

# Trustees' Annual Report 2018-19



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Period from: 01 April 2018 to 31 March 2019

Charity name: Havering Shopmobility Association

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 2018-19 our 30 volunteers gave over 25,000 hours of voluntary service to our community through our two shops.

## 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>The charity has largely managed to maintain services from both of our two shops six days per week despite challenges of falling numbers of volunteers.</p> <p>In the last year our equipment - electric scooters, electric wheelchairs and manual wheelchairs - was used on a total of 9,726 times.</p> <p>A programme of replacing our older equipment has been maintained during the year.</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 less 'fund raising' activity during the last year due to prioritising service delivery and staff absence and sickness. In the last year £2270 was raised net of costs.
Investment performance against objectives	Para 1.41	Havering 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 have had another successful year. The bank balance at the end of the year was £57,394, a small increase on the previous year. Total Income was £57,372, almost the same as last year, and our Expenditure was £53,869, slightly down on the previous year. Our reserves are £54,971 the best ever and which now meets 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.</p>
Amount of reserves held	Para 1.22	£54,971 (equal to 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	There are no uncertainties about the charity continuing as a going concern.

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"> <li>• User Subscriptions £ 7,692</li> <li>• Hire charges £ 34,803</li> <li>• Sales &amp; commissions £ 4,612 (net of costs)</li> <li>• Donations and fund raising £ 2,270 (net of costs)</li> </ul>		
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	
		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 <sup>th</sup> December 1995, as amended on 25 <sup>th</sup> March 1998, 2 <sup>nd</sup> July 2009 and 30 <sup>th</sup> June 2014.
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 are developing a Medium Term Plan and have undertaken a review of objectives, the skills needed to deliver these and an audit of current and required skills and commitment with a view to drawing up portfolios of responsibility against which to recruit new trustees.</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	Havering 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	Michael JOYCE	Chairman	Re-elected 9 July 2018	The AGM or the Trustees
2	Jackie TOKLEY	Deputy Chairman & Treasurer	Re-elected 9 July 2018	The AGM or the Trustees
3	Theresa ROGERS		Re-elected 9 July 2018 Resigned 15 January 2019	The AGM or the Trustees
4	Brian SAUNDERS		Re-elected 9 July 2018	The AGM or the Trustees
5	Beryl BARBOUR		Re-elected 9 July 2018	The AGM or the Trustees
6	Christine FOLAN		Re-elected 9 July 2018	The AGM or the Trustees
7	Gillian COLVIN		Re-elected 9 July 2018	The AGM or the Trustees
8	Barbara CORMACK		Re-elected 9 July 2018	The AGM or the Trustees
9	Margaret GLENISTER		Re-elected 9 July 2018	The AGM or the Trustees
10	Elaine GREEN		Re-elected 9 July 2018	The AGM or the Trustees
11	Michael MITCHELL		Elected 9 July 2018	The AGM or the Trustees
12				

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 (Appointed 3 April 2018)

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	Michael JOYCE	Jacqueline TOKLEY
Position	Chairman	Deputy Chairman & Treasurer
Date	15 July 2019.	15 <sup>th</sup> July 2019.



HAVERING SHOPMOBILITY ASSOCIATION

1051614

# Receipts and payments accounts

CC16a

For the period  
from

01/04/2018

To

01/04/2019

## 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 £
<b>A1 Receipts</b>					
EQUIPMENT HIRES	34,804	-	-		32,170
Membership Renewal/New	7,692	-	-		7,512
Promotion & Shop Sales	1,148	-	-		1,082
Collection tins & Donations	1,651	-	-		4,302
Debt Recovery	-	-	-		200
Raffles & Fundraising	873	-	-		784
Shop Mo sales	3,131	-	-		3,071
ebay sales		-	-		778
Angel Sales	6,651	-	-		4,967
Insurance refund	1,229	-	-		1,330
Sundry	193	-	-		159
<b>Sub total (Gross income for AR)</b>	<b>57,372</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>56,355</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>57,372</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>56,355</b>
<b>A3 Payments</b>					
Equipment maintenance	2,647	-	-		1,875
Office Equipment hire/pur	157	-	-		142
Stationary	1,044	-	-		755
Phone & Internet	1,647	-	-		1,093
Insurance	2,512	-	-		2,388
Training/first aid	200	-	-		103
CCTV both shops	2,074	-	-		
Salries & NI/Tax/pension	32,895	-	-		29,702
New Telephone syst/computer	272	-	-		
Pat testing		-	-		52
Sainitary waste	304	-	-		370
Parking Permits	110	-	-		110
Stock for resale	5,170	-	-		3,157
Petty Cash	1,682	-	-		1,025
Sundry	219	-	-		259
Ink		-	-		208
Advertising		-	-		785
Xmas do	739	-	-		546
<b>Sub total</b>	<b>51,672</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42,570</b>
<b>A4 Asset and investment purchases, (see table)</b>					
2 New Scooters5 Wheelchairs 1 Bariatric	2,198	-	-		-
Metro Bank SAVINGS	16,000	-	-		-
<b>Sub total</b>	<b>18,198</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>69,870</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42,570</b>
<b>Net of receipts/(payments)</b>	<b>- 12,498</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,225</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>15,119</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,894</b>
<b>Cash funds this year end</b>	<b>2,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,119</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	
<b>B1 Cash funds</b>	Barclays current acc	2,423	-	
	Metro current acc	198	-	
	<b>Total cash funds</b>	<b>2,621</b>	<b>-</b>	
(agree balances with receipts and payments account(s))				
		Unrestricted funds	Restricted funds	

