

HINCKLEY AND DISTRICT WORK-LINK PROJECT

England & Wales · Charity number 1002750

Details

Other names	CHURCHES TOGETHER IN HINCKLEY AND DISTRICT WORK-LINK PROJECT, HINCKLEY AREA COUNCILS OF CHURCHES WORK-LINK PROJECT, WORK-LINK PROJECT
Status	Registered
Legal form	Other
Registered	1991-05-01
Register	View on the Charity Commission register

Contact

Address Work-Link
Abbott House
1 Trinity Lane
Hinckley
Leicestershire
LE10 0BL

Phone 01455636506

Email mandy@worklinkproject.org

Website <https://worklinkproject.org>

Activities

Objects: TO PROMOTE THE ADVANCEMENT OF EDUCATION AND RELIEF IN NEED AMONG PERSONS RESIDENT IN THE AREA OF BENEFIT WHO ARE UNEMPLOYED IN PARTICULAR FOR THOSE WHO ARE LEAST QUALIFIED AND WHO HAVE THE POOREST EMPLOYMENT PROSPECTS THROUGH THE PROVISION OF VOLUNTARY WORK EXPERIENCE OF SUCH TRAINING FACILITIES AS WOULD ENABLE SUCH PERSONS TO ACQUIRE AND DEVELOP VOCATIONAL SKILLS.

Activities: WORK-LINK is a Hinckley Charity, based on the Recycling of furniture/electricals. It provides sheltered, meaningful opportunities to help unemployed individuals, who are not ready/able to embark on a more formal training/educational programme or to directly enter employment. It is an integrated scheme catering for a variety of people, many of whom have special needs, including mental ill health.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** HINCKLEY AND BOSWORTH
- Leicestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£641,731	£664,789	£193,990	13
2024-03-31	£528,797	£578,668	£218,009	13
2023-03-31	£781,974	£775,583	£267,568	13
2022-03-31	£552,197	£536,955	£259,754	12
2021-03-31	£397,420	£359,023	-	-

Trustees

Name	Role	Appointed
Timothy Ennis Render	Chair	2014-01-01
Bron Witherford		2017-06-02
JOHN MOORE		2011-10-13
Martin Roe		2021-10-05

HINCKLEY AND DISTRICT WORK-LINK PROJECT

England & Wales - Charity number 1002750

Accounts

Hinckley and District Work-Link Project
Accounts
Year to 31st March 2025

Hinckley and District Work-Link Project
Year to 31st March 2025

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Hinckley and District

WORK-LINK PROJECT

Trustee's Annual report for the Year to 31st March 2025

Work-Link Project is a registered with the Charity commissioners (No. 1002750) and governed by the Work-Link Project Constitution. It is located at Abbotts House, Trinity Lane, Hinckley. LE10 0BL.

A Trustee Board administers the Charity. Between April 2024 and March 2025. the board was served by:-

Name	Office
Bron Witherford	Trustee
Martin Roe	Trustee
John Moore	Trustee
Keith Griffiths	Trustee until 30 th May 2024
Tim Render	Trustee and Chair

In attendance at meetings

Mandy Chapman Project Manager

Sue Stanley, Finance Manager

Tim Render was re-elected as Chairman at the Annual General Meeting in January 2025 The Vice Chair, Treasurer and Secretary posts still remain vacant, as the charity continues to review its governance structure in the light of changing business circumstances. In particular, Work-Link remains committed to becoming an incorporated charity as soon as practical. Once the charity is incorporated, the assets of the Charity will be held in the name of the charity and not individual trustees.

The Charity's Bankers are National Westminster Bank Plc, 13 The Borough, Hinckley, Leicestershire, LE10 1NW.

The only area of restriction contained in the governing documents is that the activities of Work-Link shall be limited to the objects set out in (3) below.

"The trustees shall invest in the trust's name any money that is not required for the immediate purpose of Work-Link in any of the securities in which trust money maybe by law invested with power from time to time to transpose such investments. Any Property acquired by or for Work-Link shall be vested in the Trustees."

Hinckley and District

WORK-LINK PROJECT

Trustee's Annual report for the year to 31st March 2025 (Continued)

Structure, Governance and Management

The Charity is governed by a constitution dated 11th November 2008 and is registered with The Charity Commission as a Charity.

The maximum size of the Trustee Board is fifteen members: 4 interested representatives of Churches Together in Hinckley and District, 4 Persons of appropriate experience and of good standing within the community, 2 from Voluntary/Statutory sectors and 2 "Work-Link" volunteers (service users). Additionally, the Committee has the power to co-opt an additional 3 members who do not have voting rights. Co-opted members may be re-co-opted or seek election to the Trustee Board. Officers are nominated prior to AGM and, if necessary, a vote is then taken at the AGM.

The Trustee Board continues to endeavour to widen and strengthen its membership in the past year and is considering succession arrangements for Trustees. Following a period of search, Work-Link was able to recruit two new experienced trustees to join the Board in July 2025.

Trustee Board members are given an induction and training in their roles and responsibilities.

A Manager is appointed by the Trustee Board to manage the day-to-day operations of the Charity.

The Charity has a working relationship with various statutory agencies including the County Council, Leicester City Council, and Hinckley and Bosworth Borough Council. The Trustee Board regularly reviews its risk management strategy. Health and Safety risk assessment using government guidelines are in place in all areas. An independent expert is commissioned to review and advise on Health and Safety arrangements annually.

Work-Link has adopted a Safeguarding Adults Policy and works closely with referrers to ensure risk assessment and risk management strategies are in place for individuals within the client group.

There is also a policy concerning the level of financial reserves and this too is regularly reviewed.

Objectives and activities

The work of the charity is entirely focussed on providing benefit to the people most in need of practical support, and those needing clear and supported routes into training. This is especially for those who have a learning disability, who otherwise would be at risk of long term unemployment and exclusion from everyday economic activities, and thus very likely to be

living in poverty. The practical work and training activities that Work-Link provides provide essential preparation for work or further study as well as being “real” businesses that help to make the organisation sustainable.

The Charity employed an average of 13 members of staff (3 full-time and 10 part-time) during 2024/25.

Work-Link has referrals from the voluntary and statutory sectors and intends to continue to grow that number. Volunteers/Service Users attend on one or two sessions per week, 55 individuals attending each week. Training opportunities, support and supervision are provided by the staff team on a daily basis in the Service Users chosen area(s) of activity. Work-Link activities listed below provide meaningful work place opportunities and training in the following areas:-

Furniture and Electrical Collections

Work-Link collects donated furniture from residents of Leicester, Leicestershire, and beyond that are suitable for supply to others, or for sale. These items are then either sold in our dedicated shop or used to fulfil orders that Leicester City Council or Leicestershire County Council, have sent that are then delivered to vulnerable adults and families. To achieve this, we have a dedicated team of staff and volunteers, two vans to collect and distribute goods. The charity moved to new premises which combine retail and storage space in May 2024. Volunteers/Service Users are taught customer service, distribution, manual handling, risk assessment and data input.

Collections of donated items saved around 120 tonnes of furniture and electrical items from landfill in 2024/25

Retail sales

New town centre retail premises were occupied in May 2024. Following bedding down of the move, retail sales have shown a significant upward trend contributing to the improved financial performance. Volunteers get real work experience within the shop and learn all aspects of customer service.

Leicestershire and Rutland Re-use Network

Work-Link was a founder member of the Leicestershire and Rutland Reuse Network. (LRRN) This was a county-wide Community Interest Company, a vehicle for organising and planning extended re-use and supply across Leicester and Leicestershire. This opened some new supply opportunities for us. It hosts the contract for the Community Support Grant in Leicester. Work-Link provides furniture and electrical appliances to those in need who have been referred by Leicester City Council. This work has become an increasingly important element of Work-Link's activities and income generation. As other members of LRRN have changed the focus of their work, Work-Link is now the sole member of this Community Interest Company. LRRN remains a separate company although Directors of LRRN and trustees of Work-Link are continuing to assess what an appropriate organisational structure should be.

Contractual Sales

Work-Link has won the contract for the Leicestershire Local Welfare Provision. This used to be run through LRRN. Work-Link supplies goods to people all over Leicestershire who are referred to us by the District Councils.

Between April 2024 and March 2025 we delivered furniture to over 1,400 homes in Leicester and Leicestershire via LRRN and through the Local Welfare Provision scheme.

Volunteering and training

Work-Link Project provides meaningful volunteering and training opportunities for people with mental ill health and other disabilities based around the reuse of furniture and electrical appliances. This year Work-Link completed 39 years of serving the community of Hinckley and Bosworth.

We usually receive referrals for our Service from Community Mental Health teams, Assertive Outreach, Early Intervention, the Inclusion Support Service employment services and voluntary agencies. After an initial assessment and risk assessment and a settling in period, service users look at short term goals and long term goals. Volunteers all have individual development plans (IDPs) and work towards their own goals.

We give our service users lots of opportunities to tell us how they experience the project. We hold daily informal meetings with service users over lunch where we pass on information and seek their ideas and input. Work-Link actively encourages and supports our employees to gain the skills and qualifications that meet the needs of our service users.

We ensure that staff continually update and extend their skills through support, supervision and staff training. Staff continue to update their training in Safeguarding Adults, First Aid and Health and Safety.

Business development

The loss of public sector grants a decade ago left a significant financial challenge for Work-Link, although the availability of free reserve funds has continued to give Work-Link time to adjust to the new situation.

Business planning arrangements were again reviewed during the year to update the long-standing strategy to develop and thrive in a financially-sustainable way, without any significant grant support from public authorities. A Business Development Officer is employed to progress this agenda. This is a continuing "work in progress" as the financial and operating environment continues to change and become more challenging.

