

Trustees' Annual Report 2022-23



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period from: 01 April 2022 to 31 March 2023

Charity name: Havering Shopmobility Association

7.1

Charity registration number: 1051614

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To relieve people with mobility problems within the London Borough of Havering and other areas, by the provision of mobility related equipment for use whilst shopping or visiting Romford Town Centre, and its environs;</p> <p>To facilitate mobility and travel for longer periods of use as required at, or away from home, and to use on short breaks and holidays worldwide.</p>
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	<p>The main activities of the charity are the provision of electric scooters, electric wheelchairs, manual wheelchairs and walkers for people who have limited mobility for use when visiting Romford Town Centre.</p> <p>We provide equipment for short term or longer use for people with temporary or permanent mobility needs and for use on holiday.</p> <p>We also sell some disability and mobility aids.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	<p>The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.</p>

Additional information (optional)

	SORP reference	
Policy on grant making	Para 1.38	Havering Shopmobility does not give financial grants.
Policy on social investment including program related investment	Para 1.38	Havering Shopmobility does not make financial investments.
Contribution made by volunteers	Para 1.38	Havering Shopmobility is reliant on our team of dedicated volunteers who deliver our services. Without them, we simply could not operate. In 2022-23 many of our 30 volunteers continued to support our service delivery despite the challenges of Covid-related changes.

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	We give our users independence to use and enjoy all the shopping, leisure and health facilities within Romford and further afield. They benefit from their retained independence and reduced isolation, whilst the local economy also benefits from their spending power, which would otherwise be lost.

Additional information (optional)		
Achievements against objectives set	Para 1.41	<p>Our services were significantly affected by the Covid-related closures but re-opened in a Covid safe way at the earliest opportunity following each closure. Achievements this year relates more to survival than statistics.</p> <p>In the last year our equipment - electric scooters, electric wheelchairs and manual wheelchairs - was used on a total of 5351 times.</p> <p>A programme of replacing our older equipment was on going as and when required.</p>
Performance of fundraising activities against objectives set	Para 1.41	Trustees' financial strategy is to raise sufficient funds to ensure the continued viability of the charity. As such Trustees have not set objectives or fundraising targets. There has been limited fund raising in the last year due to the impact of Cost of living crisis. In the past year £4855 was raised.
Investment performance against objectives	Para 1.41	Haverling Shopmobility does not make financial investments.

Financial Review		
	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	From a financial point of view, we are suffering a lack of funds due to the problems of the current financial crisis. This is mainly due to the financial support provided through government schemes for Covid 19 ending. The Charity has had to draw on reserves to a significant degree. The bank balance at the end of the year was £92452.59 Total Income was £40223.99 and our Expenditure was £56097.84 Our reserves exceed the Trustee's Policy on Reserves which is to maintain one year's operating costs.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Trustee's policy is to transfer funds not required for short term use to an interest-bearing account with Metro Bank.</p> <p>The Trustee's policy on reserves is to maintain a sum equal to one year's operating costs, as a reserve. This is to ensure the longer term financial stability of the charity in the current economic uncertainties. This will need careful monitoring as income will be significantly reduced until user numbers recover.</p>
Amount of reserves held	Para 1.22	£92452.59 (greater than one year's operating costs)
Reasons for holding zero reserves	Para 1.22	Havering Shopmobility holds reserves.
Details of funds materially in deficit	Para 1.24	No funds are in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Covid restrictions has significantly reduced the routine hire of our equipment during the last year and has been slow to recover since lockdown restrictions have eased. This has had a consequent impact on income. The charity has sufficient reserves that this will not affect the financial viability of the charity in the short term but will need to be monitored for the future, and strategies developed accordingly.

Additional information (optional)				
The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's principal sources of funding and the sums generated in the last year are : <ul style="list-style-type: none">• User Subscriptions £ 5,076• Hire charges £ 23,628• Sales & commissions £ 5,118• Donations and fund raising £ 4,855 <p>These are very significantly better than the previous year.</p>		
Investment policy and objectives including any social investment policy adopted	Para 1.46	Haverling Shopmobility does not make financial investments.		
A description of the principal risks facing the charity	Para 1.46	Risk Item	Minor Event	Major Event
		Loss of Equipment	Non return/theft	Fire/theft/ destruction
		Loss of Finances	Theft/Pilfering/Error	Theft/Fraud Bank collapse
		Loss of Premises	Partial damage or destruction	Damage or destruction Withdrawal of use
		Loss of Staff	Illness, absence, vacancy	Extended absence. Loss of all staff at the same time
		Loss of Volunteers	Availability Gradual decline	Extended absence. Loss of all staff at the same time
		Loss of Trustees	Availability Gradual decline	
		Loss of Information	System failure Accidental loss or erasure Intentional	System loss Accidental loss or erasure Intentional
		Reputational Damage	Bad publicity Scandal	

