

Company no. 04475254  
Charity no. 1096449

**ECHO for Extra Choices in  
Herefordshire Limited**

**Report and Unaudited Financial Statements**

**31 March 2020**

## ECHO for Extra Choices in Herefordshire Limited

### Reference and administrative details

For the year ended 31 March 2020

---

<b>Company number</b>	04475254
<b>Charity number</b>	1096449
<b>Registered office and operational address</b>	40-42 West Street Leominster Herefordshire HR6 8ES
<b>Secretary</b>	Mike Cook
<b>Trustees</b>	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:  Caroline Arthur (appointed 19 September 2019) Beverley Davies Rebecca Gratton (appointed 19 September 2019) (resigned 20 February 2020)  Amanda Hamblin Mary Horner (appointed 19 September 2019) (resigned 17 January 2020)  Joy House Rosemary Hunt Susan Nash (appointed 19 September 2019) Susan Robbins (resigned 6 June 2019) Paul Scott (resigned 23 July 2020) Janet Smith Richard Smith (resigned 19 September 2019) Jason Stuchbery Michele Tilbury (resigned 19 September 2019) Blaise White
<b>Chief executive officer</b>	Mike Cook
<b>Bankers</b>	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Independent examiners</b>	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

## **ECHO for Extra Choices in Herefordshire Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2020**

---

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2015).

#### **Objectives and activities**

Our charity's purposes as set out in the objects contained in the company's memorandum of association are:

- To advance education of persons resident in the County of Herefordshire and the immediate neighbourhood thereof, in particular (but without prejudice to the generality of the foregoing) by:
  - Enabling adults with learning or physical disabilities or mental health difficulties to attend ordinary educational activities;
  - Organising special mixed ability courses for the benefit of adults with learning or physical disabilities or mental health difficulties;
  - Organising specialist educational or training opportunities for the benefit of adults with learning or physical disabilities or mental health difficulties;
- To provide or assist in the provision of facilities for recreation or other leisure time occupation in the interests of social welfare with the object of improving the conditions of life for all persons with learning or physical disability or mental health difficulties; and
- To support adults with learning and physical disabilities or mental health difficulties to access leisure, volunteering and employment opportunities with the object of improving the conditions of their lives and increasing their opportunities for inclusion in the community.

Our mission is to make a real difference to the lives of disabled people in Herefordshire, supporting them to be valued members of the community. Our aims fully reflect the purposes that the charity was set up to further.

#### Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

#### The focus of our work

ECHO is a dynamic local organisation that promotes and delivers services for disabled people in Herefordshire. To achieve our vision, we have identified three strategic aims and in support of these a number of strategic objectives underpinned by a set of outcomes.

##### 1. Services

To continue to provide a wide range of opportunities, which are sustainable, high quality and meet the needs of disabled people in Herefordshire.

##### 2. Involvement

To involve, include and listen to our participants about the services we provide and how ECHO is run. To build and sustain relationships and partnerships with the wider community and other organisations to increase choice and opportunities for disabled people.

## **ECHO for Extra Choices in Herefordshire Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2020**

---

#### 3. A well run organisation

To build a sustainable organisation, which is financially secure, has high quality staff, volunteers and governance, and has an excellent reputation.

#### **How our activities deliver public benefit**

Our main activities and whom we try to help are described below. All our charitable activities focus on improving the lives of disabled people in Herefordshire and are undertaken to further our charitable purposes for the public benefit.

#### Who used and benefited from our services?

Our objects and funding limit the services we provide to those resident in Herefordshire and the surrounding area. We currently have 150 members using our services. In addition approximately 150 other people access our services on an ad hoc basis. Demand for our day services is limited by people's access to funding via the Council's Adult Social Care service, but some individuals fund their place from their own income. Leisure and social activities are charged on attendance.

Equal access to our services is an important issue for us. We monitor use of our services by gender, disability, ethnicity and sexual orientation. We believe equal access to our services is vital to our success and that successful outcomes must be shared by all communities that use our services.

The main areas of our charitable activity and services are separated into three areas:

#### Contractual services

Contractual services are those where people are receiving a regular service and have a contract in place. These services are funded through personal budgets and social care spot purchases.

They continue to be the main area of our business and we run activities 5 days a week. 125 people currently attend our day services, which is the major source of our funding. In total, we provide over 57,000 hours of service over the year. Our contractual services are supported by 40 staff and 150 volunteers. All our day services aim to support participants to learn new skills, grow in self-confidence and be seen to be actively contributing to the local community.

#### Leisure and social activities

Leisure, social and other activities are largely drop in, pay as you go activities, which are self-funding or supported by small grants. The majority of ECHO members access our leisure and social activities either on a regular or on an ad hoc basis. Many of these opportunities give people the chance to access ordinary community activities. They also encourage the development of natural relationships and friendships.

#### Community connections

Community connections support people to be active members of their community. These include grant funded projects such as Inclusive Volunteering, which allow us to develop innovative new opportunities.