Work-Link continues to develop its re-use activities that both provide training opportunities for volunteers and generate a net income to support the organisation. We continue to seek available charitable grant funding where available that supports our aims for Service Users, increasingly using on-line channels for sale of goods, (e.g. Facebook and Work-Link website)

The two substantial local authority contracts will run until 2027

Financial Review

The gross income for the year totalled £642k whilst the expenditure was £ 665k, leaving a deficit of just under £23k. The loss included exceptional items that had to be funded in 2024/25

including settling a dilapidations claim from the landlord of the previous property, the legal and physical costs of the move, and the settlement of outstanding lease payments on a vehicle that was stolen. In total, exceptional items amounted to £31k. Without these expenses, the charity would have recorded a surplus for 2024/25. Nevertheless, the actual performance including these costs is a considerable improvement over the £50k loss recorded the previous year.

The balance of our income has substantially changed in last decade, with the vast majority of our income now arising from our own work and activities, (principally fulfilling contracts for supply of furnishings and equipment to residents of Leicester City and Leicestershire County), rather than from public sector grants.

Reserves Policy.

The charity maintains reserves to cover the costs of operating the organisation for at least three months. That minimum reserve would equate to £166k for 2024/25. The actual free reserves amounted to £194k at 31st March 2025

Future development and post balance sheet events

Trustees continue to keep a close watch on developments in the operating environment and changes that will affect operations. In particular, medium term planning is in place that covers the end date of the two significant public contracts that the Charity delivers.

Going concern

The Trustees have considered all the financial information in the accounts as well as budget and financial prospects for 2025/26 and beyond. They are satisfied that the accounts should be prepared on a "going concern" basis, as the organisation will have funds available to meet costs as they become due for at least the next twelve months (as required by accounting practice) from the date of signing the accounts.

Signed

A handwritten signature in black ink, appearing to read 'Tim Render', written in a cursive style.

Tim Render Chair of Trustees

Hinckley and District Work-Link Project

Independent Examiner's Report to the Trustees of 'Hinckley & District Work-Link Project'.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2025.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Mrs K L Wright FCCA
Integra Accounting Limited
Chartered Certified Accountants
5 Station Road
Hinckley
LE10 1AW

Hinckley and District Work-Link Project
Financial accounts for the year to 31.03.25

Income and Expenditure Account 31st March 2025

	<u>31.03.2025</u>	<u>31.03.2024</u>
<u>Income</u>		
Donations and legacies	5,797	152
Income from Charitable Activities:		
Primary purpose and ancilliary trading	468,150	471,376
Charitable income from funders:		
Reuse credits/grant income	4,045	3,158
	472,195	474,534
Other trading activities:		
Trading activities to raise funds for the charity	159,770	53,145
Other miscellaneous income	1,655	-
	161,425	53,145
Bank interest receivable	2,314	966
Total Income	641,731	528,797
<u>Expenditure</u>		
Expenditure on charitable activities: Direct spending		
Gross wages and salaries	207,309	194,772
Employers NIC	10,628	8,647
Defined benefit pension costs	3,195	2,849
	221,132	206,268
Travel and subsistence - charitable activities	9,562	8,370
	230,694	214,638
Expenditure on charitable activities: Charitable trading		
Cost of goods for primary purpose trading	55,133	2,477
Movement in stock for goods made by beneficiaries	-	-
Costs of ancilliary trading to benefit beneficiaries	232,305	264,916
Movement in stock for ancilliary trading	5,221	(4,649)
Motor expenses	30,511	23,603
	323,170	286,347
<u>Support costs for charitable activities:</u>		
Premises expenses:		
Rent payable under operating leases	44,016	40,691
Rates and water charges	1,220	1,002
Light, heat and power	2,978	4,376
Cleaning and waste management	1,535	1,110
Premises repairs, renewals and maintenance	24,811	5,161
Insurance	8,773	6,880

Administrative overheads:

Telephone, fax and internet	4,444	2,867
Postage	395	44
Stationery and printing	1,026	617
Hire of equipment	1,124	990
Software licences and expenses	4,112	3,870
Advertising and marketing	817	-
Sundry expenses	5,436	3,694

Professional fees paid to advisors other than auditors or examiner:

Other legal and professional	2,884	1,500
Payroll costs	890	975
Financial costs:		
Bank charges	4,019	1,047
Depreciation	1,445	1,819

Total support costs

109,925	76,643
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Total charitable expenditure excluding depreciation	662,344	575,809
Depreciation	1,445	1,819
Governance costs	1,000	1,040
Loss on disposal of fixed assets	-	-

664,789	578,668
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Net surplus on ordinary activities

-	23,058	-	49,871
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-	23,058	-	49,871
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Net funds b/fwd

216,274	266,145
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Net funds c/fwd

193,216	216,274
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Hinckley and District Work-Link Project
Year to 31st March 2025

Balance Sheet at 31 March 2025

	<u>31.03.2025</u>	<u>31.03.2024</u>
Tangible fixed assets	5,009	654
Current assets		
Stock	10,269	15,490
Debtors	85,398	118,426
Cash at bank and in hand	147,331	121,631
	<u>242,998</u>	<u>255,547</u>
Creditors: Amounts falling due in 1 year	<u>(54,017)</u>	<u>(38,192)</u>
Net current assets	188,981	217,355
Total net assets	<u>£ 193,990</u>	<u>£ 218,009</u>
Unrestricted Revenue funds	193,216	216,274
Restricted Funds (Toy Appeal)	774	1,735
Total charity funds	<u>£ 193,990</u>	<u>£ 218,009</u>

J. Hancock

Hinckley and District Work-Link Project**Notes to the accounts****Year to 31st March 2025**

Tangible Fixed Assets	Office Equipment and Fittings	Motor Vehicles	Total
Cost b/fwd	45,308	12,500	57,809
Additions	5,800	-	5,800
Disposals	0	0	0
Cost c/fwd	<u>£ 51,108</u>	<u>£ 12,500</u>	<u>£ 63,609</u>
Depn b/fwd	44,654	12,500	57,154
Charge in year	1,445	0	1,445
Elim on disposals	-	0	0
Depn c/fwd	<u>£ 46,099</u>	<u>£ 12,500</u>	<u>£ 58,599</u>
NBV 2025	<u>£ 5,009</u>	<u>£ -</u>	<u>£ 5,009</u>
NBV 2024	<u>£ 654</u>	<u>£ -</u>	<u>£ 654</u>
	2025	2024	
Debtors			
Trade debtors	76,045	96,388	
Prepayments and accrued income	4,084	7,136	
Other debtors	5,269	14,902	
	<u>£ 85,398</u>	<u>£ 118,426</u>	
Creditors: Amounts falling due in 1 year			
Trade creditors	26,734	12,823	
Accruals and deferred income	1,000	1,000	
Other taxes and social security costs	25,559	23,805	
Other creditors	724	564	
	<u>£ 54,017</u>	<u>£ 38,192</u>	

HINCKLEY AND DISTRICT WORK-LINK PROJECT

England & Wales - Charity number 1002750

Accounts

Hinckley and District Work-Link Project
Accounts
Year to 31st March 2024

Hinckley and District Work-Link Project
Year to 31st March 2024

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**HINCKLEY AND DISTRICT
WORK-LINK PROJECT**

Trustee's Annual report for the Year to 31st March 2024

Work-Link Project is registered with the Charity Commission (No. 1002750) and Governed by the Work-Link Project Constitution. It is located at Abbotts House, Trinity Lane, Hinckley, LE10 0BL.

A Trustee Board administers the Charity. Between April 2023 and March 2024 the board was served by:-

Name	Office
Bron Witherford	Trustee
Martin Roe	Trustee
John Moore	Trustee
Keith Griffiths	Trustee
Tim Render	Trustee and Chair

In attendance at meetings

Mandy Quinn	Project Manager
Sue Stanley	Finance Manager

Tim Render was re-elected as Chairman at the Annual General Meeting in January 2024.

The Vice Chair, Treasurer and Secretary posts still remain vacant, as the charity is reviewing its governance structure. In particular, Work-Link remains committed to becoming a Charitable Incorporated Organisation as soon as practical. Once the charity is incorporated, the assets of the Charity will be held in the name of the charity and not individual trustees.

The Charity's Bankers are National Westminster Bank Plc, 13 The Borough, Hinckley, Leicestershire, LE10 1NW.

The only area of restriction contained in the governing documents is that the activities of Work-Link shall be limited to the objects set out in (3) of the governing document as set out below.

"The trustees shall invest in the trust's name any money that is not required for the immediate purpose of Work-Link in any of the securities in which trust money maybe by law invested with power from time to time to transpose such investments. Any property acquired by or for Work-Link shall be vested in the Trustees."

HINCKLEY AND DISTRICT WORK-LINK PROJECT

Trustee's Annual report for the Year to 31st March 2024 (Continued)

Structure, Governance and Management

The Charity is governed by a constitution dated 11th November 2008 and is registered with The Charity Commission as a Charity.

The maximum size of the Trustee Board is fifteen members: 4 interested representatives of Churches Together in Hinckley and District, 4 persons of appropriate experience and of good standing within the community, 2 from Voluntary/Statutory sectors and 2 "Work-Link" volunteers (service users). Additionally, the Committee has the power to co-opt an additional 3 members who do not have voting rights. Co-opted members may be re-co-opted or seek election to the Trustee Board. Officers are nominated prior to AGM and, if necessary, a vote is then taken at the AGM.