Structure, Governance and Management		
Description of charity's trusts:	SORP reference	
Type of governing document	Para 1.25	Constitution adopted on 5 th December 1995, as amended on 25 th March 1998, 2 nd July 2009, 30 th June 2014, 15 July 2019 and 20 October 2020.
How is the charity constituted?	Para 1.25	An unincorporated Association
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	Trustees are appointed from members by the AGM of members or a meeting of trustees on the recommendation of an Appointments Panel of Trustees. Officers are elected from trustees at the AGM.
Additional information (optional)		
Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>Newly appointed trustees are provided with a portfolio of information on the organisation, the role of a trustee, key policies and procedures and key information.</p> <p>Trustees have adopted a Medium Term Plan following a review of objectives, the skills needed to deliver these and an audit of current and required skills and commitment. Portfolios of responsibility have been agreed to use to recruit new trustees and new trustees have been appointed.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>Trustees meet on a quarterly basis and receive formal reports on policy, resources, finance, reports of sub committees and operational performance.</p> <p>Trustees established three sub committees to do the work – Performance and Development to deal with how services are delivered and future direction; Membership and Staffing to look after the appointment of trustees, staff and volunteers; and Fund Raising to oversee the raising of monies essential to maintain our services.</p> <p>A Mission Statement and Values were agreed by trustees on 19 January 2015.</p> <p>The charity's day-to-day operations are led by a full time manager supported by a part-time assistant manager with additional management support as the need arises. Services are largely delivered by our volunteers who work as a team in shift patterns.</p> <p>Services delivery is co-ordinated by a management team comprising the Chairman, Deputy Chairman, Treasurer and Manager meeting bi-monthly.</p> <p>The charity maintains networking relationships with similar organisations in the voluntary and statutory sectors, and with local trading and community organisations.</p>
Relationship with any related parties	Para 1.51	Haverling Shopmobility is not related to any other party.

Reference and Administrative details	
Charity name	Havering Shopmobility Association
Other name the charity uses	Havering Shopmobility
Registered charity number	1051614
Charity's principal address	Havering Shopmobility 1 The Brewery, Waterloo Road, Romford, RM1 1AU

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	Jackie TOKLEY	Chairperson	elected 20 July 2022	The AGM or the Trustees
2	Peter MILLWARD	Treasurer Appointed 18/07/21	elected 20 July 2022	The AGM or the Trustees
3	Brian SAUNDERS Passed 15/02/23		Re-elected 19 July 2021	The AGM or the Trustees
4	Michael JOYCE		Elected 20 July 2022	The AGM or the Trustees
5	Gillian COLVIN		Re-elected 19 July 2021	The AGM or the Trustees
6	Elaine GREEN		Re-elected 19 July 2021	The AGM or the Trustees
7	Michael MITCHELL		Re-elected 19 July 2021	The AGM or the Trustees
8	Adrian SHERIDAN		Retired 20/07/22	The AGM or the Trustees
9	Jack WEBB		Retired 20/07/22	The AGM or the Trustees
10	Trish MOSBY	Secretary	Appointed 01/07/22	By Chair
11	Clark Curran		Appointed March 2021	The AGM or the Trustees
12	Vacant			

Corporate trustees – names of the directors at the date the report was approved		
Director name		
None		

Name of trustees holding title to property belonging to the charity		
Trustee name	Dates acted if not for whole year	
None		

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	None

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Financial Examiner	Mr John Percy	c/o Havering Shopmobility

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

Ms Mandy Bunn, Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details



None

Other optional information

Intentionally blank

Declarations

The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees

Signature		
Full name	Peter MILLWARD	Jacqueline TOKLEY
Position	Treasurer	Temporary Chairperson
Date	16/10/2023	16/10/2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
HAVERING SHOPMOBILITY ASSOCIATION