This work is about supporting individuals to play an active part in their local area; make friends; get involved and positively contribute to local community life. We achieve this through:

## **ECHO for Extra Choices in Herefordshire Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2020**

---

Inclusive Volunteering – supporting people to contribute to their local community by becoming a volunteer. This is a five-year project supported by the National Lottery Community Fund, which started in June 2018. The project aims to increase the volunteering opportunities for those with additional needs.

#### Volunteer recruitment and support

Volunteers are a vital part of our organisation. Without them, we would not be able to deliver the range and quality of services that we do. Volunteers allow us to work more flexibly, and bring a depth of experiences and backgrounds, which enrich our organisation.

The benefits of volunteering are reciprocal. For our participants they get to work with a variety of individuals and widen their horizons through the experience and knowledge that the volunteers bring. For the volunteer working with ECHO they have the opportunity to support others and build their skills and experience, which can be a stepping stone to employment or other opportunities.

We have a strong commitment to encouraging volunteers who may have their own support needs, and our new National Lottery Community Fund project builds upon previous work to develop this ethos even further. We actively encourage our own participants to volunteer within ECHO activities and with other organisations. We are also working with partner organisations to provide opportunities for others with varied support needs. We recognise that incorporating volunteers with their own support needs is not always easy, but we believe that it is both the right thing to do and, with the correct support, something that can be mutually beneficial.

#### Participant involvement

ECHO believes that disabled people should be able to play an active part in planning and decisions that affect their lives. We therefore have a strong commitment to participant involvement in all aspects of our work.

This commitment is demonstrated throughout the organisation:

- We encourage everyone who accesses our services to become members of ECHO. This gives them rights to vote at our AGM on issues relating to ECHO's management and to determine the make-up of our trustee board.
- We ensure that participants are represented on our trustee board. Currently 40% of our board are Participant trustees. These individuals are full board members and have the same legal and other responsibilities as other members. Every week we have a trustee Support meeting to give them the support they need to fulfil their roles.
- Our Rep group meets weekly to discuss the work of ECHO and wider issues of national and local interest. The Rep group helps provide a sounding board for new ideas and projects as well as letting us know what they think it is important for ECHO to be aware of.
- Participants are involved in the planning of the activities that they attend. We also ensure that participants are a key part of the process of evaluating all our activities.
- We also support our service users to take part in other meetings and consultations both in Herefordshire and further afield.

## **ECHO for Extra Choices in Herefordshire Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2020**

---

#### **Financial review**

##### Principal funding sources

The principal funding sources for the charity are currently grants income (£96,241) and fees income in the form of commissioned funding from Herefordshire Council and direct payments from individual self-funders (£491,933). In anticipation of increasing constraints on local authority expenditure, the charity continues to seek funding from a much wider range of sources including increased income from our commercial activity. To support our fundraising activities we have convened a Marketing and Fundraising sub group of the board. As well as scrutinising the organisation's fundraising activities the group has also overseen the development of a fundraising plan, which sets out the targets for this piece of work.

#### **Reserves policy**

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. The trustees believe ECHO needs reserves to cover setbacks in funding or cash flow due to:

- a) Reliance on short term grant funding;
- b) The uncertainty created by the move to personalized budgets whereby individuals can choose to stop purchasing services at short notice; and also
- c) To reduce the impact of risks from the external environment.

In considering the appropriate level of reserves the trustees took into account:

- a) an analysis of existing funds;
- b) a review of future income streams with an assessment of their reliability;
- c) a review of committed expenditure and how far this is controllable; and
- d) an assessment of the risks facing the charity, and how likely these are to materialise.

In the light of the above, our target level of reserves is £234,500. This is the amount needed to meet 6 months' core salaries and running costs, and non-cancellable debt.

Free reserves stand at £240,320 (2019: £189,021), calculated as the unrestricted funds, less the designated funds and the tangible fixed assets.

#### **Plans for future periods**

We find ourselves in a period of uncertainty both locally and nationally and ECHO must remain a dynamic organisation to weather the challenges this presents and thrive. The market is increasingly competitive and funding from traditional sources are becoming ever more stretched.

ECHO will therefore continue to develop new ideas and respond to opportunities and needs that arise. In order to ensure that resources are maximised across the sector ECHO will work in partnership with other organisations to develop projects and bids and ensure that where possible conflicting projects are avoided.

Diversifying our income sources remains a key aim and we have set up a new Marketing and Fundraising group to help identify how best to do this. We will however ensure that we work closely with our current funders to maintain and develop these sources of income.

## **ECHO for Extra Choices in Herefordshire Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2020**

---

Providing evidence of effectiveness, positive outcomes and value for money is increasingly important, in retaining existing contracts and securing new funding. To better do this ECHO has embedded a new database system to record and report on the organisation's activities. It is essential that trustees and senior staff undertake horizon scanning to understand local and national social care policy in order to be proactive and stay current.