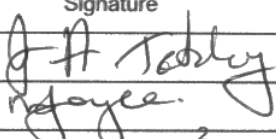
	Details	to nearest £	to nearest £	
<b>B2 Other monetary assets</b>	Metro Instant Access Acc	5,007	-	
	SAVING	49,766	-	
			-	
		-	-	
		-	-	
		-	-	

	Details	Fund to which asset belongs	Cost (optional)	
<b>B3 Investment assets</b>			-	
			-	
			-	
			-	
			-	

	Details	Fund to which asset belongs	Cost (optional)	
<b>B4 Assets retained for the charity's own use</b>	New Scooters 2017	Unrestricted	1,125	1,500
	Old Scooters	Unrestricted	6,524	8,699
	office Equipment 2017	Unrestricted	315	420
	2 Small Scooter 2 Bariatric W/Chairs 2017	Unrestricted	425	967
	New Wheel Chairs & Scooters 2016	Unrestricted	2,301	3,068
	New Scooters 2018	Unrestricted	1,920	2,560
	New Scooters/wheelchairs	Unrestricted	2,198	
			-	

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature  
  
 2

Print Name  
 Jacqueline Tokley  
 Mike Joyce

Date of approval  
 15/7/19  
 15/7/19  
 27/06/2019

**Haverling Shopmobility 2018/19 accounts.  
Independent Examiner's Report to the Charity Commission.**

**Charity Name & Number:** Haverling Shopmobility 1051614

**Accounting year:** 5th April 2018 – 4th April 2019

**Opening statement:**

As the nominated Independent Examiner for Haverling Shopmobility's 2018/19 accounts I confirm that:

- The charity is not a Company.
- The charity's gross income is less than £250,000
- The charity is not VAT registered.
- The charity's governing document (its constitution) does not require "accrual" accounts nor professional auditing/examination.
- The accounts have been prepared on a "receipts & payment" basis.
- The charity's trustees have elected to have an Independent Examination of the accounts.
- I, acting as the Independent Examiner, declare that I am neither a trustee nor do I have any close relationship with any trustee of the charity.

This report should be read in conjunction with the Charity Commission's reporting form CC16a.

**Report.**

I am confident that the end of year accounts report (form CC16a) accurately reflects the accounts maintained by the charity (Haverling Shopmobility) throughout the 2018/19 accounting year.

The charity's personnel have fully cooperated with my examination of the accounts and provided all the relevant documentation that I requested (bank statements, till receipts, cheque book etc), and it is clear that they have been diligent in maintaining the accounts in a comprehensive and transparent fashion.

In support of my examination of the accounts, I prepared a check list of items to be inspected and/or confirmed - a copy of which I can provide should you request it.

In addition to auditing the annual accounts, I was requested by the chairman to conduct a "deep dive" of a random week's accounts. (I selected week of 11<sup>th</sup> June 2018) and found them to be correct, properly recorded and matching the bank statement.

The charity continues to be self sufficient and it is clear that its "trading surplus" has, or will be, used to continue/enhance the charitable public service detailed in its charter.

As required by the Charity Commission's guide lines, the bank balance shown for both the start and end of the financial year has been declared as a "net" amount ie. the bank balance as shown on the bank statement less:

- Any un-presented cheques (there are none, since the charity has adopted electronic payments)
- Any other liabilities against the charity (eg. unpaid bills) – of which there are none.

In order to maintain a comprehensive fleet of equipment, several mobility "scooters" and wheel chairs were purchased by the charity during the financial year at a cost of £2,200 paid for out of operational income (rather than reserves). This, I feel, demonstrates both the viability, and the responsible management, of the charity.

There have been no asset sales during this accounting period. However, the "old" mobility equipment has been written down (depreciated) by £2,300 (which is virtually off-set by the purchase of the new equipment mentioned above).

**End of report**

Mr J. Percy  
54 Fairfield Ave  
Upminster  
Essex RM14 3AY  
Tel: 01708 640755

Dated: 27 May 2019