

Local Group Annual Reporting 2020

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Introduction to the local group annual report

Thank you for taking the time to complete your local group annual report. This report tells us about the funds you have raised this year, the activities you have been carrying out locally and also helps us to celebrate and showcase your achievements. It helps us show the difference we're all making to people living with and at risk of diabetes, and to plan the support we provide for you.

Please complete all sections of the form relevant to your group and refer to the guidance document to help you. If you have any questions or need any help please speak to your local volunteering team or email volunteering@diabetes.org.uk

Who should complete this report?

The annual report should be completed by the chairperson and treasurer for the group. It's also important you speak to other committee and group members about their activities this year, so that you can include everything that your group has done.

When does it need to be completed?

The deadline for completing and submitting the annual report is **Friday 22nd January 2021**. This is to allow time for our finance team to review the accounts, process the information and include them in our charity accounts ready for audit. If you require any additional support to reach the deadline, please speak to your local volunteering team.

What does Diabetes UK do with the information we provide?

After you have returned your form to us, we consolidate the financial figures and activity report information from each group and include these in our income and expenditure that form part of our annual audited accounts. Your group has a vital role to play in helping us to collate this information, which is why it is important for us to receive as much detail as possible. You can view a full and detailed version of our 2019 annual accounts on the website or available from your local volunteering team.

How do I submit our local group annual report?

When you have completed this report in full, **please submit it via email to your local volunteering team**. They will then review the report and come back to you with any questions before submitting to our finance team. Don't forget to sign the annual return form on page 4, electronic signatures will be accepted. If you're unable to email a copy of your annual report or would like a paper copy to complete instead, please speak to your local volunteering team. Don't forget to keep a copy for your group.

Please complete the following:

Group name	Wirral Group	
Name of person completing form and group role	Name	Sheila Blair
	Role	Treasurer
Date completed	11 th January 2021	

Annual return information
Statement of receipts, payments and assets.

Receipts		Total for 2020 (£)	
	1	Donations	980.39
	2	Grants	
	3	Legacies	
	4	Diabetes UK sales	
	5	Other sales	
	6	Bank interest	
	7	Total receipts (sum of lines 1-6)	980.39
Payments	8	Running costs and fundraising costs	655.35
	9	Local activities and events	
	10	Diabetes UK merchandise for resale	
	11	Other purchases for resale	
	12	Diabetes UK Type 1 Events, holidays and weekends	
	13	Other Diabetes UK events and conferences (attendance fees)	
	14	Other payments or donations	
Supporting the wider work of Diabetes UK	15	Total donations to Diabetes UK's work	361.12
	16	Total Payments (sum of lines 8-15)	1016.47
Balances	17	Receipts over payments (7 minus 16)	-36.08
	18	Cash at bank at 1 January 2020	1903.16
	19	Cash in hand at 1 January 2020	
	20	Cash and bank balance at 31 December 2020 (add 17, 18 and 19)	
	21	Of which, cash at bank at 31 December 2020	1867.08
	22	Of which, cash in hand at 31 December 2020	

Tick this box if no activities for year ended 31st December 2020

	Signature	Printed Name
Treasurer	<i>S. Blair</i>	S.BLAIR
Chairperson	<i>R. Buckel</i>	R.BUCKEL

Bank reconciliation

Use the bank reconciliation to explain any differences between the value on your bank statement and how much money the group actually has. Differences might be because of cheques or deposits which have not yet cleared.

Bank name	Barclays
Account number	03595838
Bank sort code	20-00-00
Balance as per bank statement 31 December 2020 Subtotal A	£1867.08

1	Deposits not cleared Amounts banked paid in up to the 31 December 2020, but not yet on bank statement		
	Date paid in	Source of money	Amount £
		Subtotal B	

2	Payments not yet cleared Cheques drawn paid out up to the 31 December 2020, but not yet on bank statement			
	Date	Cheque no.	Payee	Amount £
			Subtotal C	

3	Cash at bank Subtotal A plus B, minus C – this should be same as item 21 on statement of receipts, payments and assets (page 4)	£
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Legacies received

Please provide a copy of any documentation received with the Legacy, for audit purposes.