The Trustee Board continues to endeavour to widen and strengthen its membership in the past year, and is considering succession arrangements for Trustees.

Trustee Board members are given an induction and training in their roles and responsibilities.

A Manager is appointed by the Trustee Board to manage the day-to-day operations of the Charity.

The Charity has a working relationship with various statutory agencies including the County Council, Leicester City Council and Hinckley and Bosworth Borough Council. The Trustee Board regularly reviews its risk management strategy. Health and Safety risk assessment using government guidelines are in place in all areas, with particular attention to the fire risk inherent in running the furniture recycling operation.

Work-Link has adopted a Safeguarding Adults Policy and works closely with referrers to ensure risk assessment and risk management strategies are in place for individuals within the client group.

There is also a policy concerning the level of financial reserves and this too is regularly reviewed.

Objectives and activities

The work of the charity is entirely focused on providing benefit to the people most in need of practical support, and those needing clear and supported routes into formal education and training. This is especially for those who have a learning disability, who otherwise would be at risk of long term unemployment and exclusion from everyday economic activities, and thus very likely to be living in poverty. The practical work and training activities that Worklink provides provide essential preparation for work or further study as well as being “real” businesses that help to make the organisation sustainable.

The Charity employed an average of 13 members of staff (3 full-time and 10 part-time) during 2023/24.

Work-Link has referrals from the voluntary and statutory sectors and intends to continue to grow that number. Volunteers/Service Users attend one or two sessions per week, 55 individuals attending per annum. Training opportunities, support and supervision are provided by the staff team on a daily basis in the Service Users' chosen area(s) of activity. Work-Link activities listed below provide meaningful work place opportunities and training in the following areas:-

Furniture and Electrical Collections

Work-Link collects donated furniture from residents of Leicester, Leicestershire and beyond that are suitable for supply to others, or for sale. These items are then either sold in our dedicated shop or used to fulfil orders that Leicester City Council or Leicestershire County Council have sent that are then delivered to vulnerable adults and families. To achieve this we have a dedicated team of staff and volunteers, two vans to collect and distribute goods and, during 2023/24, a large warehouse and workshop space at our premises in Hinckley. The charity moved to new premises in May 2024 - details are shown in the section on Post Balance Sheet events. Volunteers/Service Users are taught customer service, distribution, manual handling, risk assessment and data input.

Collections of donated items saved around 120 tonnes of furniture and electrical items from landfill in 2023/24.

Retail sales

Town centre retail premises have been used since December 2011. Work-Link had a leased shop close to the centre of retail and commercial activity in Hinckley, to sell its furniture and electricals during 2023/24. Volunteers get real work experience within the shop and learn all aspects of customer service.

Leicestershire and Rutland Re-use Network

Work-Link was a founder member of the Leicester, Leicestershire Re-use Network. (LRRN) This was a County-wide Community Interest Company, a vehicle for organising and planning extended re-use and supply across Leicester and Leicestershire. This opened some new supply opportunities for us but also hosts the contract for Leicestershire Welfare Provision, and the Community Support Grant in Leicester. Work-Link provides furniture and electrical appliances to those in need who have been referred by Leicestershire District Councils, and a similar welfare provision contract within Leicester City Council. This work has become an increasingly important element of Work-Link's activities and income generation. As other members of LRRN have changed the focus of their work, Work-Link is now the sole member of this Community Interest Company. LRRN remains a separate company although Directors of both LRRN and Work-Link are continuing to assess what an appropriate organisational structure should be.

Between April 2023 and March 2024 we delivered furniture to over 1,500 homes in Leicester and Leicestershire.

Volunteering and training

Work-Link Project provides meaningful volunteering and training opportunities for people with mental ill health and other disabilities based around the re-use of furniture and electrical appliances. This year Work-Link completed 38 years of serving the community of Hinckley and Bosworth.

Pre Covid, Work-Link provided 70 training places. We opened up our training opportunities progressively since the summer of 2021. In 2023/24, we had 37 trainees.

We give our service users lots of opportunities to tell us how they experience the project. We hold daily informal meetings with service users over lunch where we pass on information and seek their ideas and input. Service users have regular individual reviews and we have volunteer meetings. Leavers and Referral agencies are given feedback forms so we can continually monitor and improve the service we offer. Work-Link actively encourages and supports our employees to gain the skills and qualifications that meet the needs of our service users. We also issue a Service User questionnaire every six months to get feedback on our performance.

We ensure that staff continually update and extend their skills through support, supervision and staff training. Staff continue to update their training in Safeguarding Adults, First Aid and Health and Safety.

Business development

The loss of public sector grants nearly a decade ago left a significant financial challenge for Work-Link, although the availability of free reserve funds has continued to give Work-Link time to adjust to the new situation.

Business planning arrangements were again reviewed during the year to update the long-standing strategy to develop and thrive in a financially-sustainable way, without any significant grant support from public authorities. A Business Development Officer is employed to progress this agenda. This is a continuing "work in progress" as the financial and operating environment continues to change and become more challenging.

Work-Link continues to develop its re-use activities that both provide training opportunities for volunteers, and generate a net income to support the organisation. We continue to seek available charitable grant funding where available that supports our aims for Service Users, increasingly using on-line channels for sale of goods (e.g. Facebook and Worklink website).

The two substantial local authority contracts will run until 31.03.2025 and 31.03.2027.

Financial Review

The gross income for the year totalled £528,797 whilst the expenditure was £578,668 leaving a deficit of £49,871.

The balance of our income has substantially changed in the past four years, with the vast majority of our income now arising from our own work and activities, (principally fulfilling contracts via LRRN for supply of furnishings and equipment to residents of Leicester City and Leicestershire County), rather than from public sector grants.

Reserves Policy

The charity maintains reserves to cover the costs of operating the organisation for at least four months. That minimum reserve would equate to £192,889 for 2023/24. The actual free reserves amounted to £216,274 at 31st March 2024.

Future development and post balance sheet events

Directors continue to keep a close watch on developments in the operating environment and changes that will affect operations. There are two specific matters to report:

- a. The landlord of 3, Jacknell Road gave a no-fault notice in December 2023 that the lease on the building would not be renewed in May 2024. An extensive search of alternative premises in the Hinckley area was carried out, and Trustees identified Abbotts House on Trinity Lane, Hinckley as suitable leased premises, which can house both warehousing and retail space. The charity moved to these premises in May 2024. The landlord of Jacknell Road served a notice of need to remedy claimed dilapidations. The charity disputed a number of these issues, carried out work to remedy some that were accepted, and in full and final settlement of the landlord claim, released the original rental deposit of £12,500 to the landlord in July 2024.
- b. The charity sadly had to record the death of Keith Griffiths, a founder trustee of Worklink, on May 30th 2024. Keith was a steadfast, knowledgeable and hugely committed trustee for all his years with Worklink, and will be greatly missed. A memorial service for Keith was held in June 2024, and a new annual award for service users was instituted at the formal opening of the new Worklink premises on 25th September 2024.

Going concern

The Trustees have considered all the financial information in the accounts as well as budget and financial prospects for 2024/25. They are satisfied that the accounts should be prepared on a "going concern" basis, as the organisation will have funds available to meet costs as they become due for at least the next twelve months (as required by accounting practice) from the date of signing the accounts.



28/1/25

Hinckley and District Work-Link Project

Independent Examiner's Report to the Trustees of 'Hinckley & District Work-Link Project'.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Mrs K L Wright FCCA
Integra Accounting Limited
Chartered Certified Accountants
5 Station Road
Hinckley
LE10 1AW

Hinckley and District Work-Link Project
Financial accounts for the year to 31.03.24

Income and Expenditure Account 31st March 2023

	<u>31.03.2024</u>	<u>31.03.2023</u>
<u>Income</u>		
Donations and legacies	152	89
Income from Charitable Activities:		
Primary purpose and ancilliary trading	471,376	711,213
Charitable income from funders:		
Reuse credits/grant income	3,158	19,804
	474,534	731,017
Other trading activities:		
Trading activities to raise funds for the charity	53,145	49,356
Other miscellaneous income	-	-
	53,145	49,356
Bank interest receivable	966	1512
Total Income	528,797	781,974
<u>Expenditure</u>		
Expenditure on charitable activities: Direct spending		
Gross wages and salaries	194,772	184,286
Employers NIC	8,647	7,897
Defined benefit pension costs	2,849	2,685
	206,268	194,868
Travel and subsistence - charitable activities	8,370	5,560
	214,638	200,428
Expenditure on charitable activities: Charitable trading		
Cost of goods for primary purpose trading	2,477	1,555
Movement in stock for goods made by beneficiaries	-	-
Costs of ancilliary trading to benefit beneficiaries	264,916	484,803
Movement in stock for ancillary trading	(4,649)	(4,553)
Motor expenses	23,603	21,675
	286,347	503,480
<u>Support costs for charitable activities:</u>		
Premises expenses:		
Rent payable under operating leases	40,691	40,783
Rates and water charges	1,002	1,262
Light, heat and power	4,376	3,846
Cleaning and waste management	1,110	921
Premises repairs, renewals and maintenance	5,161	1,386
Insurance	6,880	6,521

Administrative overheads:		
Telephone, fax and internet	2,867	3,654
Postage	44	8
Stationery and printing	617	598
Hire of equipment	990	943
Software licences and expenses	3,870	3,478
Sundry expenses	3,694	2,631
Professional fees paid to advisors other than auditors or examiner:		
Other legal and professional	1,500	30
Payroll costs	975	1,110
Financial costs:		
Bank charges	1,047	1,453
Depreciation	1,819	2,301
Total support costs	76,643	70,925
Total charitable expenditure excluding depreciation	575,809	772,532
Depreciation	1,819	2,301
Governance costs	1,040	950
Loss on disposal of fixed assets	-	200
	578,668	775,583
Net surplus on ordinary activities	- 49,871	6,391
	- 49,871	6,391
Net funds b/fwd	266,145	259,754
Net funds c/fwd	216,274	266,145

