

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

**TRUSTEES' ANNUAL REPORT
AND
UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2019**

Charity Number:
1073247 (England and Wales)

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

**UNAUDITED FINANCIAL STATEMENTS
AND
TRUSTEES' ANNUAL REPORT**

**FOR THE YEAR ENDED
31 MARCH 2019**

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OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

GENERAL INFORMATION

Registered charity name	Oxfordshire My Life My Choice Association
Charity number	1073247
Principal & registered office address	Unit 3 Watlington House Watlington Road Cowley Oxford OX4 6NF
Trustees	Andy Law President Michael Edwards Paul Scarrott Steve Mansell Leslie Hunt (resigned 6th November 2018) Joan Mansfield Gina Regan Nigel Taylor Jamie Remedios Charlene Mileham Katie Harrison Ruby Pepper (resigned 6th November 2018) Jeremy Gould (resigned 6th November 2018) Louise Weekes Abul Kasem Benjamin McCay (appointed 6th November 2018) Andrew Denmark (appointed 6th November 2018) Suzanna Winsborrow (appointed 6th November 2018)
Accountants	SPX Oxford Ltd Peace House 19 Paradise Street Oxford OX1 1LD
Independent examiner	Sheila Parry FCCA
Bankers	Unity Trust

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019

Constitution

The charity is registered with the charity commission (no 1073247) and is constituted by deed dated 23 October 1998 (as amended 19th December 2017) and is governed by the terms of that deed.

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 year

This year has been a year of great growth for My Life My Choice. We are delighted to have started a brand new project, Gig Buddies which runs monthly events and pairs up volunteers with beneficiaries to reduce loneliness. This project is the start of a great partnership with other local charities Restore, Age UK Oxfordshire and Aspire.

We are also pleased to have been awarded funding by the Peoples Health Trust to start a new walking club, as well as £261,135 from the National Lottery Community Fund to grow and develop our Travel Buddy project over the next 3 years. As part of this growth, we have moved to new and bigger offices to accommodate our growing staff team and extra work. We are very happy in our new accessible home on Watlington Road, Oxford where we have a designated training room, and champions room for members to meet socially and to plan campaigns.

We were thrilled to be accredited as one of the first 10 Oxford Living Wage Employers for paying all members and staff at least £10.02 per hour. Our trustee, Gina, attended the celebration event at the Oxford Town Hall with the Lord Mayor and the Council's Living Wage Champion, Councillor Martyn Rush.

Finally, we are looking forward to the next year where we have lots of big changes in store. We are excited to develop the campaigns side of our work through a Parliament. We are also delighted to be a founding member of the National Self-Advocacy Coalition. We will be working with fellow self-advocacy organisations to create a united voice of people with learning disabilities in the UK and enact positive changes.

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019 (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 be between 3 and 6 months. Based on the last three years expenditure and the projected expenditure in 2019/20, the minimum target for 3 months is £80,684 with a maximum target not exceeding £161,367.

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

RESPONSIBILITIES OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

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



Date 13.8.2019

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF MY LIFE MY CHOICE FOR THE YEAR ENDED 31 MARCH 2019

I report on the accounts of the Charity for the year ended 31 March 2019, 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:

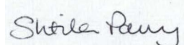
(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- 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



.....
Date.....
14th August 2019

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Unrestricted Funds £	Restricted Funds £	Total 2018 £
Income from:							
Donations and legacies	3	709	-	709	5,390	-	5,390
Charitable activities	4	96,907	219,782	316,689	66,471	218,866	285,337
Investments	5	2,256	-	2,256	487	-	487
Total income		<u>99,872</u>	<u>219,782</u>	<u>319,654</u>	<u>72,348</u>	<u>218,866</u>	<u>291,214</u>
Expenditure on:							
Raising funds	6	903	-	903	7,685	-	7,685
Charitable activities	7	80,382	225,651	306,033	63,948	243,921	307,869
Total expenditure		<u>81,285</u>	<u>225,651</u>	<u>306,936</u>	<u>71,633</u>	<u>243,921</u>	<u>315,554</u>
Net gains / -losses in investments		329	-	329	-2,421	-	-2,421
Net income / -expenditure		18,587	-5,869	12,718	715	-25,055	-24,340
Transfers between funds				-			
Net movement in funds		<u>18,916</u>	<u>-5,869</u>	<u>13,047</u>	<u>-1,706</u>	<u>-25,055</u>	<u>-26,761</u>
Reconciliation of funds:							
Total funds brought forwards		126,932	51,564	178,496	128,638	76,619	205,257
Total funds carried forward		<u>145,848</u>	<u>45,695</u>	<u>191,543</u>	<u>126,932</u>	<u>51,564</u>	<u>178,496</u>

The Statement of Financial Activities includes all gains and losses in the year 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.

