

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 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 £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

Income

Donations and legacies

89

64

Income from Charitable Activities:

Primary purpose and ancillary 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

Expenditure

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 ancillary 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

Support costs for charitable activities:

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
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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
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6,391	15,242
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Net funds b/fwd	259,754	244,512
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Net funds c/fwd	266,145	259,754
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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
27/1/24

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>

2023**2022****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>