#### **COVID-19**

The trustees have considered the impact that the COVID-19 pandemic will have on the charity's current future and financial position. The expected implications are:

- Day services will have to close, to protect participants, staff and volunteers from the transmission of the virus.
- We will see reduced income for a period of at least 6 months. The main income streams affected will be fees and sales. The longer-term effect on grant funding is difficult to gauge, with some funders moving funding to focus particularly on COVID relief, whilst others are closed to applications.
- We will draw significantly upon our reserves this year.

The charity is taking the following steps to mitigate the threats that COVID-19 may pose to the organisation:

- We will utilise the Government Job Retention Scheme to furlough staff where we can to secure the long-term sustainability of ECHO.
- We will apply for funds to specifically cover the losses expected due to COVID-19 closure.
- We will review our budgets on a regular basis as the picture becomes clearer.
- We will protect cash flow by not re-investing one of our investments when it matures, giving us greater security to meet ongoing costs.
- ECHO will use a risk assessment process to decide when it is appropriate to restart activities.

The trustees consider that the charity will continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved for the following reasons:

- The charity holds total unrestricted funds of £259,543.
- The charity's key funders Herefordshire Council have confirmed that they will continue to pay for all commissioned services, even if services are closed due to COVID-19. The council will also continue to fund places for those on direct payments and ECHO can ask those individuals to continue to pay if they wish. The National Lottery Community Fund have also confirmed that they will continue to support our existing grant.

#### **Structure, governance and management**

##### Governing document

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

## **ECHO for Extra Choices in Herefordshire Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2020**

---

##### Recruitment and appointment of board of trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. ECHO is required to have a minimum of 3 and a maximum of 15 trustees. Trustees are elected at the Annual General Meeting. One third of the trustees retire each year. The trustees to retire each year are those who have been trustees the longest (since their last election). If a trustee retires by rotation, they may be put forward for re-election.

All trustees must be members of ECHO. A member may be appointed trustee if they are an existing trustee retiring by rotation; or they are recommended by the other trustees; or they are nominated in writing by another member. The nomination must be sent to ECHO not less than 14 days, nor more than 35 days before the date of the meeting. The nominated trustee must also sign to say they are willing to be elected.

The board seeks to ensure that the participant group is appropriately reflected in the diversity of the trustee body. The board actively encourages its participants to consider standing for election and provides a range of advocacy support to meet the needs of individuals putting themselves forward.

##### Trustee induction and training

All trustees are given a full induction pack outlining their roles and responsibilities as trustees and Directors of the company. All trustees are offered the opportunity to attend external trustee training sessions. Appropriate additional support is provided to beneficiary trustees or any other trustees with additional support needs. Feedback from new trustees about their induction has been very positive.

##### Risk management

The trustees have conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan, which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, beneficiaries and visitors. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

##### Organisational structure

ECHO has a board of trustees who meet every at least every 3 months and are responsible for the strategic direction and policy of the charity. At present, the board has eleven members from a variety of backgrounds relevant to the work of the charity. The Chief Officer/ Company Secretary also sits on the Committee but has no voting rights. There are currently 4 sub-groups of the board (Finance, HR, Fundraising and Marketing, and Quality). All have their own terms of reference and delegated powers.

Day to day responsibility for the running of the charity and its services rests with the Chief Officer and the staff team. The Chief Officer is responsible for ensuring that the charity delivers the services specified and that key outcomes are met.



## **ECHO for Extra Choices in Herefordshire Limited**

### **Report of the trustees**

#### **For the year ended 31 March 2020**

---

##### Quality assurance

In 2016 ECHO achieved PQASSO (to be known in the future as the Trusted Charity Mark) Quality Mark Level 2 standard (which is endorsed by the Charity Commission). ECHO has begun the process of re-certification and will be assessed in 2020.

##### **Statement of responsibilities of the trustees**

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

**ECHO for Extra Choices in Herefordshire Limited**

**Report of the trustees**

**For the year ended 31 March 2020**

---

**Independent examiners**

Godfrey Wilson Limited were appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 1 October 2020 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'Blaise White', with a stylized flourish at the end.

Blaise White - Treasurer

## Independent examiner's report

To the trustees of

### ECHO for Extra Choices in Herefordshire Limited

I report to the trustees on my examination of the accounts of ECHO for Extra Choices in Herefordshire Limited (the charitable company) for the year ended 31 March 2020, which are set out on pages 11 to 27.