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

BALANCE SHEET AS AT 31 MARCH 2019

	Notes	2019		2018	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	10		9,336		6,230
Investments	11		42,908		42,579
CURRENT ASSETS					
Debtors	12	30,177		10,979	
Cash at bank		118,112		128,468	
		148,289		139,447	
CREDITORS: Amounts falling due within one year	13		- 8,990		- 9,760
NET CURRENT ASSETS			139,299		129,687
CREDITORS: Amounts falling due after more than one year			-		-
NET LIABILITIES			191,543		178,496
FUNDS					
INCOME FUNDS					
Unrestricted Income funds	14		145,848		126,932
Restricted reserves	15		45,695		51,564
TOTAL INCOME FUNDS			191,543		178,496

For the year ended 31 March 2019 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 13.8.2019 and are signed on their behalf by:

Benjamin McCay



Co-Chair of the Trustees

Charity number: 1073247

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1. ORGANISATION STATUS

My Life My Choice is a charity constituted by deed dated 23 October 1998 (as amended 19th December 2017) and governed by the terms of that deed.

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.

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.

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

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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 2019	Total 2018
	£	£	£	£
Gifts and donations received	143	-	143	1,014
Community fundraising	566	-	566	4,376
	709	-	709	5,390

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Oxfordshire County Council	-	125,477	125,477	104,389
South Oxfordshire District Council	-	4,168	4,168	4,085
Comic Relief	-	-	-	3,060
Aviva Community Fund	-	-	-	4,800
Cabinet Office's Local Sustainability Fund	-	-	-	30,000
The Big Lottery	-	-	-	500
Awards for All	-	9,990	9,990	10,000
Oxford City Council	-	3,330	3,330	4,322
Vale of White Horse	-	-	-	1,007
Oxfordshire Community Foundation	-	5,000	5,000	-
Thames Valley Police	-	3,800	3,800	-
Imagine Foundation	-	16,000	16,000	-
Co-op Foundation	-	9,043	9,043	-
Other Trusts and Foundations	25,393	36,921	62,314	57,308
Ticket Sales	2,850	-	2,850	-
Other income	4,545	-	4,545	5,601
Fees received	64,119	6,053	70,172	60,265
	96,907	219,782	316,689	285,337

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

5. INCOME FROM INVESTMENTS

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Bank interest	26	-	26	138
Dividends receivable	2,230	-	2,230	349
	<u>2,256</u>	<u>-</u>	<u>2,256</u>	<u>487</u>

6. EXPENDITURE ON RAISING FUNDS

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Campaigns	210	-	210	6,716
Gifts and Donations	203	-	203	844
Club Prizes	490	-	490	125
	<u>903</u>	<u>-</u>	<u>903</u>	<u>7,685</u>

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

7. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Staffing costs	42,905	137,840	180,745	163,180
Freelance workers	4,698	34,511	39,209	35,044
Training - staff and beneficiaries	325	1,239	1,564	11,656
Recruitment	722	-	722	450
Insurance	1,347	-	1,347	1,079
Books and materials	93	-	93	580
Rent and room hire	783	20,839	21,622	25,418
Travel and subsistence	3,203	8,743	11,946	17,787
Printing and stationery	3,232	85	3,317	2,044
Telephone and postage	2,866	1,524	4,390	3,435
IT costs	1,463	157	1,620	1,196
Bank charges	1,280	-	1,280	817
Equipment	715	-	715	230
Depreciation	1,740	-	1,740	939
Refreshments	1,122	1,038	2,160	2,941
Consultancy fees	9,358	8,491	17,849	27,561
Membership	545	280	825	331
Repairs and maintenance	154	-	154	26
Advertising	796	-	796	850
Professional fees	-	-	-	1,332
DBS charge	77	398	475	709
Office move	-	3,945	3,945	-
Licences	40	3,000	3,040	-
Filming	61	2,991	3,052	-
Other costs	1,525	570	2,095	7,756
Governance costs	1,332	-	1,332	2,508
	80,382	225,651	306,033	307,869