No (if any)
1051614

Receipts and payments accounts

CC16a

For the period
from

Period start date
1st April 2022

To

Period end date
31st March 2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Equipment Hires	23,628	0	0	23,628	18,997
Membership New / renew	5,076	0	0	5,076	5,088
Promotions & shop sales	675	0	0	675	1,908
Collection Tins & donations	3,291	0	0	3,291	1,177
Raffles & Fundraising	1,564	0	0	1,564	64
Shopmob Sales	4,443	0	0	4,443	2,618
First Step		0	0	0	1,388
Insurance Refund	1,288	0	0	1,288	1,167
Sundry	239	0	0	239	89
LBH Grants (Brewery & Liberty)	0	0	0	0	8,000
JRS Grant (Furlough)	0	0	0	0	889
Refunds	0	0	0	0	495
Overbanked -PC reimbursement Deposit 101447 03/04/23	20	0	0	20	0
	0	0	0	0	0
Sub total (Gross income for AR)	40,224	0	0	40,224	41,880
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	40,224	0	0	40,224	41,880
A3 Payments					
Equipment Maintenance	189	0	0	189	2,406
Office Equip Maintenance	840	0	0	840	667
Stationery	0	0	0	0	1,157
Phone & Internet	1,988	0	0	1,988	1,582
Insurance	4,508	0	0	4,508	0
Training / FirstAid	0	0	0	0	0
CCTV / Security (Both Shops)	0	0	0	0	0
Salaries & HMRC Payments	36,364	0	0	36,364	38,237
New Telephone/Computers	1,614	0	0	1,614	137
Cleaning	364	0	0	364	193
Sanitary Waste	407	0	0	407	376
Parking Permits	0	0	0	0	0
Stock For Resale	2,192	0	0	2,192	2,908
Petty Cash	652	0	0	652	951
Sundry	70	0	0	70	20
Christmas Do / Vouchers	655	0	0	655	520
Covid Safety Measures (PPE, Screens, Gel etc.)	0	0	0	0	978
Cash Withdrawal for Reopening		0	0	0	40
Scooter Maintenance	2,736	0	0	2,736	0
Miscellaneous	40	0	0	40	65
Sub total	52,621	0	0	52,621	50,237
A4 Asset and investment purchases. (see table)					
New Scooters	3,497	0	0	3,497	
	0	0	0	0	
Sub total	3,497	0	0	3,497	0
Total payments	56,118	0	0	56,118	50,237
Net of receipts/(payments)	-15,894	0	0	-15,894	-8,357
A5 Transfers between funds	18,300	0	0	18,300	-59,000
A6 Cash funds last year end	3,421	0	0	3,421	6,505
Cash funds this year end	5,827	0	0	5,827	-60,852

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Bank Account ***046	3,645	0	0
	Metro Bank Account ***023	2,182	0	0
		0	0	0
	Total cash funds	5,827	0	0
	(agree balances with receipts and payments account(s))			

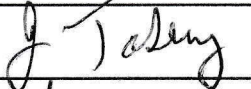

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Metro Instant Access Savings ***413	35,190	-	-
	Metro 90 day notice savings ***687	51,352	-	-
	Barclays Instant access savings ***849	83	-	-
		-	-	-
		-	-	-
		86,625	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Scooters & wheelchairs 2019 depreciated by 20% per annum	unrestricted	-	720
	Scooters & wheelchairs 2020 depreciated by 20% per annum	unrestricted	-	2,670
	Scooters & wheelchairs 2021 depreciated by 20% per annum	unrestricted	-	855
	Scooters & wheelchairs 2022 depreciated by 20% per annum	unrestricted	-	910
	Scooters & wheelchairs 2023 depreciated by 20% per annum	unrestricted	-	3,497
	Shop Stock at approximate valuation	unrestricted	-	1,600
	Office equipment			1,200

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ms Jackie Tokley	16/10/2023
	Mr Peter Millward	16/10/2023

Havering Shopmobility Accounts 2022/23

Independent Examiner's report to Shopmobility Trustees.

This report confirms that I have completed the Independent Examination (audit) of the 2022/23 Havering ShopMobility accounts as required by the Charity Commission.

Reluctantly, I have to report that the charity made a significant "trading" loss during the 2022/23 financial year of £15,893.46 offset by approx £520 of bank interest (primarily Metro 95 day notice account) making a net loss of £15,371.

Although I understand that you (the Trustees) have been kept informed of the charity's financial position throughout the year, I feel that I should make you aware of the following:

The total annual income was £40,223.85 with outgoing of £56,117.54 resulting in a "trading" loss of £15,893. This compares with a loss of around £18,400 in the previous year (2021/22). However, the government financial "pandemic" support received last year (£8,890), which partially offset the loss, is no longer provided. Thus, this year's loss will need to be absorbed solely by the charity's reserves which at the start of the year stood at £107,824.

Whilst this approx. £2,500 reduction in financial loss is to be welcomed (especially since the 2022/3 outgoings included two lots of annual insurance payments (versus none paid in 2021/22) and the purchase two of new scooters), the efforts made this year to improve the trading position need to be maintained.

Membership and hires, which are the charity's main source of income, have both increased versus last year, but are still down versus pre-Covid numbers. Hopefully, you can continue to see increased usage.

For your information:

1. At the end of the financial year (31 March 2023) the charity's monetary reserves stood at £92,452 consisting of £5,827 in instant access accounts and £86,625 in saving accounts.
2. Interest on the charity's reserves during 2022/23 amounted to £502 and is included in the above figures.

Charity Commission form CC16a

I am satisfied that the Charity Commission's reporting form CC16a has been completed correctly in readiness for Trustees' sign off and its subsequent submission to the Charity Commission. Further, I have prepared the Independent Auditor's Report to the Charity Commission and passed it to the chairman for submission to the Charity Commission.

Closing Statement.

Whilst I have to report a significant trading loss, I am pleased to see that the figures are improving and I congratulate all those concerned for their efforts over the difficult past financial year.

I thank Peter Millward for his cooperation in supplying the necessary information for the audit and his diligent book keeping throughout the year.

John Percy
23rd July 2023