Hinckley and District Work-Link Project
Year to 31st March 2024

Balance Sheet at 31 March 2024

	<u>31.03.2024</u>	<u>31.03.2023</u>
Tangible fixed assets	654	2,473
Current assets		
Stock	15,490	10,841
Debtors	118,426	198,386
Cash at bank and in hand	<u>121,631</u>	<u>118,930</u>
	255,547	328,157
Creditors: Amounts falling due in 1 year	<u>(38,192)</u>	<u>(63,062)</u>
Net current assets	217,355	265,095
Total net assets	<u>£ 218,009</u>	<u>£ 267,568</u>
Unrestricted Revenue funds	216,274	266,145
Restricted Funds (Toy Appeal)	1,735	1,423
Total charity funds	<u>£ 218,009</u>	<u>£ 267,568</u>

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28/1/25

Hinckley and District Work-Link Project
Notes to the accounts
Year to 31st March 2024

Tangible Fixed Assets	<u>Office Equipment and Fittings</u>	<u>Motor Vehicles</u>	<u>Total</u>
Cost b/fwd	45,308	12,500	57,809
Additions	0	-	0
Disposals	0	0	0
Cost c/fwd	<u>£ 45,308</u>	<u>£ 12,500</u>	<u>£ 57,809</u>
Depn b/fwd	44,293	11,042	55,335
Charge in year	361	1,458	1,819
Elim on disposals	-	0	0
Depn c/fwd	<u>£ 44,654</u>	<u>£ 12,500</u>	<u>£ 57,154</u>
NBV 2024	<u>£ 654</u>	<u>£ -</u>	<u>£ 654</u>
NBV 2023	<u>£ 1,015</u>	<u>£ 1,458</u>	<u>£ 2,473</u>

2024 **2023**

Debtors

Trade debtors	96,388	168,060
Prepayments and accrued income	7,136	11,691
Other debtors	14,902	18,635
	<u>£ 118,426</u>	<u>£ 198,386</u>

Creditors: Amounts falling due in 1 year

Trade creditors	12,823	24,874
Accruals and deferred income	1,000	13,911
Other taxes and social security costs	23,805	23,459
Other creditors	564	818
	<u>£ 38,192</u>	<u>£ 63,062</u>

HINCKLEY AND DISTRICT WORK-LINK PROJECT

England & Wales - Charity number 1002750

Accounts

Hinckley and District Work-Link Project
Accounts
Year to 31st March 2023

Hinckley and District Work-Link Project
Year to 31st March 2023

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**HINCKLEY AND DISTRICT
WORK-LINK PROJECT**

Trustee's Annual report for the Year to 31st March 2023

Work-Link Project is registered with the Charity Commission (No. 1002750) and Governed by the Work-Link Project Constitution. It is located at Unit 3, Jacknell Road, Hinckley.

A Trustee Board administers the Charity. Between April 2022 and March 2023 the board was served by:-

Name	Office
Bron Witherford	Trustee
Martin Roe	Trustee
John Moore	Trustee
Keith Griffiths	Trustee
Tim Render	Trustee and Chair

In attendance at meetings

Mandy Quinn	Project Manager
Sue Stanley	Finance Manager

Tim Render was re-elected as Chairman at the Annual General Meeting in January 2023.

The Vice Chair, Treasurer and Secretary posts still remain vacant, as the charity is reviewing its governance structure. In particular, Work-Link remains committed to becoming a Charitable Incorporated Organisation as soon as practical. Once the charity is incorporated, the assets of the Charity will be held in the name of the charity and not individual trustees.

The Charity's Bankers are National Westminster Bank Plc, 13 The Borough, Hinckley, Leicestershire, LE10 1NW.

The only area of restriction contained in the governing documents is that the activities of Work-Link shall be limited to the objects set out in (3) of the governing document as set out below.

"The trustees shall invest in the trust's name any money that is not required for the immediate purpose of Work-Link in any of the securities in which trust money may be by law invested with power from time to time to transpose such investments. Any property acquired by or for Work-Link shall be vested in the Trustees."

HINCKLEY AND DISTRICT WORK-LINK PROJECT

Trustee's Annual report for the Year to 31st March 2023 (Continued)

Structure, Governance and Management

The Charity is governed by a constitution dated 11th November 2008 and is registered with The Charity Commission as a Charity.

The maximum size of the Trustee Board is fifteen members: 4 interested representatives of Churches Together in Hinckley and District, 4 persons of appropriate experience and of good standing within the community, 2 from Voluntary/Statutory sectors and 2 "Work-Link" volunteers (service users). Additionally, the Committee has the power to co-opt an additional 3 members who do not have voting rights. Co-opted members may be re-co-opted or seek election to the Trustee Board. Officers are nominated prior to AGM and, if necessary, a vote is then taken at the AGM.

The Trustee Board continues to endeavour to widen and strengthen its membership in the past year, and is considering succession arrangements for Trustees.

Trustee Board members are given an induction and training in their roles and responsibilities.

A Manager is appointed by the Trustee Board to manage the day-to-day operations of the Charity.

The Charity has a working relationship with various statutory agencies including the County Council, Leicester City Council and Hinckley and Bosworth Borough Council. The Trustee Board regularly reviews its risk management strategy. Health and Safety risk assessment using government guidelines are in place in all areas, with particular attention to the fire risk inherent in running the furniture recycling operation.

Objectives and activities

The work of the charity is entirely focused on providing benefit to the people most in need of practical support, and those needing clear and supported routes into formal education and training. This is especially for those who have a learning disability, who otherwise would be at risk of long term unemployment and exclusion from everyday economic activities, and thus very likely to be living in poverty. The practical work and training activities that Worklink provides provide essential preparation for work or further study as well as being "real" businesses that help to make the organisation sustainable.

The Charity employed an average of 13 members of staff (3 full-time and 10 part-time) during 2022/23.

Work-Link has referrals from the voluntary and statutory sectors. As we emerged from the after effects of Covid, a limited number of trainees were again engaged at Work-Link, and the intention is to continue to grow that number.

Volunteers/Service Users attend one or two sessions per week, 49 individuals attending. Training opportunities, support and supervision are provided by the staff team on a daily basis in the Service Users chosen area(s) of activity. Work-Link activities listed below provide meaningful work place opportunities and training in the following areas:-

Furniture and Electrical Collections

Work-Link collects donated furniture from residents of Leicester, Leicestershire, and beyond that are suitable for supply to others, or for sale. These items are then either sold in our dedicated shop or used to fulfil orders that Leicester City Council or Leicestershire County Council have sent that are then delivered to vulnerable adults and families. To achieve this we have a dedicated team of staff and volunteers, two vans to collect and distribute goods and a large warehouse and workshop space at our premises in Hinckley. Volunteers/Service Users are taught customer service, distribution, manual handling, risk assessment and data input.

Collections of donated items saved around 135 tonnes of furniture and electrical items from landfill in 2022/23.

Restoration and re-use

We have a dedicated restoration area where furniture can be restored and mended.

Retail sales

Town centre retail premises have been used since December 2011. Work-Link has a leased shop close to the centre of retail and commercial activity in Hinckley, to sell its furniture and electricals. Volunteers get real work experience within the shop and learn all aspects of customer service.

Leicestershire and Rutland Re-use Network

Work-Link was a founder member of the Leicester, Leicestershire Re-use Network. (LRRN) This was a County-wide Community Interest Company, a vehicle for organising and planning extended re-use and supply across Leicester and Leicestershire. This opened some new supply opportunities for us but also hosts the contract for Leicestershire Welfare Provision, and the Community Support Grant in Leicester. Work-Link provides furniture and electrical appliances to those in need who have been referred by Leicestershire District Councils, and a similar welfare provision contract within Leicester City Council. This work has become an increasingly important element of Work-Link's activities and income generation. As other members of LRRN have changed the focus of their work, Work-Link is now the sole member of this Community Interest Company. LRRN remains a separate company although Directors of both LRRN and Work-Link are continuing to assess what an appropriate organisational structure should be.

Between April 2022 and March 2023 we delivered furniture to over 937 homes in Leicester and Leicestershire.

Volunteering and training

Work-Link Project provides meaningful volunteering and training opportunities for people with mental ill health and other disabilities based around the re-use of furniture and electrical appliances. This year Work-Link completed 37 years of serving the community of Hinckley and Bosworth.

Pre Covid, Work-Link provided 70 training places. We opened up our training opportunities progressively since the summer of 2021. In 2022/23, we had 49 trainees.

We usually receive referrals for our Service from Community Mental Health teams, Assertive Outreach, Early Intervention, Inclusion Support Service employment services and voluntary agencies. After an initial assessment and risk assessment and a settling in period, service users look at short term goals and long term goals. Volunteers all have individual development plans (IDPs) and work towards their own goals.

We give our service users lots of opportunities to tell us how they experience the project. We hold daily informal meetings with service users over lunch where we pass on information and seek their ideas and input. Service users have regular individual reviews and we have volunteer meetings. Leavers and Referral agencies are given feedback forms so we can continually monitor and improve the service we offer. Work-Link actively encourages and supports our employees to gain the skills and qualifications that meet the needs of our service users. We also issue a Service User questionnaire every six months to get feedback on our performance.

