

MY LIFE MY CHOICE
TRUSTEES' ANNUAL REPORT
AND
UNAUDITED FINANCIAL STATEMENTS

FOR THE PERIOD ENDED
31 MARCH 2021

Charity Number:
1187726 (England and Wales)

MY LIFE MY CHOICE
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AND
UNAUDITED FINANCIAL STATEMENTS

FOR THE PERIOD ENDED
31 MARCH 2021

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GENERAL INFORMATION

Registered charity name	My Life My Choice
Charity number	1187726
Principal & registered office address	Unit 3 Watlington House Watlington Road Cowley Oxford OX4 6NF
Trustees	Andy Law President Michael Edwards Paul Scarrott Steve Mansell Joan Mansfield Nigel Taylor Jamie Remedios Charlene Mileham Katie Harrison Louise Weeks Abul Kasem Benjamin McCay Keith Filleul Jack Blackwell Leslie Hunt
Accountants	SPX Oxford Ltd Peace House 19 Paradise Street Oxford OX1 1LD
Independent examiner	Sheila Parry FCCA
Bankers	Unity Trust

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TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 31 MARCH 2021

Constitution

The charity is registered as a Charitable Incorporated Organisation (CIO) with the Charity Commission (no 1187726) and is constituted by deed dated 3rd February 2020.

Previously, the charity was registered with the charity commission (no 1073247) as "Oxfordshire My Life My Choice Association".

Trustees

Trustees are shown on p2 of this document.

Objects

Our vision is a world where people with learning disabilities are treated without prejudice and are able to have choice and control over their own lives.

Our mission is three-fold:

1. To make sure that there is independent support for people with learning disabilities in Oxfordshire to have their say and to claim their rights
2. To make sure that the views of people with learning disabilities are taken seriously by both professionals in the services they use and the wider public
3. To "Power Up" their lives so they can make a positive contribution to society.

Review of the period

The start of our 2020/21 financial year saw the onset of a developing national pandemic. The Coronavirus crisis brought significant challenges for My Life My Choice (MLMC) and its members, but with a generous and flexible response from funders, some bold trustee decisions, and the hard work and dedication of the staff team, the charity has emerged stronger than ever.

With limited opportunity for face-to-face activities there was a radical change to our service and support for members. We provided a Covid helpline, moved services (e.g. nightclub, self-advocacy groups, and paid work opportunities) on-line, and supported digital inclusion with free devices and support/training. 168 members benefited from our Phone Buddy Service and when Covid restrictions allowed we ran weekly walking clubs in Banbury, Oxford, and Abingdon. All 623 members received fortnightly mail outs containing accessible Covid information, activities, games and advice. A total of 2,200 Wellness Packs were sent to members providing gifts and activities to keep spirits up during the difficult winter lockdown days. Many of these services will remain a long-term provision for members as we look to restart our face-to-face activities.

Our major achievement for the year came as our Champions successfully campaigned for Oxfordshire to be one of the first areas to prioritise people with a learning disability for a Covid-19 vaccine and then worked with the charity Mencap to embed this change nationally.

The change in the charity's legal status to a Charitable Incorporated Organisation was completed. The "Old" charity was wound up, accounts finalised, and on 7th May 2020 funds of £254,448 were transferred to the "New" charity.

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TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 31 MARCH 2021 (continued)

Reserves Policy

The trustees have established a reserves policy whereby the unrestricted funds (and already accrued contingency reserve brought forward) not committed or invested in tangible fixed assets held by the charity should equate to approximately between 6 and 12 months of unrestricted charitable expenditure. Based on the projected expenditure in 2021/22 of £416,181, the minimum target for 6 months is £138,481 with a maximum target not exceeding £276,962. The 2020/21 unrestricted funds of £202,983 equate to approximately 9 months of unrestricted charitable expenditure in 2021/22.

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RESPONSIBILITIES OF THE TRUSTEES

FOR THE PERIOD ENDED 31 MARCH 2021

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Charity Law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

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 financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Charities Act 2011. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINATION

The nominated independent examiner will be considered by trustees for re-appointment for the ensuing year.

Signed on behalf of the trustees

Benjamin McCay
Co-Chair of the Trustees


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Date 28 7 2021

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INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS

FOR THE PERIOD ENDED 31 MARCH 2021

I report on the accounts of the Charity for the period ended 31 March 2021, which are set out in pages 7 – 16.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirements of s144(2) of the Charities Act 2011 (the 2011 Act) does not apply and that an Independent Examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Certified Chartered Accountants. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s145 of the 2011 Act, whether particular matters have come to my attention.

Basis of independent examiner's report

An examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of 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, I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of 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 s130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

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.

