020 Unrestricted funds £ 64,449 18,928 161 2,214 437 82 14 3,498 908 1,585	2020 Restricted funds £ 2,496 840 350	2020 Total funds £ 66,945 19,768 161 2,214 437 82 14 3,498 908 1,935	2019 Total funds £ 117,749 38,653 6,257 5,318 1,021 1,107 1,681 - 1,279 9,448
Support costs Other expenses Depreciation		196 59 16 92,547	- - - 3,686	196 59 16 96,233	- - 178 182,691
		02,011	3,333	30,200	102,001
6 Charitable activities	2020 Transport	2020 Boat	2020 Other	2020 Total	2019 Total
	£	£	activities £	funds £	funds £
Staffing costs Rent	92,861 -	2,881 2,505	-	95,742 2,505	130,642 2,505
Insurance	8,368	3,115	-	11,483	9,218
Telephone	1,429	2,573	-	4,002	3,924
Volunteer expenses	246	443	-	689	-
Support costs	3,455	6,543	-	9,998	16,557
Printing postage and stationery	485 537	874 967	-	1,359 1,504	2,804
Other expenses			-	,	12,215
Depreciation  Events and activities	16,510	1,953	- 1,343	18,463	25,503
Hire purchase costs	2,329	-	1,343	1,343 2,329	1,236 1,325
Vehicle running costs	7,742	_	_	7,742	28,279
Vollide railing decid	133,962	21,854	1,343	157,159	234,208
				_	
7 Support costs	2020	2020	2020	2020	2020
	Raising	Transport	Boat	Other	Total
	funds	funds	funds	activities	funds
	£	£	£	£	£
Human Resources	63	1,095	1,971	-	3,129
Accountancy	79	1,386	2,495	-	3,960
Subscriptions	13	232	418	-	663
Staff Training	7	129	232	-	368
IT and software	34	613	1,103		1,750
	196	3,455	6,219		9,870

8 Staff costs and numbers	2020	2019
	£	£
Gross salaries	157,877	237,084
Social security costs	2,939	8,372
Pensions	1,458	2,935
Redundancies	414_	
	162,688	248,391

The average number employees during the year was 14, (2019: 29). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2020	2019
	£	£
Costs of the scheme to the charity for the year	1,458	2,935
Amount of any contributions outstanding at the year end	711	382

9 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Vehicles fund	27,335	-	6,034	(3,600)	17,701
Awards for All		9,936	3,686		6,250
	27,335	9,936	9,720	(3,600)	23,951

### Fund name Purpose of restriction

Vehicles fund

The outgoing costs represent the depreciation of the vehicles. During the year 2 vehicles that had been on hand since 2008 and 2010 were disposed of. The net book value of the vehicles was £3,784 and they were sold for £3,600. The closing balance therefore is the net book value of 2 remaining vehicles (£17,701) the sales proceeds of £3,600 being transferred to unrestricted funds, the vehicles being virtually completely depreciated. Towards the rags to #tags project.

Awards for All

10 Tan	ngible assets	Boats	Motor vehicles	Fixture and Fittings	Total
Cos	<u>st</u>		£	£	£
At 1	   January 2020	64,472	228,301	52,582	345,355
Dis	posals	<del>_</del>	(77,030)		(77,030)
At 3	31 December 2020	64,472	151,271	52,582	268,325
<u>De</u> p	<u>oreciation</u>				
At 1	January 2020	49,957	160,332	49,392	259,681
Dep	on reversed re. disposals	-	(73,246)	-	(73,246)
Cha	arge for year	1,450	16,047	798	18,295
At 3	31 December 2020	51,407	103,133	50,190	204,730
Net	book value				
At 3	31 December 2020	13,065	48,138	2,392	63,595
At 3	31 December 2019	14,515	67,969	3,190	85,674

11 Debtors and prepayments	2020	2019
	£	£
Debtors	12,893	10,758
Prepayments	6,417	13,747
	19,310	24,505
12 Cash at bank and in hand	2020	2019
	£	£
Cash at bank	22,096	1,463
Cash in hand	100	1,453
	22,196	2,916
13 Creditors and accruals due within one year	2020	2019
	£	£
Hire purchase		51,669
Creditors	24,170	27,715
Accruals	1,800	3,552
Loans repayable on demand	14,000	14,000
HMRC and pensions	16,057	15,607
	56,027	112,543
14 Creditors and accruals due after one year	2020	2019
•	£	£
Bounce back loan	50,000	<u> </u>
	50,000	-

### 15 Related party transactions

### **Trustee expenses**

No trustee received any expenses during this year or the previous year.

### Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

### Remuneration and benefits received by key management personnel

The key management personnel of the charity include the Chief Executive Officer, Transport Manager and Retail Manager. The total employee benefits were £45,171.

No trustee received any remuneration or benefit in this capacity during this or the previous year.

### 16 Post balance sheet events

During the year, the charity made a claim for loss of earnings under its insurance cover. At the date of approval, the amount of the settlement was not yet finalised but could be between of the order of £50,000 to £60,000.

# Skipton and Craven Action for Disability Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Donations and legacies	118,937	69,640	9,936	-	128,873	69,640
Charitable activities						
Transport	40,257	89,437	-	-	40,257	89,437
Boat	7,095	19,362	-	-	7,095	19,362
Other trading activities	75,681	190,278	-	-	75,681	190,278
Investment income	8	6_			8_	6
Total income	241,978	368,723	9,936		251,914	368,723
Expenditure Raising funds Charitable activities	92,547	182,691	3,686	-	96,233	182,691
Transport	127,928	208,437	6,034	10,196	133,962	218,633
Boat	21,854	14,339	-	-	21,854	14,339
Other charitable activities	1,343	1,236			1,343	1,236
Total expenditure	243,672	406,703	9,720	10,196	253,392	416,899
Net income / (expenditure)	(1,694)	(37,980)	216	(10,196)	(1,478)	(48,176)
Transfers between funds	3,600		(3,600)			
Net movement in funds	1,906	(37,980)	(3,384)	(10,196)	(1,478)	(48,176)
Fund balances brought forward	(26,783)	11,197	27,335	37,531	552	48,728
Fund balances carried forward	(24,877)	(26,783)	23,951	27,335	(926)	552