We ensure that staff continually update and extend their skills through support, supervision and staff training. Staff continue to update their training in Safeguarding Adults, First Aid and Health and Safety.

Business development

The loss of public sector grants five years ago left a significant financial challenge for Work-Link, although the availability of free reserve funds has continued to give Work-Link time to adjust to the new situation.

Business planning arrangements were again reviewed during the year to update the long-standing strategy to develop and thrive in a financially-sustainable way, without any significant grant support from public authorities. A Business Development Officer is employed to progress this agenda, with financial support from a charitable trust. This will be a continuing "work in progress" as the financial operating environment continues to change and become more challenging.

Work-Link continues to develop its re-use activities that both provide training opportunities for volunteers, and generate a net income to support the organisation. We continue to seek available charitable grant funding that supports our aims for Service Users, but opportunities for such funding have become more limited in recent years. We are increasingly using on-line channels for sale of goods, (e.g. Facebook and Work-Link website).

Financial Review

The gross income for the year totalled £781,974 whilst the expenditure was £775,583 leaving a surplus of £6,391. Turnover was substantially increased during the year as Work-Link took on increased activity via LRRN due to increased contractual work.

The balance of our income has substantially changed in the past three years, with the vast majority of our income now arising from our own work and activities, (principally fulfilling contracts via LLRN for supply of furnishings and equipment to residents of Leicester City and Leicestershire County), rather than from public sector grants.

Reserves Policy

The charity maintains reserves to cover the costs of operating the organisation for at least four months. That minimum reserve would equate to £258,500 for 2022/23. The actual free reserves amounted to £266,145 at 31st March 2023.

Future development and post balance sheet events

Directors continue to keep a close watch on developments in the operating environment and changes that will affect operations. There are two specific matters that will potentially impact the business:

- a. Leicestershire County Council will be retendering the contract for supply of goods to nominated families in need in the spring of 2024. Work-Link / LRRN will actively engage in this process and have a good track record on which to base its submission.
- b. The landlord of 3, Jacknell Road has given no-fault notice that the lease on the building will not be renewed in May 2024. An extensive search of alternative premises in the Hinckley area has been carried out, and Trustees have identified suitable alternative premises for which negotiations were in train at the time of signing these accounts.

Going concern

The Trustees have considered all the financial information in the accounts as well as budget and financial prospects for 2023/24. They are satisfied that the accounts should be prepared on a "going concern" basis, as the organisation will have funds available to meet costs as they become due for at least the next twelve months (as required by accounting practice) from the date of signing the accounts.



CAAR

27/1/24

Hinckley and District Work-Link Project

Independent Examiner's Report to the Trustees of 'Hinckley & District Work-Link Project'.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2023.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Mrs K L Wright FCCA
Integra Accounting Limited
Chartered Certified Accountants
5 Station Road
Hinckley
LE10 1AW

Hinckley and District Work-Link Project
Financial accounts for the year to 31.03.23

Income and Expenditure Account 31st March 2023

	<u>31.03.2023</u>	<u>31.03.2022</u>
<u>Income</u>		
Donations and legacies	89	64
Income from Charitable Activities:		
Primary purpose and ancilliary trading	711,213	479,342
Charitable income from funders:		
Reuse credits/grant income	19,804	17,974
	731,017	497,316
Other trading activities:		
Trading activities to raise funds for the charity	49,356	53,066
Other miscellaneous income	-	1,751
	49,356	54,817
Bank interest receivable	1512	0
Total Income	781,974	552,197
<u>Expenditure</u>		
Expenditure on charitable activities: Direct spending		
Gross wages and salaries	184,286	152,473
Employers NIC	7,897	5,242
Defined benefit pension costs	2,685	2,047
	194,868	159,762
Travel and subsistence - charitable activities	5,560	6,299
Recruitment expenses	-	175
Sub-contract wages	-	2,007
	200,428	168,243
Expenditure on charitable activities: Charitable trading		
Cost of goods for primary purpose trading	1,555	3,080
Movement in stock for goods made by beneficiaries	-	-
Costs of ancilliary trading to benefit beneficiaries	484,803	261,035
Movement in stock for ancillary trading	(4,553)	(292)
Motor expenses	21,675	15,827
	503,480	279,650
<u>Support costs for charitable activities:</u>		
Premises expenses:		
Rent payable under operating leases	40,783	36,365
Rates and water charges	1,262	814
Light, heat and power	3,846	4,980
Cleaning and waste management	921	1,158
Premises repairs, renewals and maintenance	1,386	2,656
Insurance	6,521	6,336

Administrative overheads:

Telephone, fax and internet	3,654	3,106
Postage	8	64
Stationery and printing	598	768
Hire of equipment	943	2,436
Software licences and expenses	3,478	3,351
Advertising and marketing	-	-
Sundry expenses	2,631	2,564
Subscriptions	-	75

Professional fees paid to advisors other than auditors or examiner:

Other legal and professional	30	180
Payroll costs	1,110	1,305
Financial costs:		
Bank charges	1,453	941
Depreciation	2,301	2,993
Provision for bad debt	-	18,000

Total support costs

70,925

88,092

Total charitable expenditure excluding depreciation	772,532	532,992
Depreciation	2,301	2,993
Governance costs	950	970
Loss on disposal of fixed assets	- 200	-

775,583

536,955

Net surplus on ordinary activities

6,391

15,242

6,391

15,242

Net funds b/fwd

259,754 244,512

Net funds c/fwd

266,145

259,754

Hinckley and District Work-Link Project
Year to 31st March 2023

Balance Sheet at 31 March 2023

	<u>31.03.2023</u>	<u>31.03.2022</u>
Tangible fixed assets	2,473	4,440
Current assets		
Stock	10,841	6,288
Debtors	198,386	219,876
Cash at bank and in hand	118,930	101,215
	<u>328,157</u>	<u>327,379</u>
Creditors: Amounts falling due in 1 year	<u>(63,062)</u>	<u>(72,065)</u>
Net current assets	265,095	255,314
Total net assets	<u>£ 267,568</u>	<u>£ 259,754</u>
Unrestricted Revenue funds	266,145	259,754
Restricted Funds (Toy Appeal)	1,423	0
Total charity funds	<u>£ 267,568</u>	<u>£ 259,754</u>

J. Kent
Chair
27/11/24

Hinckley and District Work-Link Project
Notes to the accounts
Year to 31st March 2023

Tangible Fixed Assets	<u>Office Equipment and Fittings</u>	<u>Motor Vehicles</u>	<u>Total</u>
Cost b/fwd	44,975	17,800	62,776
Additions	333	-	333
Disposals	0	5,300	5,300
Cost c/fwd	<u>£ 45,308</u>	<u>£ 12,500</u>	<u>£ 57,809</u>
Depn b/fwd	43,868	14,467	58,335
Charge in year	425	1,875	2,300
Elim on disposals	-	5,300	5,300
Depn c/fwd	<u>£ 44,293</u>	<u>£ 11,042</u>	<u>£ 55,335</u>
NBV 2023	<u>£ 1,015</u>	<u>£ 1,458</u>	<u>£ 2,473</u>
NBV 2022	<u>£ 1,107</u>	<u>£ 3,333</u>	<u>£ 4,440</u>
		<u>2023</u>	<u>2022</u>
Debtors			
Trade debtors		168,060	195,871
Prepayments and accrued income		11,691	8,311
Other debtors		18,635	15,694
		<u>£ 198,386</u>	<u>£ 219,876</u>
Creditors: Amounts falling due in 1 year			
Trade creditors		24,874	13,471
Accruals and deferred income		13,911	23,190
Other taxes and social security costs		23,459	34,951
Other creditors		818	453
		<u>£ 63,062</u>	<u>£ 72,065</u>

HINCKLEY AND DISTRICT WORK-LINK PROJECT

England & Wales - Charity number 1002750

Accounts

Hinckley and District Work-Link Project
Accounts
Year to 31st March 2022

Hinckley and District Work-Link Project
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HINCKLEY AND DISTRICT WORK-LINK PROJECT

Trustee's Annual report for the Year to 31st March 2022

Work-Link Project is registered with the Charity Commission (No. 1002750) and Governed by the Work-Link Project Constitution. It is located at Unit 3, Jacknell Road, Hinckley.

A Trustee Board administers the Charity. Between April 2021 and March 2022 the board was served by:-

Name	Office
Bron Witherford	Trustee
Martin Roe	Trustee (from 5 th October 2021)
John Moore	Trustee
Keith Griffiths	Trustee
Tim Render	Trustee and Chair

In attendance at meetings

Mandy Quinn - Project Manager

Sue Stanley - Finance Manager

Tim Render was re-elected as Chairman at the Annual General Meeting in January 2021

The Vice Chair, Treasurer and Secretary posts still remain vacant.

The Charity's Bankers are National Westminster Bank Plc, 13 The Borough, Hinckley, Leicestershire, LE10 1NW.

The only area of restriction contained in the governing documents is that the activities of Work-Link shall be limited to the objects set out in (3) of the governing document.

"The trustees shall invest in the trust's name any money that is not required for the immediate purpose of Work-Link in any of the securities in which trust money may be by law invested with power from time to time to transpose such investments. Any property acquired by or for Work-Link shall be vested in the Trustees."

Work-Link remains committed to becoming a Charitable Incorporated Organisation as soon as practical. This process has been delayed further due to the restrictions in place during the Covid19 Pandemic. Once the charity is incorporated, the assets of the Charity will be held in the name of the charity and not individual trustees.

