

# SHOPMOBILITY NEWRY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR YEAR ENDED 31 MARCH 2023

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The Trustees present their report and accounts for year ended 31 March 2023.

The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 to the Financial Statements and comply with the charity's governing document, the Companies Act 2006 and "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 (FRS102) (as amended for accounting periods commencing from 1 January 2019).

#### **Aims and Objectives**

Shopmobility Newry are a registered charity providing mobility equipment to people with limited mobility. The Aim of the charity is to facilitate independence, inclusion and equality.

Shopmobility is for everyone, young or old, whether their disability is temporary or permanent – anyone who needs help with mobility.

#### **Performance**

During the year ended 31 March 2023 there were 3103 recorded bookings compared to 3,020 in 2022. 51% of these were for scooters (2022: 33%), 48% for manual wheelchairs (2022: 67%) and 1% Rollator.

Shopmobility report a deficit of £8,631 for year ended 31 March 2023 compared to a deficit of £5,116 for year ended 31 March 2022.

There were 571 individual users of all ages and disability, either long or short term who might otherwise not be able to get out and around Newry City Centre.

Shopmobility Newry have continued to recruit new members on a regular basis. The Membership at 1<sup>st</sup> April 2023 was 537 (compared to 488 at 1<sup>st</sup> April 2022). There were 146 new members in 2023 – 23 with a greater number of wheelchair users this year due to long term rentals.

#### **Financial Review**

The Reserves Policy states that the current target level for reserves is set at six months of annual operating expenditure plus redundancy costs. In the event of reserves dipping below this target level, they may be restored by increased fundraising, increasing earned income or reducing expenditure.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Risk Statement**

Further to the management statements, the trustees identify the major risks to which the charity is exposed each financial year when preparing and updating a strategic plan, in particular those related to the operations and finances of the charity. The trustees then review any major risks that have been identified, and establish systems to mitigate those risks. The charity is satisfied that the systems are in place to mitigate their exposure to the major risks that have been so identified and reviewed.

The charity is open to the usual financial risks of any organisation, and the charity has introduced controls to minimise these risks, such as two signatures being required for payments from the bank account. In addition, the accounts are regularly explained to members of the charity and are open for member's inspection at any time.

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## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR YEAR ENDED 31 MARCH 2023

### Examples of specific risk management and mitigation measures

#### Strategic

- Not meeting objectives – Regular review and strategic planning held by Board.

#### Financial

- Insufficient resources to proceed with planned programme of activities; inadequate reserves and cashflow; inadequate diversity of income streams or loss of major funder – Ensure funding plan business contingency plan and appropriate level of reserves are in place.
- Lack of financial control due to inaccurate information resulting in loss of funding or overspend - Ensure accounts are regularly reconciled and information is presented to Board.

#### Governance

- Poor internal management adversely affecting cash flow – Ensure monitoring processes are in place to measure financial performance such as comparisons between actual and budgeted results.
- Unsuitable Directors with poor skill set – Complete annual skills audit of the Board and put in place recruitment processes to fill any gaps.
- Conflicts between Directors & Management – Ensure open communication at all times.
- Conflict of Interest is a standing agenda item for governance meetings.

#### People

- Failure to maximise performance – Implement specific targets through strategic and operational plan.

#### Reputation

- Adverse public relations with stakeholder groups impacting negatively on reputation of organisation – Ensure organisation is fully compliant with conditions of donors and funding bodies.
- Major incident resulting in physical injury to a member of the public or to a member of the organisation – Ensure H&S procedures are followed at all times.

#### IT and Data

- Inadequate service caused by poor information systems and loss of data – Back up data on a regular basis.
- Breach of privacy standards – Abide by data protection principles.

#### Health & Safety

- Serious injury to office staff, visitors to premises, or injury to members of the public during use of equipment - Written Health & Safety Policy and training as part of induction prior to use of equipment.

#### Assets

- Loss of or damage to physical assets of the organisation – Ensure insurance is in place and that regular maintenance is undertaken.

### Structure, Governance and Management

Shopmobility Newry is a registered Charity constituted as a Company Limited by Guarantee and is therefore governed by Articles of Association. The directors of the company are also trustees of the charity. Eligibility for membership of the charity, and membership of the board of trustees is governed by the Articles of Association.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Peter Murray

Pauline Mulholland [Resigned 17 February 2023]

Vincent Crawford [Resigned 17 February 2023]

Eamon Connolly [Appointed 17 February 2023]

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## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

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### **The methods adopted for the recruitment and appointment of new directors/trustees**

Members: Subscribers are members of the company. Others must apply for membership and be approved by the directors. A member may withdraw by giving written notice, unless there would be only two members remaining.

Directors: Number shall not be less than 3; there is no maximum number.

Appointment of directors: the company may by ordinary resolution appoint a director. A director may resign office by notice to the company.

### **Company operations and project management**

Petty cash expenditure is avoided where possible. Payments are made on receipt of invoices and expenditure authorised by a director. Cheques require two signatures and online payments over £2,000 require two authorisations and there is a daily limit of £10,000.

The accounts and receipts are always available for inspection.

Shopmobility Newry's financial statements are subject to a full financial independent examiners inspection at the end of each financial year. Shopmobility Newry management and Board of Directors regularly review financial procedures.

Shopmobility Newry complies with legislative regulations laid out in Equal Opportunities legislation, the Disability Discrimination Act and the Children's Order, GDPR and other appropriate legislation. Shopmobility Newry's Policies include: a Safeguarding Young People and Vulnerable Adults Policy, a Health and Safety Policy, Whistleblowing Policy, Equal Opportunities Policy and Privacy Policy.

### **The organisational structure and how decisions are made**

The board of directors/trustees meets 6 times a year as a full board, to discuss the activities of the charity in terms of finance, premises, staffing and programming. Staff have delegated authority to carry out day to day work within policies agreed by the board. Financial standing orders give necessary authorisation of different amounts.

### **The policies and procedures adopted for the induction and training of directors/trustees**

Prior to being elected, nominees are invited to a Board meeting, as well as visiting the premises, to meet trustees and members of staff.

### **Grant Income**

The Trustees confirm that the TPPD Grant has been used solely for the purposes intended and in accordance with the terms and conditions of the grant.

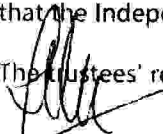
### **Independent Examiner**

In accordance with the company's articles, a resolution proposing that FPM Accountants Limited be reappointed as Independent Examiners of the company will be put at a General Meeting.

### **Disclosure of Information to Independent Examiner**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the independent examination, but of which the Independent Examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the Independent Examiner is aware of such information.

The Trustees' report was approved by the Board of Trustees.

  
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Mr P Murray

Trustee

Dated: 14 August 2023