

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 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 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 ancillary 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 ancillary 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
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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
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Net funds c/fwd	216,274	266,145
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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	121,631	118,930
	<u>255,547</u>	<u>328,157</u>
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>

J. Rand

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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>