#### **Responsibilities and basis of report**

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

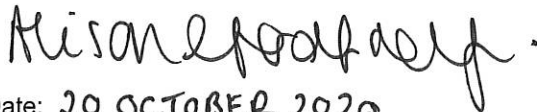
#### **Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Date: 20 OCTOBER 2020

**Alison Godfrey FCA**

**Member of the ICAEW**

For and on behalf of:

**Godfrey Wilson Limited**

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

## ECHO for Extra Choices in Herefordshire Limited

### Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2020

	Note	Restricted £	Unrestricted £	2020 Total £	Restated 2019 Total £
<b>Income from:</b>					
Donations		7,341	50,790	<b>58,131</b>	48,464
Charitable activities	3	101,552	542,319	<b>643,871</b>	668,569
Other trading activities	4	2,744	51,105	<b>53,849</b>	49,860
Investments		-	2,752	<b>2,752</b>	1,263
<b>Total income</b>		<u>111,637</u>	<u>646,966</u>	<b><u>758,603</u></b>	<u>768,156</u>
<b>Expenditure on:</b>					
Raising funds		-	20,959	<b>20,959</b>	19,802
Charitable activities		<u>131,358</u>	<u>658,719</u>	<b><u>790,077</u></b>	<u>738,328</u>
<b>Total expenditure</b>	5, 6, 7	<u>131,358</u>	<u>679,678</u>	<b><u>811,036</u></b>	<u>758,130</u>
<b>Net income / (expenditure)</b>		(19,721)	(32,712)	<b>(52,433)</b>	10,026
Transfers between funds		<u>48</u>	<u>(48)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>	8	(19,673)	(32,760)	<b>(52,433)</b>	10,026
<b>Reconciliation of funds:</b>					
Total funds brought forward		<u>49,368</u>	<u>292,303</u>	<b><u>341,671</u></b>	<u>331,645</u>
<b>Total funds carried forward</b>		<u><u>29,695</u></u>	<u><u>259,543</u></u>	<b><u><u>289,238</u></u></b>	<u><u>341,671</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 16 to the accounts.

The prior period comparatives have been restated for the minor reclassification of support costs to raising funds only.

## ECHO for Extra Choices in Herefordshire Limited

### Balance sheet

As at 31 March 2020

	Note	£	2020 £	2019 £
<b>Fixed assets</b>				
Tangible assets	11		4,799	-
<b>Current assets</b>				
Debtors	12	37,802		48,023
Cash at bank and in hand		<u>276,723</u>		<u>340,507</u>
		<b>314,525</b>		388,530
<b>Liabilities</b>				
Creditors: amounts falling due within 1 year	13	<u>(30,086)</u>		<u>(46,859)</u>
<b>Net current assets</b>			<u>284,439</u>	<u>341,671</u>
<b>Net assets</b>	15		<u><b>289,238</b></u>	<u>341,671</u>
<b>Funds</b>	16			
Restricted funds			29,695	49,368
Unrestricted funds				
Designated funds			19,223	103,282
General funds			<u>240,320</u>	<u>189,021</u>
<b>Total charity funds</b>			<u><b>289,238</b></u>	<u>341,671</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 1 October 2020 and signed on their behalf by



Blaise White - Treasurer

## ECHO for Extra Choices in Herefordshire Limited

### Statement of cash flows

For the year ended 31 March 2020

	2020	2019
	£	£
<b>Cash used in operating activities:</b>		
Net movement in funds	(52,433)	10,026
<i>Adjustments for:</i>		
Depreciation charges	600	-
Dividends, interest and rents from investments	(2,752)	(1,263)
Decrease / (increase) in debtors	10,221	(1,612)
Increase / (decrease) in creditors	<u>(16,773)</u>	<u>9,618</u>
<b>Net cash provided by / (used in) operating activities</b>	<u>(61,137)</u>	<u>16,769</u>
<b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	2,752	1,263
Purchase of tangible fixed assets	<u>(5,399)</u>	<u>-</u>
<b>Net cash provided by / (used in) investing activities</b>	<u>(2,647)</u>	<u>1,263</u>
<b>Increase / (decrease) in cash and cash equivalents in the year</b>	<b>(63,784)</b>	18,032
Cash and cash equivalents at the beginning of the year	<u>340,507</u>	<u>322,475</u>
<b>Cash and cash equivalents at the end of the year</b>	<u><b>276,723</b></u>	<u><b>340,507</b></u>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

## ECHO for Extra Choices in Herefordshire Limited

### Notes to the financial statements

For the year ended 31 March 2020

---

#### 1. Accounting policies

##### a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

ECHO for Extra Choices in Herefordshire Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

##### b) Going concern basis of accounting

The COVID-19 pandemic is likely to have a profound impact on the global economy, and may in turn affect the charity. The trustees have considered the impact of this issue on the charity's current and future financial position. In the coming year the charity will minimise cost while operations are suspended due to lockdown restrictions and will take advantage of the Business Support and Job retention scheme grants available as well as emergency funding from the National Lottery Community Fund to ensure operations can be restarted as soon as it is deemed safe. The charity holds unrestricted general reserves of £240,320, designated reserves of £19,223 that can be drawn down as necessary and a cash balance of £276,723. The trustees consider that the charity has sufficient unrestricted reserves and cash flow to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved. For this reason, the accounts have been prepared on the going concern basis.

##### c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of events is deferred until criteria for income recognition are met.

