

**The Queen's Award
for Voluntary Service**

**Financial Statements
Year ended 5th April 2022**

**Charity Number 1041574
Company Number 02576450**

Reference and administrative details

Charity number	1041574
Company number	02576450
Registered Office	The Old Boot Factory, 71 Townsend Road, Chesham, Bucks. HP5 2AA
Bankers	HSBC Bank plc, 92 Sycamore Road, Amersham, Bucks. HP6 5EW Virgin Money, Jubilee House Gosforth, Newcastle-upon-Tyne. NE3 4PL Nationwide Building Society, P.O. Box3, 5-11 St. Georges Street, Douglas, IOM. COIF Charity Funds, Senator House, 85 Queen Victoria Street, London, EC4 4ET
Solicitors:	Blaser Mills, Chalfont Court, 5 Hill Avenue, Amersham, Bucks. HP6 5BD
Independent Examiner:	James Foskett FCA DChA, Cansdales Audit LLP, Bourbon Court, Nightingales Corner, Little Chalfont, Bucks. HP7 9QS

Patrons

Sir William Castell LVO FMedSci
Lady Johnson
Mr Gary Grant
Mrs Sylvia Parrott MBE

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.

Trustees and key management

The trustees who served during the year were as follows:

R P Q Canham (Chairman)
M D Critchley
K G Wilcock
M Y Zaman
P C J Chidgey (appointed 8 June 2021)
L M Walker (appointed 8 June 2021)
A Haines (appointed 8 June 2021)
D S Moores (appointed 8 June 2021)
T N Bartlett FCMA (resigned 2 September 2021)
R W G Deepprose (appointed 8 June 2021, resigned 25 October 2021)

Chief Executive Officer: A S Hatch

Chairman's Report

As in the previous year, we knew that 2021-22 would provide challenges to Workaid due to the COVID-19 pandemic. However, as the year progressed we were able to gradually open up our workshop in Chesham, while maintaining health and safety protocols to protect volunteers and staff.

Operational capacity was still reduced as many volunteers remained cautious about returning while COVID remained so prevalent within the wider community. In 2020 and the first part of 2021 we were fortunate that no staff and very few volunteers contracted the disease; however, in the first three months of 2022 many staff and volunteers became infected. Fortunately, nobody became seriously ill.

Although Workaid did not receive any further furlough support or grants from the local council related to COVID interruptions to work, the organisation did make use of the UK government's Kick-start scheme. This scheme provided funding for Workaid to recruit three young people for six-month placements with the organisation, comprising a communications assistant, a retail assistant and an office assistant. The communications assistant did so well that she was retained when her six-month placement came to an end and is now working part-time in the role.

We continued to improve the working environment at the Workaid site. A programme to upgrade all lighting to LED was started and around a third of the old fluorescent lights were replaced. We will continue this process in 2022-23. A new boiler was installed in the packing area and additional intruder monitors were connected to the outside area of the shop and the rear workshop area. Other than the continued light upgrading, we are satisfied that the workshop, warehouse, office and shop are in good working order.

We were able to ship six containers of tools and equipment to Africa, up from the two we were able to ship the previous year. Two containers went to Zambia, one to Sierra Leone, two to Tanzania and one to Uganda. We are optimistic that this will increase to at least seven in the next financial year.

In summary, the positive highlights of 2021-22 were as follows:

- Adrian Hatch was able to travel to Zambia in November 2021 and he participated in a two-day workshop with the Vwila foundation staff and several representatives of national youth resource centres, council youth training centres, Zambia correctional service and local NGOs. The workshop established a monitoring and evaluation (M&E) framework for the Vwila Foundation in Zambia. In 2022-23 Vwila will recruit an M&E Officer, and hold another workshop to develop a baseline survey and M&E data capturing tools. 10 organisations will be identified to pilot the new M&E system.
- The Vwila Foundation were also able to manage a one-month residential sewing machine maintenance and servicing training programme. This was for 10 tailoring instructors from nine government youth resource centres and one local organisation. The course was extremely successful with the participants also developing a service manual. The plan will be to hold a similar training programme next year.
- Adrian Hatch also travelled to Uganda in March 2022. The purpose was to identify potential new partner organisations to work with and to gain quality case studies and images for the new website and the organisation's marketing materials. One large new partner organisation was identified in the central region and six smaller organisations were identified in the west of Uganda. Over the first half of 2022 project agreements will be developed and signed.

Chairman's Report

- Work began to redesign Workaid's website. The brief is to modernise it and to better articulate the work supported by the organisation. The work will be completed in mid-2022.

Two of our volunteers – Chris Poole and Brian Clarke - sadly died during the year. Our thoughts are with their families and friends.

I also wish to add my heartfelt thanks to all of our staff and volunteers. Our small team of employees worked tirelessly to ensure that the premises continued to fully meet COVID-19 health and safety protocols and were fit for purpose.

Plans for the year ahead

We have budgeted on the basis that there will be no further closures enforced by lockdowns during the 2022-23 financial year. With this in mind, we anticipate shipping seven containers to Africa - three to Zambia, two to Tanzania, one to Uganda and one to Malawi.

Adrian Hatch will make field visits to Zambia and Malawi in August and September of 2022 and Tanzania in the first quarter of 2023, subject to COVID-19 travel restrictions. The visits will enable Workaid to strengthen M&E systems in Zambia and to develop new partnerships in Malawi and Tanzania.