HINCKLEY AND DISTRICT WORK-LINK PROJECT

Trustee's Annual report for the Year to 31st March 2022 (Continued)

Structure, Governance and Management

The Charity is governed by a constitution dated 11th November 2008 and is registered with The Charity Commission as a Charity.

The maximum size of the Trustee Board is fifteen members: 4 interested representatives of Churches Together in Hinckley and District, 4 persons of appropriate experience and of good standing within the community, 2 from Voluntary/Statutory sectors and 2 "Work-Link" volunteers (service users). Additionally, the Committee has the power to co-opt an additional 3 members who do not have voting rights. Co-opted members may be re-co-opted or seek election to the Trustee Board. Officers are nominated prior to AGM and, if necessary, a vote is then taken at the AGM.

The Trustee Board continues to endeavour to widen and strengthen its membership in the past year, and is considering succession arrangements for Trustees.

Trustee Board members are given an induction and training in their roles and responsibilities.

A Manager is appointed by the Trustee Board to manage the day-to-day operations of the Charity.

The Charity has a working relationship with various statutory agencies including the County Council, Leicester City Council and Hinckley and Bosworth Borough Council. The Trustee Board regularly reviews its risk management strategy. Health and Safety risk assessment using government guidelines are in place in all areas, with particular attention to the fire risk inherent in running the furniture recycling operation.

Work-Link has adopted a Safeguarding Adults Policy and works closely with referrers to ensure risk assessment and risk management strategies are in place for individuals within the client group.

There is also a policy concerning the level of financial reserves and this too is regularly reviewed.

Objectives and activities

The work of the charity is entirely focused on providing benefit to the people most in need of support and routes into formal education and training, especially those who have a learning disability, who otherwise would be at risk of long term unemployment and exclusion from everyday economic activities, and thus very likely to be living in poverty. The practical work and training activities that Work-Link provides provide essential preparation for work or further study as well as being "real" businesses that help to make the organisation sustainable.

The Charity employed an average of 12 members of staff (3 full-time and 9 part-time) during 2021/22.

Work-Link has referrals from the voluntary and statutory sectors. Activities continued to be impacted by Covid during the year, and only a limited number of trainees could be engaged as Work-Link observed Covid restrictions, in the interests of the health and safety of service users.

Volunteers/Service Users attend one or two sessions per week, 43 individuals attending each week. Training opportunities, support and supervision are provided by the staff team on a daily basis in the Service Users chosen area(s) of activity. Work-Link activities listed below provide meaningful work place opportunities and training in the following areas:-

Furniture and Electrical Collections

Work-Link collects donated furniture from residents of Leicester, Leicestershire. and beyond that are suitable for supply to others, or for sale. These items are then either sold in our dedicated shop or used to fulfil orders that Leicester City Council or Leicestershire County Council have sent that are then delivered to vulnerable adults and families. To achieve this we have a dedicated team of staff and volunteers, two vans to collect and distribute goods and a large warehouse and workshop space at our premises in Hinckley. Volunteers/Service Users are taught customer service, distribution, manual handling, risk assessment and data input.

Collections of donated items decreased significantly during the pandemic, but have started to increase. Between April 2021 and March 2022 we still saved around 163 tonnes of furniture and electrical items from landfill.

Restoration and re-use

We have a dedicated restoration area where furniture can be restored, although this activity was reduced considerably during the pandemic, including the later stages that ran into 2021/22.

Retail sales

Town centre retail premises have been used since December 2011. Work-Link has a leased shop close to the centre of retail and commercial activity in Hinckley, to sell its furniture and electricals. Volunteers get real work experience within the shop and learn all aspects of customer service.

Leicestershire and Rutland Re-use Network

Worklink was a founder member of the Leicester, Leicestershire Reuse Network. (LRRN) This was a County-wide vehicle for organising and planning extended re-use across Leicester and Leicestershire. This opened some new supply opportunities for us but also hosts the contract for Leicestershire Welfare Provision, and the Community Support Grant in Leicester. Worklink provides furniture and electrical appliances to those in need who have been referred by Leicestershire District Councils, and a similar welfare provision contract within Leicester City Council. This work has become an increasingly important element of Worklink's activities and income generation.

Between April 2021 and March 2022 we delivered furniture to over 1,232 homes in Leicester and Leicestershire.

Volunteering and training

Work-Link Project provides meaningful volunteering and training opportunities for people with mental ill health and other disabilities based around the re-use of furniture and electrical appliances. This year Work-Link completed 36 years of serving the community of Hinckley and Bosworth.

Pre Covid, Work-Link provided 70 training places. We opened up our training opportunities in the Summer of 2021 and at March 2022 had 43 trainees.

We usually receive referrals for our Service from Community Mental Health teams, Assertive Outreach, Early Intervention, the inclusion Support Service employment services and voluntary agencies. After an initial assessment and risk assessment and a settling in period, service users look at short term goals and long term goals. Volunteers all have individual development plans (IDPs) and work towards their own goals.

We give our service users lots of opportunities to tell us how they experience the project. We hold daily informal meetings with service users over lunch where we pass on information and seek their ideas and input. Service users have regular individual reviews and we have volunteer meetings. Leavers and Referral agencies are given feedback forms so we can continually monitor and improve the service we offer. Work-Link actively encourages and supports our employees to gain the skills and qualifications that meet the needs of our service users. We also issue a Service User questionnaire every six months to get feedback on our performance.

We ensure that staff continually update and extend their skills through support, supervision and staff training. Staff continue to update their training in Safeguarding Adults, First Aid and Health and Safety.

Business development

The loss of public sector grants five years ago left a significant financial challenge for Work-Link, although the availability of free reserve funds has continued to give Work-Link time to adjust to the new situation.

Business planning arrangements were again reviewed during the year to update the long-standing strategy to develop and thrive in a financially-sustainable way, without any significant grant support from public authorities. A Business Development Officer was employed during the year to progress this agenda, with financial support from a charitable trust. This will be a continuing “work in progress” as the financial and operating environment becomes clearer as the pandemic progresses.

Work-Link continues to develop its re-use activities that both provide training opportunities for volunteers, and generate a net income to support the organisation. We continue to seek available charitable grant funding that supports our aims for Service Users, but opportunities for such funding have become more limited in recent years. We are increasingly using on-line channels for sale of good (e.g. Facebook and Worklink website).

Financial Review

The gross income for the year totalled £552,197 whilst the expenditure was £536,955 leaving a surplus of £15,242. Turnover was substantially increased during the year as Work-Link took on increased activity via LRRN due to the changes in LRRN membership described below.

The balance of our income has substantially changed in the past three years, with the vast majority of our income now arising from our own work and activities, (principally fulfilling contracts via LRRN for supply of furnishings and equipment to residents of Leicester City and Leicestershire County), rather than from public sector grants.

Major change in operations during the year

In the summer of 2021, the only other remaining charitable organisation than Work-Link that was a member of LRRN (through which much of Work-Link’s trading activity takes place) resigned from that company, and ceased to be a supplier to LRRN. The effect of this was that Work-Link is now the only member of LRRN. The remaining director of LRRN appointed Mandy Chapman, Manager of Work-Link as a second director of LRRN to facilitate continued operation of LRRN, as contracts with City and County Councils are held in the name of LRRN.

Work-Link now has complete control over LRRN and is therefore responsible for its assets and liabilities. LRRN remains a separate company although Directors of both LRRN and Work-Link are continuing to assess what an appropriate organisational structure should be. The immediate impact of the changes in summer 2021 does not affect the accounts of Work-Link as presented with this directors’ report.

Reserves Policy

The charity maintains reserves to cover the costs of operating the organisation for at least four months. That minimum reserve would equate to £178,000 for 2021/22. The actual free reserves amounted to £259,000 at 31st March 2022.

Going concern

The Trustees have considered all the financial information in the accounts as well as budget and financial prospects for 2022/23. They are satisfied that the accounts should be prepared on a "going concern" basis, as the organisation will have funds available to meet costs as they become due for at least the next twelve months (as required by accounting practice) from the date of signing the accounts.



CMR

19/1/23

Hinckley and District Work-Link Project

Independent Examiner's Report to the Trustees of 'Hinckley & District Work-Link Project'.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2022.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Mrs K L Wright FCCA
Integra Accounting Limited
Chartered Certified Accountants
5 Station Road
Hinckley
LE10 1AW

Hinckley and District Work-Link Project
Financial accounts for the year to 31.03.22

Income and Expenditure Account 31st March 2022

	<u>31.03.2022</u>	<u>31.03.2021</u>
<u>Income</u>		
Donations and legacies	64	612
Income from Charitable Activities:		
Primary purpose and ancilliary trading	479,342	296,324
Charitable income from funders:		
Reuse credits/grant income	17,974	2,665
	497,316	298,989
Other trading activities:		
Trading activities to raise funds for the charity	53,066	26,549
Other miscellaneous income	1,751	71,264
	54,817	97,813
Bank interest receivable	0	6
Total Income	552,197	397,420
<u>Expenditure</u>		
Expenditure on charitable activities: Direct spending		
Gross wages and salaries	152,473	125,959
Employers NIC	5,242	3,428
Defined benefit pension costs	2,047	1,640
	159,762	131,027
Travel and subsistence - charitable activities	6,299	4,079
Recruitment expenses	175	74
Sub-contract wages	2,007	-
	168,243	135,180
Expenditure on charitable activities: Charitable trading		
Cost of goods for primary purpose trading	3,080	1,308
Movement in stock for goods made by beneficiaries	-	-
Costs of ancilliary trading to benefit beneficiaries	261,035	151,254
Movement in stock for ancillary trading	(292)	(4,501)
Motor expenses	15,827	9,140
	279,650	157,201
<u>Support costs for charitable activities:</u>		
Premises expenses:		
Rent payable under operating leases	36,365	34,517
Rates and water charges	814	674
Light, heat and power	4,980	5,051
Cleaning and waste management	1,158	914
Premises repairs, renewals and maintenance	2,656	2,067
Insurance	6,336	6,031