Name of deceased person(s)	Amount left to the group	Are there any restrictions on how the money is allowed to be used?	If yes, what activity is the legacy restricted to?
	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Grants and restricted donations

Information on grants and restricted donations received in year to 31 December 2020. Please provide a copy of the documentation which outlines the restriction details.

Name of organisation/ company/ Individual	Value of grant or donation	Are there any restrictions on how the money is allowed to be used?	If yes, what activities is the grant or donation restricted to?
	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	£	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Group Assets

Have you purchased any assets worth more than £2000 during this financial year (Jan to Dec 2020)? If so, please list them here.

Asset Description (ie laptop, projector etc)	Year asset was purchased	Estimated value of asset (at the time of purchase)
		£
		£
		£

Supporting the wider work of Diabetes UK

Please complete the table below to let us know how much you hold in reserve, and what you would like to do with the excess funds over £3,000 at the end of 2020.

Excess held over £3,000:	£
Amount donated to Diabetes UK	£
Amount group is retaining for planned activities	£

If you are planning to retain funds for planned activities, please read the guidance document and complete the section below.

Retention of funds plan

Total amount group would like to hold over £3,000 for planned activities	£
Please tick any of the following options that apply or delete as appropriate	<input type="checkbox"/> We only fundraise occasionally, e.g. a big fundraiser every three years to generate your running costs. <input type="checkbox"/> Our group has been given a legacy or restricted monies for which there is an agreed plan for spending the money. <input type="checkbox"/> Our usual planned budget is more than £3000 (e.g. you run a large holiday for local children every year). <input type="checkbox"/> We run activities infrequently (e.g. you are raising funds to run a big event in several years' time). <input type="checkbox"/> Other (please specify below):

You'll now need to complete the next section which provides us with full details about your plans for retaining funds over £3,000 and what you will spend the money on. Please provide as much information as possible.

If you do not provide full information we will not be able to confirm and agree your planned activities until we have received the required details.

<p>Please provide full details of the proposed project or activity</p>	
<p>Please say who the proposed project or activity will benefit, for example older people with diabetes, those at risk of developing Type 2 diabetes, young adults, children and families etc.</p>	
<p>Please detail how long, from start to completion, the proposed project or activity will take, including the length of time for planning, preparation, implementation and finalising</p>	
<p>Please tell us how much the proposed project or activity will cost, giving approximate costings (e.g. travel, stationery, literature, venue hire, food and drink). Please state when the money will be spent by.</p>	

Activity report

The activity report tells us about the activities your group has been carrying out locally this year and what you would like more support with in the future. Please complete this section as fully as possible by using the tick boxes and free text options where appropriate.

<p>Who does your group support? (Tick all that apply)</p>	<p><input checked="" type="checkbox"/> Adults with Type 1 diabetes <input checked="" type="checkbox"/> Adults with Type 2 diabetes <input type="checkbox"/> Children and families with diabetes <input type="checkbox"/> Other (please specify below):</p>
<p>Approximately how many people has the group supported this year? For example at regular meetings, awareness events, trips and activities including residential events.</p>	<p><input checked="" type="checkbox"/> Less than 20 <input type="checkbox"/> 20-40 <input type="checkbox"/> 40-60 <input type="checkbox"/> 60-80 <input type="checkbox"/> 80-100 <input type="checkbox"/> 100-120 <input type="checkbox"/> More than 120</p>
<p>What kinds of activities have the group organised outside of your regular group meetings?</p>	<p><input type="checkbox"/> Fundraising events <input type="checkbox"/> Know Your Risk <input type="checkbox"/> Stalls/awareness stands at local events <input type="checkbox"/> Fitness or activity classes <input type="checkbox"/> Social activities and outings (e.g. day trips) <input type="checkbox"/> Overnight or weekend trip <input type="checkbox"/> Other (please specify below):</p>
<p>Apart from the three main officer roles (chair, treasurer, secretary), how many people are part of your committee?</p>	<p>4</p>
<p>Thinking back over 2020 what would you say is the one major achievement your group is most proud of? Why?</p>	<p>Due to Covid we have had none of our regular activities but have just communicated with the members of the Committee as needed</p>