## ECHO for Extra Choices in Herefordshire Limited

### Notes to the financial statements

For the year ended 31 March 2020

---

#### 1. Accounting policies (continued)

##### d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

##### e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

##### f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

##### g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### h) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between activities on a basis consistent with the use of resources. This has resulted in the following apportionment during the year:

	2020	2019
Raising funds	2.6%	2.6%
Charitable activities	97.4%	97.4%

##### i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Fixtures and fittings	3 years straight line
-----------------------	-----------------------



## ECHO for Extra Choices in Herefordshire Limited

### Notes to the financial statements

#### For the year ended 31 March 2020

---

#### 1. Accounting policies (continued)

##### j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### l) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

##### n) Pension costs

The company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

##### o) Foreign currency transactions

Transactions in foreign currencies are translated at rates prevailing at the date of the transaction. Balances denominated in foreign currencies are translated at the rate of exchange prevailing at the year end.

##### p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

#### Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

ECHO for Extra Choices in Herefordshire Limited

Notes to the financial statements

For the year ended 31 March 2020

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	Restated 2019 Total £
<b>Income from:</b>			
Donations and legacies	-	48,464	<b>48,464</b>
Charitable activities	123,003	545,566	<b>668,569</b>
Other trading activities	-	49,860	<b>49,860</b>
Investments	-	1,263	<b>1,263</b>
<b>Total income</b>	<u>123,003</u>	<u>645,153</u>	<u><b>768,156</b></u>
<b>Expenditure on:</b>			
Raising funds	-	19,802	<b>19,802</b>
Charitable activities	<u>121,762</u>	<u>616,566</u>	<u><b>738,328</b></u>
<b>Total expenditure</b>	<u>121,762</u>	<u>636,368</u>	<u><b>758,130</b></u>
<b>Net income and net movement in funds</b>	<u>1,241</u>	<u>8,785</u>	<u><b>10,026</b></u>

3. Income from charitable activities

	Restricted £	Unrestricted £	2020 Total £
Grants	96,241	-	<b>96,241</b>
Fees for activities	-	491,933	<b>491,933</b>
Other income	1,060	24,386	<b>25,446</b>
Contracts	<u>4,251</u>	<u>26,000</u>	<u><b>30,251</b></u>
<b>Total income from charitable activities</b>	<u>101,552</u>	<u>542,319</u>	<u><b>643,871</b></u>
<b>Prior period comparative</b>			2019 Total £
Grants	123,003	-	123,003
Fees for activities	-	476,494	476,494
Other income	-	22,810	22,810
Contracts	-	46,262	46,262
<b>Total income from charitable activities</b>	<u>123,003</u>	<u>545,566</u>	<u>668,569</u>

ECHO for Extra Choices in Herefordshire Limited

Notes to the financial statements

For the year ended 31 March 2020

4. Income from other trading activities

	Restricted £	Unrestricted £	2020 Total £	2019 Total £
Shop, cafe and theatre sales	<u>2,744</u>	<u>51,105</u>	<u>53,849</u>	<u>49,860</u>

All income from other trading activities in the prior period was unrestricted.

5. Analysis of expenditure by type

	Staff Costs £	Other Costs £	2020 Total £
Raising funds	<u>20,959</u>	<u>-</u>	<u>20,959</u>
<b>Total raising funds</b>	<b>20,959</b>	<b>-</b>	<b>20,959</b>
Charitable activities before governance costs	536,979	240,537	<b>777,516</b>
Governance costs allocated to charitable activities	<u>9,030</u>	<u>3,531</u>	<u>12,561</u>
<b>Total expenditure on charitable activities</b>	<u>546,009</u>	<u>244,068</u>	<u>790,077</u>
<b>Total expenditure 2020:</b>	<u>566,968</u>	<u>244,068</u>	<u>811,036</u>

Prior period comparative (restated)

	Staff Costs £	Other Costs £	Restated 2019 Total £
Raising funds	<u>17,656</u>	<u>2,146</u>	<u>19,802</u>
<b>Total raising funds</b>	<b>17,656</b>	<b>2,146</b>	<b>19,802</b>
Charitable activities before governance costs	487,205	239,389	726,594
Governance costs allocated to charitable activities	<u>8,424</u>	<u>3,310</u>	<u>11,734</u>
<b>Total expenditure on charitable activities</b>	<u>495,629</u>	<u>242,699</u>	<u>738,328</u>
<b>Total expenditure 2019:</b>	<u>513,285</u>	<u>244,845</u>	<u>758,130</u>