Administrative overheads:		
Telephone, fax and internet	3,106	2,656
Postage	64	119
Stationery and printing	768	1,221
Hire of equipment	2,436	4,134
Software licences and expenses	3,351	1,146
Advertising and marketing	-	225
Sundry expenses	2,564	1,026
Subscriptions	75	-
Professional fees paid to advisors other than auditors or examiner:		
Other legal and professional	180	-
Payroll costs	1,305	1,810
Financial costs:		
Bank charges	941	582
Depreciation	2,993	3,569
Provision for bad debt	18,000	-
Total support costs	88,092	65,742
Total charitable expenditure excluding depreciation	532,992	354,554
Depreciation	2,993	3,569
Governance costs	970	900
Loss on disposal of fixed assets	-	-
	536,955	359,023
Net surplus on ordinary activities	15,242	38,397
	15,242	38,397
Net funds b/fwd	244,512	206,115
Net funds c/fwd	259,754	244,512

Hinckley and District Work-Link Project
Year to 31st March 2022

Balance Sheet at 31 March 2022

	<u>31.03.2022</u>	<u>31.03.2021</u>
Tangible fixed assets	4,440	6,359
Current assets		
Stock	6,288	5,996
Debtors	219,876	227,220
Cash at bank and in hand	101,215	121,956
	<u>327,379</u>	<u>355,172</u>
Creditors: Amounts falling due in 1 year	<u>(72,065)</u>	<u>(117,019)</u>
Net current assets	255,314	238,153
Total net assets	<u>£ 259,754</u>	<u>£ 244,512</u>
Unrestricted Revenue funds	259,754	244,512
Total charity funds	<u>£ 259,754</u>	<u>£ 244,512</u>



19/1/23

Hinckley and District Work-Link Project
Notes to the accounts
Year to 31st March 2022

Tangible Fixed Assets	Office Equipment and Fittings	Motor Vehicles	Total
Cost b/fwd	43,901	17,800	61,702
Additions	1,074	-	1,074
Disposals	-	-	-
Cost c/fwd	<u>£ 44,975</u>	<u>£ 17,800</u>	<u>£ 62,776</u>
Depn b/fwd	43,375	11,967	55,342
Charge in year	493	2,500	2,993
Elim on disposals	-	-	-
Depn c/fwd	<u>£ 43,868</u>	<u>£ 14,467</u>	<u>£ 58,335</u>
NBV 2022	<u>£ 1,107</u>	<u>£ 3,333</u>	<u>£ 4,440</u>
NBV 2021	<u>£ 526</u>	<u>£ 5,833</u>	<u>£ 6,359</u>

2022 **2021**

Debtors

Trade debtors	195,871	198,874
Prepayments and accrued income	8,311	10,514
Other debtors	15,694	17,832
	<u>£ 219,876</u>	<u>£ 227,220</u>

Creditors: Amounts falling due in 1 year

Trade creditors	13,471	3,309
Accruals and deferred income	23,190	49,143
Other taxes and social security costs	34,951	30,857
Other creditors	453	33,710
	<u>£ 72,065</u>	<u>£ 117,019</u>

HINCKLEY AND DISTRICT WORK-LINK PROJECT

England & Wales - Charity number 1002750

Accounts

**Hinckley and District Work-Link Project
Accounts
Year to 31st March 2021**

Hinckley and District Work-Link Project
Year to 31st March 2021

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**HINCKLEY AND DISTRICT
WORK-LINK PROJECT**

Trustee's Annual report for the Year to 31st March 2021

Work-Link Project is registered with the Charity Commission (No. 1002750) and Governed by the Work-Link Project Constitution. It is located at Unit 3, Jacknell Road, Hinckley.

A Trustee Board administers the Charity. Between April 2020 and March 2021 the board was served by:-

Name	Office
John Moore	Trustee
Keith Griffiths	Trustee
Tim Render	Trustee and Chair
Bron Witherford	Trustee

In attendance at meetings

Mandy Quinn - Project Manager

Sue Stanley - Finance Manager

Tim Render was re-elected as Chairman at the Annual General Meeting in January 2020 The Vice Chair, Treasurer and Secretary posts still remain vacant.

The Charity's Bankers are National Westminster Bank Plc, 13 The Borough, Hinckley, Leicestershire, LE10 1NW.

The only area of restriction contained in the governing documents is that the activities of Work-Link shall be limited to the objects set out in (3) of the governing document.

"The trustees shall invest in the trust's name any money that is not required for the immediate purpose of Work-Link in any of the securities in which trust money may be by law invested with power from time to time to transpose such investments. Any Property acquired by or for Work-Link shall be vested in the Trustees."

Work-Link remains committed to becoming a Charitable Incorporated Organisation as soon as practical. This process has been delayed further due to the restrictions in place during the Covid19 Pandemic. Once the charity is incorporated, the assets of the Charity will be held in the name of the charity and not individual trustees.

HINCKLEY AND DISTRICT WORK-LINK PROJECT

Trustee's Annual report for the Year to 31st March 2021 (Continued)

Structure, Governance and Management

The Charity is governed by a constitution dated 11th November 2008 and is registered with The Charity Commission as a Charity.

The maximum size of the Trustee Board is fifteen members: 4 interested representatives of Churches Together in Hinckley and District, 4 Persons of appropriate experience and of good standing within the community, 2 from Voluntary/Statutory sectors and 2 "Work-Link" volunteers (service users). Additionally, the Committee has the power to co-opt an additional 3 members who do not have voting rights. Co-opted members may be re-co-opted or seek election to the Trustee Board. Officers are nominated prior to AGM and, if necessary, a vote is then taken at the AGM.

The Trustee Board continues to endeavour to widen and strengthen its membership in the past year, and is considering succession arrangements for Trustees.

Trustee Board members are given an induction and Training in their roles and responsibilities.

A Manager is appointed by the Trustee Board to manage the day-to-day operations of the Charity.

The Charity has a working relationship with various statutory agencies including the County Council and Hinckley and Bosworth Borough Council. The Trustee Board regularly reviews its risk management strategy. Health and Safety risk assessment using government guidelines are in place in all areas, with particular attention to the fire risk inherent in running the furniture recycling operation.

Work-Link has adopted a Safeguarding Adults Policy and works closely with referrers to ensure risk assessment and risk management strategies are in place for individuals within the client group.

There is also a policy concerning the level of financial reserves and this too is regularly reviewed.

Objectives and activities

The work of the charity is entirely focussed on providing benefit to the people most in need of support and routes into formal education and training, especially who have a learning disability, who otherwise would be at risk of long term unemployment and exclusion from everyday economic activities, and thus very likely to be living in poverty. The practical work and training activities that Work-Link provides provide essential preparation for work or further study as well as being “real” businesses that help to make the organisation sustainable.

The Charity employed 10 members of staff (2 full- time and eight part-time) during 2020/21.

Work-Link has referrals from the voluntary and statutory sectors. Activities continued to be impacted by Covid during the year, and only a limited number of trainees could be engaged as Work-Link observed Covid restrictions, in the interests of the health and safety of service users.

Pre Covid, volunteers/Service Users attend on one or two sessions per week , 70 individuals attending each week. Training opportunities, support and supervision are provided by the staff team on a daily basis in the Service Users' chosen area(s) of activity. Work-Link activities listed below provide meaningful work place opportunities and training in the following areas:-

Furniture - Electrical Collections

Work-Link collects donated furniture from residents of Leicester, Leicestershire. and beyond. These items are either sold in our dedicated shop or used to fulfil orders that Leicester City Council or Leicestershire County Council, have sent that are then delivered to vulnerable adults and families. To achieve this we have a dedicated team of staff and volunteers, two vans to collect and distribute goods and a large warehouse and workshop space at our premises in Hinckley. Volunteers/Service Users are taught customer service, distribution, manual handling, risk assessment and data input.

Restoration

We have a dedicated restoration area where furniture is restored, and in particular as “shabby chic” for which there is an increasing demand. To achieve this we have a dedicated staff member and service users who use their skills to upcycle.

Town centre retail premises have been used since December 2011. Work-Link has a leased shop close to the centre of retail and commercial activity in Hinckley, to sell its furniture and electricals. Volunteers get real work experience within the shop and learn all aspects of customer service.

Because of lockdown collections of donated items decreased significantly. Between April 2020 and March 2021 we saved approximately 104 tonnes of furniture and electrical items from landfill. Still noteworthy amount.

Leicestershire and Rutland Re-use Network

Work-Link is one of the re-use Charities in the County who are part of Leicestershire Reuse Network, (LRRN) This is a County-wide vehicle for organising and planning extended re-use across Leicester and Leicestershire. This has opened some new supply opportunities for us but also hosts the contract for Leicestershire Welfare Provision, and the Community Support Grant in Leicester. Work - Link provides furniture and electrical appliances to those in need who have been referred by Leicestershire District Councils, and a similar welfare provision contract within Leicester City Council. This work has become an increasingly important element of Work-Link's activities and income generation.

Achievements and Performance

Work-Link Project provides meaningful volunteering and training opportunities for people with mental ill health and other disabilities based around the re-use of furniture and electrical appliances. This year Work-Link completed 35 years of serving the community of Hinckley and Bosworth.