<p>What would you say are the main concerns and needs of people with diabetes in your local area?</p> <p>Please tell us how the group identified those needs and your activities to provide support in these areas?</p>	
<p>Which campaigns or activities have you linked in with or supported during 2020?</p> <p>(Tick all that apply)</p>	<p><input type="checkbox"/> Know Your Risk activity</p> <p><input type="checkbox"/> Diabetes Week</p> <p><input type="checkbox"/> Fight for Flash Campaign</p> <p><input type="checkbox"/> It's Missing Campaign</p> <p><input type="checkbox"/> Food Upfront Campaign</p> <p><input type="checkbox"/> Volunteers Week</p> <p><input type="checkbox"/> World Diabetes Day (14th November)</p> <p><input type="checkbox"/> Other (please specify below):</p>
<p>Please give us more details of how you have linked with the above activities, e.g. events you have attended, what influencing work you have taken part in locally etc.</p>	
<p>Does your local group run regular meetings or activities for children?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please give brief details:</p>

Support, resources and training

We want to improve the lives of people with and at risk of diabetes across the UK and our local groups help to make this possible. We'd like to know how we can better support you so together we can help more people.

<p>What do you feel has been the biggest challenge in running the group this year?</p> <p>(Tick all that apply)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Finding new committee members <input type="checkbox"/> Finding speakers <input type="checkbox"/> Finding the right venue <input type="checkbox"/> Declining numbers of people coming to the group <input type="checkbox"/> Encouraging new people to attend to meetings and other activities <input type="checkbox"/> Fundraising to keep the group going <input type="checkbox"/> Providing support to people with Type 1 diabetes <input type="checkbox"/> Providing support to people with Type 2 diabetes <input type="checkbox"/> Providing support to parents of children with diabetes <input type="checkbox"/> Managing the groups finances <input type="checkbox"/> Making links with local healthcare professionals <input type="checkbox"/> Engaging with Diabetes UK campaigns <input checked="" type="checkbox"/> Other (please specify below): Covid 19
<p>What support or guidance would you find most useful to allow you to better support people living with or at risk of diabetes locally?</p> <p>(Tick all that apply)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Welcoming new committee members <input type="checkbox"/> Organising and running group meetings <input type="checkbox"/> Communicating with healthcare professionals <input type="checkbox"/> Fundraising <input type="checkbox"/> Campaigning <input type="checkbox"/> Peer support <input type="checkbox"/> Community outreach – building or strengthening relationships with people in your local community <input type="checkbox"/> Representing Diabetes UK at events <input type="checkbox"/> Succession planning to support potential new committee members <input type="checkbox"/> Keeping safe, legal and healthy <input checked="" type="checkbox"/> Other (please specify below): Just being able to keep going under the current pandemic

<p>What would help you to better support people living with or at risk of diabetes locally?</p> <p>(Tick all that apply)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Opportunities to network with other groups <input type="checkbox"/> Opportunities to go to another groups' meetings <input type="checkbox"/> Opportunities to attend training sessions <input type="checkbox"/> Access to more online templates that can be adapted for local use <input type="checkbox"/> Online training and support or online guides (learning that is available online and can include videos) <input type="checkbox"/> Other (please specify below):
<p>Is there any more support we can give your local group that we aren't offering already?</p>	
<p>Would you like to make any other comments?</p>	

Thank you for taking the time to complete your local group annual report for 2020. When you have completed your report please submit to your local volunteering team and don't forget to keep a copy for your group.

Thank you for all that you do to support people living with, and at risk of, diabetes in your local community. Your support means together we can keep fighting for a world where diabetes can do no harm. We couldn't do it without you.