## ECHO for Extra Choices in Herefordshire Limited

### Notes to the financial statements

For the year ended 31 March 2020

#### 6. Resources expended by activity

	Direct costs £	Support costs: staff £	Support costs: office £	Support costs: premises £	2020 Total £
Education and training	19,517	10,164	1,634	1,173	32,488
Development and volunteering	39,485	11,746	1,889	1,356	54,476
Sport and leisure	21,214	3,028	487	350	25,079
Day opportunities	356,511	72,115	11,596	8,325	448,547
General	238,498	9,362	1,505	1,081	250,446
<b>Total expenditure 2020:</b>	<b>675,225</b>	<b>106,415</b>	<b>17,111</b>	<b>12,285</b>	<b>811,036</b>
<b>Prior period comparative:</b>					
	Direct costs £	Support costs: staff £	Support costs: office £	Support costs: premises £	2019 Total £
Education and training	13,785	2,292	453	406	16,936
Development and volunteering	37,933	9,857	1,948	1,745	51,483
Sport and leisure	13,431	2,947	582	521	17,481
Day opportunities	307,773	65,434	13,453	12,116	398,776
General	253,673	14,390	2,844	2,547	273,454
Total expenditure 2019:	626,595	94,920	19,280	17,335	758,130

#### 7. Analysis of support and governance costs allocations

	Raising funds £	Charitable activities £	Support costs £	Governance costs £	2020 Total £
Direct costs	17,379	645,285	135,811	12,561	811,036
Reallocation of support costs	3,580	132,231	(135,811)	-	-
Reallocation of governance costs	-	12,561	-	(12,561)	-
<b>Total expenditure 2020:</b>	<b>20,959</b>	<b>790,077</b>	<b>-</b>	<b>-</b>	<b>811,036</b>
<b>Prior period comparative (restated):</b>					
	Raising funds £	Charitable activities £	Support costs £	Governance costs £	2019 Total £
Direct costs	16,332	598,529	131,535	11,734	758,130
Reallocation of support costs	3,470	128,065	(131,535)	-	-
Reallocation of governance costs	-	11,734	-	(11,734)	-
Total expenditure 2019:	19,802	738,328	-	-	758,130

## ECHO for Extra Choices in Herefordshire Limited

### Notes to the financial statements

#### For the year ended 31 March 2020

#### 7. Analysis of support and governance costs allocations (continued)

Expenditure has been restated for the minor reallocation of support costs to raising funds only, to bring the prior year figures in line with the current year policy.

#### 8. Net movement in funds

This is stated after charging:

	2020 £	2019 £
Depreciation	600	-
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	771	325
Independent examiners' remuneration:		
▪ Independent examination (including VAT)	<u>1,800</u>	<u>1,050</u>

During the year, 3 trustees had expenses reimbursed relating to travel (2019: one, travel).

#### 9. Staff costs and numbers

Staff costs were as follows:

	2020 £	2019 £
Salaries and wages	517,968	466,619
Social security costs	32,343	29,837
Pension costs	<u>16,657</u>	<u>16,829</u>
Subtotal: staff costs before relief staff	566,968	513,285
<i>Add: relief staff</i>	<u>30,164</u>	-
Total staff costs:	<u>597,132</u>	<u>513,285</u>

Relief staff costs are charged to the activity to which they relate.

No employee earned more than £60,000 during the year. The key management personnel of the charitable company comprise the Trustees and Chief Executive Officer. The total employee benefits of the key management personnel were £42,462 (2019: £41,042).

	2020 No.	2019 No.
Average head count	<u>46</u>	<u>43</u>
Full time equivalent	<u>24</u>	<u>23</u>

#### 10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

ECHO for Extra Choices in Herefordshire Limited

Notes to the financial statements

For the year ended 31 March 2020

11. Tangible fixed assets	Fixtures and fittings £	
<b>Cost</b>		
At 1 April 2019		-
Additions in year		<u>5,399</u>
At 31 March 2020		<u>5,399</u>
<b>Depreciation</b>		
At 1 April 2019		-
Charge for the year		<u>600</u>
At 31 March 2020		<u>600</u>
<b>Net book value</b>		
<b>At 31 March 2020</b>		<u><u>4,799</u></u>
At 31 March 2019		<u><u>-</u></u>
<b>12. Debtors</b>	<b>2020</b>	2019
	£	£
Trade debtors	<b>28,008</b>	33,729
Prepayments and accrued income	<b>9,238</b>	12,182
Other debtors	<u>556</u>	<u>2,112</u>
	<u><b>37,802</b></u>	<u>48,023</u>
<b>13. Creditors : amounts due within 1 year</b>	<b>2020</b>	2019
	£	£
Trade creditors	<b>10,331</b>	32,238
Accruals	<b>5,187</b>	1,650
Deferred income (see note 14)	<b>3,475</b>	-
Other taxation and social security	<b>8,202</b>	7,371
Other creditors	<u>2,891</u>	<u>5,600</u>
	<u><b>30,086</b></u>	<u>46,859</u>

## ECHO for Extra Choices in Herefordshire Limited

### Notes to the financial statements

#### For the year ended 31 March 2020

#### 14. Deferred income

	<b>2020</b>	2019
	£	£
At 1 April 2019	-	-
Deferred during the year	<b>3,475</b>	-
Released during the year	-	-
	<u>-</u>	<u>-</u>
At 31 March 2020	<u><b>3,475</b></u>	<u>-</u>

Deferred income relates to income for events invoiced in advance of the event date.