Pre Covid Work-Link provides 70 training places. Unfortunately, we had no new starters due to Covid. We hope to open up our training opportunities in the Summer of 2021.

Through out the Pandemic we have kept in touch with our Service Users and volunteers via telephone and online. We hope to open-up fully in the Summer of 2021.

We usually receive referrals for our Service from Community mental health teams, Assertive Outreach, Early Intervention, the inclusion Support Service employment services and voluntary agencies. After an initial assessment and risk assessment and a settling in period, service users look at short term goals and long term goals. Volunteers all have individual development plans (IDPs) and work towards their own goals. We hope referrals will start up again in the Summer.

We give our service users lots of opportunities to tell us how they experience the project. We hold daily informal meetings with service users over lunch where we pass on information and seek their ideas and input. Service users have regular individual reviews and we have volunteer meetings. Leavers and Referral agencies are given feedback forms so we can continually monitor and improve the service we offer. Work-Link actively encourages and supports our employees to gain the skills and qualifications that meet the needs of our service users. We also issue a Service User questionnaire every six months to get feedback on our performance.

We ensure that staff continually update and extend their skills through support, supervision and staff training. Staff continue to update their training in Safeguarding Adults, First Aid and Health and Safety.

Between April 2020 and March 2021 we delivered furniture to over 1530 homes in Leicester and Leicestershire. This re-use activity created an income during the year amounting to £397,419.00. This includes funding we managed to get via Covid support.

Business development

The loss of public sector grants five years ago left a significant financial challenge for Work-Link, although the availability of free reserve funds has continued to give Work-Link time to adjust to the new situation.

Business planning arrangements were again reviewed during the year to update the strategy for Work-Link agreed in 2017 to develop and thrive in a financially-sustainable way, without any significant grant support from public authorities. The need to do this was heightened by the restrictions on our work stemming from the Pandemic. This work is still in progress as the financial and operating environment becomes clearer as the pandemic progresses.

Work-Link continues to develop its re-use activities that both provide training opportunities for volunteers, and generate a net income to support the organisation. We continue to seek available charitable grant funding that supports our aims for Service Users. We are increasingly using on-line channels for sale of goods, such as Facebook and a website for shabby chic.

Financial Review

The gross income for the year totalled £397,420 whilst the expenditure was £359,023 leaving a surplus of £38,397. This surplus was mainly due to the fact of receiving grant funding due to Covid.

The balance of our income has substantially changed in the past three years , with the vast majority of our income now arising from our own work and activities, rather than from public sector grants, apart from Covid funding.

Reserves Policy

The charity maintains reserves to cover the costs of operating the organisation for at least four months That minimum reserve would equate to £120,000 for 2019/20. The actual free reserves amounted to £244,000 at 31st March 2021.

Covid 19

The national lockdown due to the Covid 19 pandemic commenced in mid-March 2020. There was an immediate impact on activity for Work-Link as for all businesses and Charities. However, the impact on Work-Link finances for 2019/20 financial year was limited.

More significant impacts arose in the early part of 2020/21 when the operations of the Charity were more or less completely curtailed. Staff were placed on furlough and various business and other grants were secured to maintain the organisation in the early part of the financial year. However the financial impacts of much reduced orders (which only started to pick up after May 2020) ,the enforced closure of the shop until late summer, and the need to maintain payments for overheads have contributed to continuing financial pressures.

Trustees have closely monitored financial performance in 2020/21 and it is pleasing to record that Work-Link has delivered a surplus for the year. Trustees are working on proposals to ensure the organisation is sustainable from 2021 onwards as some one-off grant funding (mainly related to the pandemic) ceases.

Going concern

The Trustees have considered all the financial information in the accounts as well as budget and financial prospects for 2021/22 and 2022/23 as set out above. They are satisfied that the accounts should be prepared on a "going concern" basis, as the organisation will have funds available to meet costs as they become due for at least the next twelve months (as required by accounting practice) from the date of signing the accounts.

Post balance sheet event

In the summer of 2021, the remaining charitable organisation that was a member of LRRN (through which much of Work-Link's trading activity takes place) resigned from that company, and ceased to be a supplier to LRRN. The effect of this is that Work-Link is the only member of LRRN. The remaining director of LRRN appointed Mandy Chapman, Manager of Work-Link, as a second director of LRRN to facilitate continued operation of LRRN, as contracts with City and County Councils are held in the name of LRRN.

In due course, it is expected that Work-Link will change the status of LRRN (over which it now has complete control and therefore is responsible for its assets and liabilities) so that it becomes a subsidiary of Work-Link or is merged within it. The immediate impact of this change does not affect the accounts of Work-Link as presented with this directors' report.


19/1/22

Hinckley and District Work-Link Project

Independent Examiner's Report to the Trustees of 'Hinckley & District Work-Link Project'.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Mrs K L Wright FCCA
Integra Accounting Limited
Chartered Certified Accountants
5 Station Road
Hinckley
LE10 1AW

Hinckley and District Work-Link Project
Financial accounts for the year to 31.03.2021

Income and Expenditure Account 31st March 2021

	<u>31.03.2021</u>	<u>31.03.2020</u>
Income		
Donations and legacies	612	3,076
Income from Charitable Activities:		
Primary purpose and ancillary trading	296,324	180,575
Charitable income from funders:		
Reuse credits	2,665	3,829
	298,989	184,404
Other trading activities:		
Trading activities to raise funds for the charity	26,549	59,605
Other miscellaneous income	71,264	55
	97,813	59,660
Bank interest receivable	6	90
Total Income	397,420	247,230
Expenditure		
Expenditure on charitable activities: Direct spending		
Gross wages and salaries	125,959	139,420
Employers NIC	3,428	5,659
Defined benefit pension costs	1,640	1,937
	131,027	147,016
Travel and subsistence - charitable activities	4,079	3,723
Recruitment expenses	74	-
	135,180	150,739
Expenditure on charitable activities: Charitable trading		
Cost of goods for primary purpose trading	1,308	1,784
Movement in stock for goods made by beneficiaries	-	-
Costs of ancillary trading to benefit beneficiaries	151,254	70,645
Movement in stock for ancillary trading	(4,501)	5,580
Motor expenses	9,140	10,895
	157,201	88,904
Support costs for charitable activities:		
Premises expenses:		
Rent payable under operating leases	34,517	35,792
Rates and water charges	674	1,230
Light, heat and power	5,051	7,157
Cleaning and waste management	914	1,715
Premises repairs, renewals and maintenance	2,067	3,025
Insurance	6,031	5,553

Administrative overheads:

Telephone, fax and internet	2,656	2,734
Postage	119	237
Stationery and printing	1,221	987
Hire of equipment	4,134	4,098
Software licences and expenses	1,146	1,593
Advertising and marketing	225	587
Sundry expenses	1,026	1,667

Professional fees paid to advisors other than auditors or examiner:

Other legal and professional	-	1,275
Payroll costs	1,810	1,950
Financial costs:		
Bank charges	582	612
Depreciation	3,569	5,208

Total support costs

65,742

75,421

Total charitable expenditure excluding depreciation	354,554	309,856
Depreciation	3,569	5,208
Governance costs	900	900
Loss on disposal of fixed assets	-	-

359,023

315,964

Net surplus/deficit on ordinary activities

38,397

(68,734)

38,397

(68,734)

Net funds b/fwd

206,115

274,849

Net funds c/fwd

244,512

206,115

Hinckley and District Work-Link Project
Year to 31 March 2021

Balance Sheet at 31 March 2021

	<u>31.03.2021</u>	<u>31.03.2020</u>
Tangible fixed assets	6,359	9,928
Current assets		
Stock	5,996	1,495
Debtors	227,220	180,876
Cash at bank and in hand	121,956	83,857
	<u>355,172</u>	<u>266,228</u>
Creditors: Amounts falling due in 1 year	<u>(117,019)</u>	<u>(70,041)</u>
Net current assets	238,153	196,187
Total net assets	<u>£ 244,512</u>	<u>£ 206,115</u>
Unrestricted Revenue funds	244,512	206,115
Total charity funds	<u>£ 244,512</u>	<u>£ 206,115</u>

J. Rand
 19/1/22

Hinckley and District Work-Link Project

Notes to the accounts

Year to 31st March 2021

Tangible Fixed Assets	<u>Office Equipment and Fittings</u>	<u>Motor Vehicles</u>	<u>Total</u>
Cost b/fwd	43,901	17,800	61,701
Additions	-	-	-
Disposals	-	-	-
Cost c/fwd	<u>£ 43,901</u>	<u>£ 17,800</u>	<u>£ 61,701</u>
Depn b/fwd	42,306	9,467	51,773
Charge in year	1,069	2,500	3,569
Elim on disposals	-	-	-
Depn c/fwd	<u>£ 43,375</u>	<u>£ 11,967</u>	<u>£ 55,342</u>
NBV 2021	<u>£ 526</u>	<u>£ 5,833</u>	<u>£ 6,359</u>
NBV 2020	<u>£ 1,595</u>	<u>£ 9,114</u>	<u>£ 9,928</u>
	<u>2021</u>	<u>2020</u>	
Debtors			
Trade debtors	198,873	127,240	
Amounts owed to group undertakings	0	29,224	
Prepayments and accrued income	10,514	8,756	
Other debtors	17,832	15,656	
	<u>£ 227,220</u>	<u>£ 180,876</u>	
Creditors: Amounts falling due in 1 year			
Trade creditors	3,309	1,356	
Accruals and deferred income	49,143	47,894	
Other taxes and social security costs	30,857	20,388	
Other creditors	33,710	403	
	<u>£ 117,019</u>	<u>£ 70,041</u>	