Sheila Parry FCCA



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Date..... 3 August 2021

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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE PERIOD ENDED 31 MARCH 2021

		Unrestricted Funds	Restricted Funds	Total 2021
		£	£	£
Income from:				
Donations and legacies	3	172,403	82,317	254,720
Charitable activities	4	39,663	355,545	395,208
Investments	5	1,798	-	1,798
Total income		<u>213,864</u>	<u>437,862</u>	<u>651,726</u>
Expenditure on:				
Raising funds	6	325	-	325
Charitable activities	7	23,528	298,643	322,171
Total expenditure		<u>23,853</u>	<u>298,643</u>	<u>322,496</u>
Net gains / -losses in investments		12,972	-	12,972
Net income / - expenditure		190,011	139,219	329,230
Transfers between funds		-	-	-
Net movement in funds		<u>202,983</u>	<u>139,219</u>	<u>342,202</u>
Reconciliation of funds:				
Total funds brought forward		-	-	-
Total funds carried forward		<u>202,983</u>	<u>139,219</u>	<u>342,202</u>

The Statement of Financial Activities includes all gains and losses in the period and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 9 to 16 form part of these financial statements.

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BALANCE SHEET

AS AT 31 MARCH 2021

		2021	
	Notes	£	£
FIXED ASSETS			
Tangible Assets	10		9,837
Investments	11		86,303
CURRENT ASSETS			
Debtors	12	36,096	
Cash at bank		221,730	
		257,826	
CREDITORS: Amounts falling due within one year	13	- 11,764	
NET CURRENT ASSETS			246,062
CREDITORS: Amounts falling due after more than one year			
NET ASSETS			342,202
FUNDS			
INCOME FUNDS			
Unrestricted Income funds	14		202,983
Restricted reserves	15		139,219
TOTAL INCOME FUNDS			342,202

For the period ended 31 March 2021, the charity was entitled to exemption from audit under section 145 of the Charities Act 2011.

Trustees responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 145; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the members of the committee and authorised for issue on 22/7/21 and are signed on their behalf by:

Benjamin McCay



Co-Chair of the Trustees

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2021

1. ORGANISATION STATUS

My Life My Choice is a Charitable Incorporated Organisation.

The assets and liabilities of the previous unincorporated organisation were transferred to the new CIO on 7 May 2020 when the old charity was wound up.

2. ACCOUNTING POLICIES

Basis of accounting

The charity constitutes a public benefit entity as defined by FRS102.

These financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards and the requirements of the Statements of Recommended Practice 2015 (SORP 2015), 'Accounting and Reporting by Charities', issued by the Charities Commission and the Companies Act 2006, with FRS102, update bulletin 1.

Period of accounts

These accounts cover the 11 month period from 7 May 2020. This is the date the previous charity transferred all assets and liabilities to the new CIO. As this is the first period for the CIO there are no comparative figures to report.

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 funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed.

Income

All income is included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income and interest receivable

Income from investments and deposit interest is included in the statement of financial activities when it becomes receivable. Investment income is included gross of recoverable taxation.

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure represents amounts invoiced, including value added tax.

Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. All assets costing £150 or more are capitalised and valued at historical cost.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2021

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office furniture – 20% straight line

Computer equipment – 33% straight line

Investments

Investments are valued at market value at the balance sheet date with net gains and losses arising on revaluation and disposals during the year included in the statement of financial activities.

Taxation

The Charity is exempt from corporation tax on its charitable activities.

3. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Donation from previous unincorporated charity	172,131	82,317	254,448
Other donations received	272	-	272
	<u>172,403</u>	<u>82,317</u>	<u>254,720</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2021 (continued)

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Oxfordshire County Council	-	71,750	71,750
South Oxfordshire District Council	-	2,168	2,168
The Big Lottery	-	41,515	41,515
Oxford City Council	-	13,934	13,934
Oxfordshire Community Foundation	-	4,950	4,950
Thames Valley Police	-	2,000	2,000
Imagine Foundation	8,000	-	8,000
Paul Hamlyn Foundation	-	49,750	49,750
National Lottery Community Fund	-	20,313	20,313
Lloyds Bank Foundation	-	33,000	33,000
West Oxfordshire District Council	-	3,356	3,356
Disability Action	-	10,293	10,293
Charities Aid Foundation	-	14,053	14,053
Other Trusts and Foundations	-	88,462	88,462
Fees received	31,663	-	31,663
	<u>39,663</u>	<u>355,545</u>	<u>395,208</u>

5. INCOME FROM INVESTMENTS

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Dividends received	1,798	-	1,798
	<u>1,798</u>	<u>-</u>	<u>1,798</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2021 (continued)

6. EXPENDITURE ON RAISING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Gifts and donations	325	-	325
	<u>325</u>	<u>-</u>	<u>325</u>

7. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Staffing costs	2,502	201,982	204,484
Freelance workers	-	10,929	10,929
Training - staff and beneficiaries	55	757	812
Recruitment	118	407	525
Insurance	253	-	253
Rent and room hire	8,120	21,086	29,206
Wellness packs	-	24,779	24,779
iPads and laptops	-	2,712	2,712
Travel and subsistence	663	-	663
Printing and stationery	-	9,037	9,037
Telephone and postage	1,375	9,004	10,379
IT costs	1,938	521	2,459
Bank charges	1,008	-	1,008
Depreciation	2,805	-	2,805
Consultancy fees	-	15,309	15,309
Membership	543	-	543
Repairs and maintenance	95	-	95
Professional fees	1,882	-	1,882
DBS charge	136	367	503
Other costs	955	1,753	2,708
Governance costs	1,080	-	1,080
	<u>23,528</u>	<u>298,643</u>	<u>322,171</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2021 (continued)

8. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Independent Examiner's fee	222	-	222
Accountancy fees	858	-	858
	<u>1,080</u>	<u>-</u>	<u>1,080</u>

9. ANALYSIS OF STAFF COSTS

	2021 £
Wages	180,214
Social security costs	13,649
Pension costs	10,621
	<u>204,484</u>

None of the employees of the charity earned £60,000 or more during the period ended 31 March 2021. The average number of employees during the period was 11. All employees are involved in the provision of the charity's objectives.

10. TANGIBLE FIXED ASSETS

	Computers £	Equipment £	Total £
COST			
At 7 May 2020	-	-	-
Transfer from unincorporated charity	11,231	15,218	26,449
Additions	799	-	799
At 31 March 2021	<u>12,030</u>	<u>15,218</u>	<u>27,248</u>
DEPRECIATION			
At 7 May 2020	-	-	-
Transfer from unincorporated charity	- 8,209	- 6,397	- 14,606
Charge for year	- 1,041	- 1,764	- 2,805
At 31 March 2021	<u>- 9,250</u>	<u>- 8,161</u>	<u>- 17,411</u>
NET BOOK VALUE			
At 31 March 2021	<u>2,780</u>	<u>7,057</u>	<u>9,837</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2021 (continued)

11. INVESTMENTS

	2021
	£
At start of year	-
Transfer from unincorporated charity	33,331
Additions	40,000
Unrealised gain	12,972
At end of year	<u>86,303</u>

12. DEBTORS

	2021
	£
Trade debtors	28,889
Prepayments	759
Other debtors	6,448
	<u>36,096</u>

13. CREDITORS

	2021
	£
Trade creditors	844
Accruals	2,160
Other creditors	8,760
	<u>11,764</u>

14. UNRESTRICTED INCOME FUNDS

	Balance at 7 May 2020	Transfer from unincorporated charity	Income	Expenditure	Gains / - losses on investments	Balance at 31 March 2021
	£	£	£	£	£	£
Contingency reserves	-	24,664	-	-	-	24,664
General reserve	-	147,467	41,733	- 23,853	12,972	178,319
	<u>-</u>	<u>172,131</u>	<u>41,733</u>	<u>- 23,853</u>	<u>12,972</u>	<u>202,983</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2021 (continued)

15. RESTRICTED INCOME FUNDS

	Balance at 7 May 2020	Transfer from unincorporated charity	Income	Expenditure	Gains / - losses on investments	Balance at 31 March 2021
	£		£	£	£	£
Groups	-	3,068	82,318	- 65,152	-	20,234
General Funds	-	-	3,000	- 3,000	-	-
Travel Buddy	-	11,321	41,515	- 27,815	-	25,021
Champions	-	-	20,313	- 4,990	-	15,323
Inspections	-	-	26,672	- 26,672	-	-
Power Up	-	8,725	1,000	- 1,000	-	8,725
Gig Buddies	-	15,620	2,000	- 2,000	-	15,620
Covid-19	-	43,583	178,727	- 168,014	-	54,296
Total funds	-	82,317	355,545	- 298,643	-	139,219

Purpose of funds:

Groups: Members meet, learn new skills, speak up and make new friends

General funds: Core costs and organisational development

Travel Buddy: Members learning to travel independently

Champions: Members speaking up and campaigning in order to improve the quality of life for people with learning disabilities

Inspections: Members checking health and social care services

Gig buddies: Members getting out and having fun

Power Up: Members train their peers, produce films and act as consultants to raise awareness of learning disability issues.

Covid-19: Helpline, accessible mailouts, Wellness Packs, on-line activities, campaigning, Phone Buddy service, and Digital Inclusion

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net assets / - liabilities £	Total £
Restricted funds	-	139,219	139,219
Unrestricted Funds	9,837	193,146	202,983
	9,837	332,365	342,202

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2021 (continued)

17. TRUSTEE REMUNERATION, KEY MANAGEMENT PERSONNEL AND RELATED PARTY TRANSACTIONS

No member of the board of trustees received any remuneration for the role as trustee during the year. Some trustees received payment for professional services supplied to the charity: £2,156.

No trustees were reimbursed for travel expenses during the year.

The Key Management Personnel comprise the Trustees, Charity Co-ordinator and Deputy Charity Co-ordinator. The total employee benefits of the key management personnel were £88,832.

Other than the payment to trustees for services disclosed above, there were no other related party transactions.