#### 15. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	4,799	-	-	<b>4,799</b>
Current assets	24,896	19,223	270,406	<b>314,525</b>
Current liabilities	-	-	(30,086)	<b>(30,086)</b>
	<u>-</u>	<u>-</u>	<u>(30,086)</u>	<u>(30,086)</u>
<b>Net assets at 31 March 2020</b>	<u><b>29,695</b></u>	<u><b>19,223</b></u>	<u><b>240,320</b></u>	<u><b>289,238</b></u>
<b>Prior period comparative</b>				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Current assets	49,368	103,282	235,880	388,530
Current liabilities	-	-	(46,859)	(46,859)
	<u>-</u>	<u>-</u>	<u>(46,859)</u>	<u>(46,859)</u>
Net assets at 31 March 2019	<u><b>49,368</b></u>	<u><b>103,282</b></u>	<u><b>189,021</b></u>	<u><b>341,671</b></u>

ECHO for Extra Choices in Herefordshire Limited

Notes to the financial statements

For the year ended 31 March 2020

16. Movements in funds

	At 1 April 2019 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2020 £
<b>Restricted funds</b>					
Big Lottery Fund	13,101	65,423	(73,027)	-	5,497
The Croft Trust	79	-	(79)	-	-
E F Bulmer Benevolent Fund	1,955	7,500	(7,572)	-	1,883
Edward Gosling Foundation	-	11,219	-	-	11,219
Arts Foundation	9,306	5,304	(14,610)	-	-
Elmley Foundation	5,000	-	(5,000)	-	-
Eveson	9,685	15,000	(20,180)	-	4,505
Marshfields Welfare Fund	3,240	-	(3,240)	-	-
Bailey Thomas	(48)	-	-	48	-
Big Lottery Fund (Building Capabilities)	4,373	-	(4,373)	-	-
Acheeva Bed	-	6,191	(600)	-	5,591
About Face	-	1,000	-	-	1,000
Royal Horticultural Society	2,677	-	(2,677)	-	-
<b>Total restricted funds</b>	<b>49,368</b>	<b>111,637</b>	<b>(131,358)</b>	<b>48</b>	<b>29,695</b>
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
About Face Theatre Company	34,116	81,970	(108,418)	-	7,668
Wednesday lifelinks	2,125	15,576	(16,495)	-	1,206
Friday lifelinks	13,871	23,104	(34,975)	-	2,000
Smart Arts storytelling project	19,338	11,193	(28,531)	-	2,000
Clever Betsy crafts and retail	5,439	65,402	(68,841)	-	2,000
Saxon Hall café	3,552	12,126	(12,078)	-	3,600
Craft projects and activities	(5,220)	68,424	(65,170)	-	(1,966)
Sport and leisure	5,061	18,079	(20,425)	-	2,715
Development fund	25,000	-	(25,000)	-	-
<i>Total designated funds</i>	<b>103,282</b>	<b>295,874</b>	<b>(379,933)</b>	<b>-</b>	<b>19,223</b>
General funds	189,021	351,092	(299,745)	(48)	240,320
<b>Total unrestricted funds</b>	<b>292,303</b>	<b>646,966</b>	<b>(679,678)</b>	<b>(48)</b>	<b>259,543</b>
<b>Total funds</b>	<b>341,671</b>	<b>758,603</b>	<b>(811,036)</b>	<b>-</b>	<b>289,238</b>



## ECHO for Extra Choices in Herefordshire Limited

### Notes to the financial statements

For the year ended 31 March 2020

---

#### 16. Movements in funds (continued)

##### Purposes of restricted funds

###### **Big Lottery Fund**

Year 3 of a 5-year "Inclusive Volunteering" grant for hard to reach groups. A grant to enable people with learning disabilities to contribute as active citizens; and be recognised for the skills, talents, and value they bring to society. This is achieved through a supported volunteering programme and a buddying scheme.

###### **The Croft Trust**

A grant to support a Rural Crafts horticulture project.

###### **E F Bulmer Benevolent Fund (volunteer support)**

Two grants to support Volunteer Support Work to ensure that our growing pool of volunteers are given ongoing training and support to enable them to fulfil their roles.

###### **Edward Gosling Foundation**

To develop sports opportunities for disabled people in Herefordshire. Working alongside Sports Partnership Hereford and Worcester and Special Olympics GB; becoming the lead body for disability sports in the county.

###### **Arts Foundation**

The funding was provided to develop a touring show of actors with learning disabilities from the About Face Theatre Company (ECHO). The show celebrates the planet and its diversity through the re-telling of different creation stories.

###### **Elmley Foundation**

To support part of the Arts Council award. This was to support the About Theatre production of 'Creation Stories'. As the fund was awarded in February 2019 the full amount was carried over to support the project in 2019/20.

###### **Eveson**

To support our community connections work through part funding the salary of our operations manager. Community connections supports our participants in a wide range of community focused opportunities.

