

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

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

Contents

Trustees Report	1 - 6
Independent Examiners Report	7
Income and Expenditure Account	8 - 9
Balance Sheet	10
Notes to the Accounts	11

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 its 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 ancillary 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, reniws 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
----------------	---------------

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
----------------	----------------

Net surplus on ordinary activities

-	23,058	-	49,871
---	---------------	---	---------------

-	23,058	-	49,871
---	---------------	---	---------------

Net funds b/fwd

216,274	266,145
---------	---------

Net funds c/fwd

193,216	216,274
----------------	----------------

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. Haver

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

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	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>