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

8. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Independent Examiner's fee	216	-	216	108
Accountancy fees	1,116	-	1,116	2,400
	<u>1,332</u>	<u>-</u>	<u>1,332</u>	<u>2,508</u>

9. ANALYSIS OF STAFF COSTS

	2019 £	2018 £
Wages	159,494	147,616
Social security costs	11,369	5,044
Pension costs	9,882	10,520
	<u>180,745</u>	<u>163,180</u>

None of the employees of the charity earned £60,000 or more during the period ended 31 March 2019 or 31 March 2018.

The average number of employees during the period was 11 (2018: 7.25). All employees are involved in the provision of the charity's objectives.

10. TANGIBLE FIXED ASSETS

	Computers £	Equipment £	Total £
COST			
At 1 April 2018	7,560	8,637	16,197
Additions	1,003	3,843	4,846
	<u>8,563</u>	<u>12,480</u>	<u>21,043</u>
DEPRECIATION			
At 1 April 2018	- 6,913	- 3,054	- 9,967
Charge for year	- 370	- 1,370	- 1,740
	<u>- 7,283</u>	<u>- 4,424</u>	<u>- 11,707</u>
NET BOOK VALUE			
At 31 March 2019	<u>1,280</u>	<u>8,056</u>	<u>9,336</u>
At 31 March 2018	<u>647</u>	<u>5,583</u>	<u>6,230</u>

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

11. INVESTMENTS

	2019	2018
	£	£
At start of year	42,579	-
Additions	-	45,000
Unrealised Profit/-loss	329	- 2,421
At end of year	<u>42,908</u>	<u>42,579</u>

12. DEBTORS

	2019	2018
	£	£
Trade debtors	23,858	8,105
Prepayments	-	2,874
Other debtors	6,319	-
	<u>30,177</u>	<u>10,979</u>

13. CREDITORS

	2019	2018
	£	£
Trade creditors	2,095	3,510
Accruals	1,080	1,890
Other creditors	5,815	4,360
	<u>8,990</u>	<u>9,760</u>

14. UNRESTRICTED INCOME FUNDS

	Balance at 1 April 2018	Income	Expenditure	Gains / -losses on investments	Balance at 31 March 2019
	£	£	£	£	£
Contingency reserves	24,664	-	-	-	24,664
General reserve	102,268	99,872	- 81,285	329	121,184
	<u>126,932</u>	<u>99,872</u>	<u>- 81,285</u>	<u>329</u>	<u>145,848</u>

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

15. RESTRICTED INCOME FUNDS

	Balance at 1 April 2018	Income	Expenditure	Balance at 31 March 2019
	£	£	£	£
Groups	-	77,488	- 62,740	14,748
General Funds	-	52,921	- 50,546	2,375
Champions	-	20,096	- 20,096	-
Inspections	-	43,000	- 39,454	3,546
Power Up	-	3,800	- 3,800	-
Gig Buddies	-	22,477	22,477	-
Other	51,564	-	- 26,538	25,026
Total funds	51,564	219,782	- 225,651	45,695

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.

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net assets / - liabilities	Total
	£	£	£
Restricted funds	-	45,695	45,695
Unrestricted Funds	9,336	136,512	145,848
	9,336	182,207	191,543

OXFORDSHIRE MY LIFE MY CHOICE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (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: £5,188 (2018: £5,470).

The following trustees were reimbursed for travel expenses during the year:

Trustee	Amount £
Andrew Denmark (appointed 6 th November 2018)	48.38
Andy Law	14.80
Benjamin McCay (appointed 6 th November 2018)	295.10
Gina Regan	22.30
Katie Harrison	74.90
Nigel Taylor	17.65
Paul Scarrott	79.10
President Michael Edwards	25.05
Total	577.28

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 £79,399.

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