###### **Marshfields Welfare Fund**

Grants to support volunteer support work to ensure that our growing pool of volunteers are given ongoing training and support to enable them to fulfil their roles.

###### **Bailey Thomas**

Grant towards community development work - salary for Operations Manager.

###### **Big Lottery Fund (Building Capabilities)**

Built into the above Big Lottery Fund - this fund is available to organisations that have received a community grant to help strengthen the organisation. This money was used for a strengths review and following this, development of IT, training and organisational structure.

###### **Acheeva Bed**

This fund was to raise and spend money on a HI/LOW bed to enable relaxation; and additional sensory items for the room.

**16. Movements in funds - purposes of restricted funds (continued)**

**About Face**

Funds raised for the About Face Theatre Company.

**Royal Horticultural Society**

This was towards the cost of developing a sensory garden at our Eaton project. The funds arrived in early March 2019 and were carried over to start work on the new garden in April 2019.

**Purposes of designated funds**

**About Face Theatre Company**

The theatre company works with actors with learning disabilities delivering high quality theatre to festivals, community halls and other venues.

**Wednesday lifelinks and Friday lifelinks**

Providing voluntary community support, doing shopping for older or housebound people, arts and craft activities, and cooking and eating together. They are active fundraisers, hosting coffee mornings and market stalls to raise money for their project and ECHO.

**Smart Arts storytelling project**

A storytelling group helping to develop imagination and memory. Discovering hidden talent through song, signing, music and art.

**Clever Betsy crafts and retail**

Making and selling a range of crafts from cards to rugs. The group learn a variety of skills in craft making and sort donated goods to sell in the retail shop. Learning to serve customers and maintaining the shop.

**Saxon Hall café**

In partnership with Saxon Hall, the group prepare and offer a small range of cakes, lunches, teas and coffees in their café two days a week.

**Craft projects and activities**

Offering various craft opportunities to adults with learning disabilities based across Hereford and Leominster, including weaving, and developing craft skills with materials.

**Sport and leisure**

Supporting a range of sport and leisure activities for adults with learning disabilities, football, tennis, yoga, and club nights.

**Development fund**

This is a fund is to be used to develop skills and projects within the organisation.

ECHO for Extra Choices in Herefordshire Limited

Notes to the financial statements

For the year ended 31 March 2020

16. Movements in funds (continued)

Prior period comparative	At 1 April 2018 £	Income £	Expenditure £	Transfers between £	At 31 March 2019 £
<b>Restricted funds</b>					
Big Lottery Fund	-	66,826	(53,725)	-	13,101
The Croft Trust	79	-	-	-	79
E F Bulmer Benevolent Fund	-	5,000	(3,045)	-	1,955
Arts Foundation	-	13,500	(4,194)	-	9,306
Elmley Foundation	-	5,000	-	-	5,000
Eveson	9,181	15,000	(14,496)	-	9,685
Marshfields Welfare Fund	8,003	-	(4,763)	-	3,240
Bailey Thomas	10,988	-	(11,036)	-	(48)
Big Lottery Fund (Building Capabilities)	-	15,000	(10,627)	-	4,373
Royal Horticultural Society	-	2,677	-	-	2,677
Tudor Trust	19,876	-	(19,876)	-	-
<b>Total restricted funds</b>	<b>48,127</b>	<b>123,003</b>	<b>(121,762)</b>	<b>-</b>	<b>49,368</b>
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
About Face Theatre Company	32,428	81,822	(80,134)	-	34,116
Wednesday lifelinks	-	14,548	(12,423)	-	2,125
Friday lifelinks	8,650	22,720	(17,499)	-	13,871
Smart Arts storytelling project	14,108	11,042	(5,812)	-	19,338
Clever Betsy crafts and retail	-	65,812	(60,373)	-	5,439
Saxon Hall café	1,161	9,463	(7,072)	-	3,552
Craft projects and activities	-	66,909	(72,129)	-	(5,220)
Sport and leisure	7,345	16,946	(19,230)	-	5,061
Development fund	25,000	-	-	-	25,000
<i>Total designated funds</i>	<b>88,692</b>	<b>289,262</b>	<b>(274,672)</b>	<b>-</b>	<b>103,282</b>
General funds	194,826	355,891	(361,696)	-	189,021
<b>Total unrestricted funds</b>	<b>283,518</b>	<b>645,153</b>	<b>(636,368)</b>	<b>-</b>	<b>292,303</b>
<b>Total funds</b>	<b>331,645</b>	<b>768,156</b>	<b>(758,130)</b>	<b>-</b>	<b>341,671</b>

## ECHO for Extra Choices in Herefordshire Limited

### Notes to the financial statements

#### For the year ended 31 March 2020

---

#### 17. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2020	2019
	£	£
Amount falling due:		
Within 1 year	23,762	41,828
Within 1 - 5 years	<u>36,600</u>	<u>60,362</u>
	<u><u>60,362</u></u>	<u><u>102,190</u></u>

#### 18. Related party transactions

There were no related party transactions during the current or prior year.