We will develop new partnerships in Uganda with a view to channelling our support through fewer organisations. Over the years we have supported several hundred projects in Uganda. While this support has benefitted many thousands of young people it has been impossible to regularly follow up with the projects, because there are so many, to ensure the tools received are having maximum benefit. This new approach will allow us to provide more comprehensive packages of tools and equipment, to provide starter kits to graduates of our partners training programmes, to provide support over a minimum of three years, to effectively monitor and evaluate our support and to measure the impact we are making. As part of this focussed approach we will implement a sewing machine maintenance and servicing training programme along similar lines to that in Zambia.

A review of Workaid's current strategic plan will be carried out by trustees and staff in the autumn of 2022 and progress will be measured against the organisation's strategic aims.

Summary

Workaid has recovered well from the COVID pandemic and we are in a strong position to develop and grow as an organisation. The next 18 months will be focussed on increasing the number of containers we send, developing strategic programme partnerships in Africa, supporting training in Africa in maintenance and servicing of sewing and knitting machines, developing and implementing systems to measure and evaluate the impact of the work we support, growing income improving our skills in the UK.



R Canham
Chairman

21 July 2022

Report of the directors and trustees for the year ended 5th April 2022

The Trustees are pleased to present their annual report and financial statements for the charity for the year ended 5th April 2022 which are also prepared to meet the requirements for a directors' report and financial statements for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Statement of Recommended Practice: Accounting and Reporting by Charities.

Workaid's Vision, Mission and Values

Our Vision

A world in which all young people are able to achieve full and productive employment.

Our Mission

To enable young people in Africa to build sustainable livelihoods.

Our Values

We believe in...

- empowering young people to help themselves
- the re-use and recycling of the world's resources
- the benefits of volunteering
- non-discrimination, respect and equality of opportunity for all
- the importance of being accountable
- understanding and improving the impact of our work
- actively participating in the local community.

Our Strategic Aims:

1. Our Partnerships in Africa and the work we support there

- We will support work in Africa that is aligned to the UN's Sustainable Development Goals to eradicate poverty and create decent work and economic growth
- We will work in partnership with organisations by listening, asking and not telling
- We will support institutions and organisations that develop the knowledge and skills young people need to access gainful employment or to establish their own business
- We will focus this support through vocational training institutions, correctional facilities and local organisations that provide good quality vocational training for young people
- We aim to enable these organisations to supply tools to their graduates so that they can gain employment or establish business as a group
- We will build the capacity of our partner organisations who represent Workaid to more effectively assess, monitor and evaluate projects
- We will build the capacity of our partner organisations to provide business and entrepreneurial skills training to both institutions and the young people they train
- We will build the capacity of our partner organisations to improve the sharing of information and learning between the institutions and young people they support.

2. Our Commitment to Volunteering in the UK

- We are committed to providing a safe, professional, enjoyable and fulfilling working environment for our volunteers
- We will continue to provide opportunities for volunteers to refurbish unwanted tools and equipment that are donated to us in the UK. In response to requests for support, these items will then be sent to organisations, schools and community groups in the UK and Africa, though predominately in Africa

Report of the directors and trustees for the year ended 5th April 2022

- We will provide charitable organisations local to Chesham with tools and equipment to support activities that help the local community
 - When possible, we will assist groups with additional support needs either related to mental health or learning to carry out worthwhile voluntary work at our site.
3. Our Commitment to Recycling
- Where possible we will refurbish tools and equipment to be sent to Africa, or where these items have a high value, or are unsuitable for vocational training centres, to sell in the Workaid shop or on-line
 - Items that have to be scrapped will be disposed of ethically and carefully sorted to minimise the amount going to general landfill.

Our Purpose in Africa

The primary purpose of the organisation is to practically support initiatives in Africa that equip young people with vocational skills and supports them to establish their own businesses. We do this by collecting unwanted tools, sewing machines and other equipment. These are then serviced and, if necessary, repaired by our team of volunteers at our Chesham workshop and shipped to eastern and southern Africa.

Our Social Obligations in the UK

At Workaid we take our social obligations seriously. As well as protecting the environment by recycling unwanted tools, we also welcome disabled and vulnerable people who work on the regular shifts under appropriate supervision. Additionally, we have a professionally supervised space, in which people with more serious disabilities are provided with supported work experience. Other volunteers arrive as a consequence of accidents and unemployment. The discipline of contributing on a regular basis is a great boost to self-esteem and we are delighted when this contributes to a successful return to paid employment.

Public Benefit in the UK

Workaid contributes to the public good in two principal ways. Firstly, the charity makes good use of things that would otherwise end up in landfill. Anything that cannot be shipped to Africa is either sold to generate funds, passed to another charity or sorted and disposed of ethically. Secondly, Workaid is a social organisation. People volunteer with Workaid because it provides an environment where there is a constructive job to do in the company of like-minded people.

Fundraising Activities

The Workaid shop continues to go from strength to strength generating £205,000 for the year and this from opening only three days a week. The previous year generated £107,000 (although the year was badly impacted by COVID closures). It should be noted that no outside sales or forecourt sales were held this year; normally they generate significant income for Workaid. Going forward it is hoped these will resume.

Our eBay function continues to grow and generated £32,000 for the year. The previous year we generated £5,000. For the next financial year we plan to recruit a part-time online Retail Co-ordinator with a target to raise £50,000 during the year.

Grant income has declined, with many Trusts and Foundations focussing their support on UK COVID-related projects. We will re-focus our efforts as this income source has great potential both for our UK operations and the work we support in Africa. More comprehensive funding proposals for Africa will be written as our strategy develops over the coming year.

Report of the directors and trustees for the year ended 5th April 2022

Achievements and performance

We are committed to understanding the impact of the work we support. We collect data that enables us to make decisions to accurately target our resources to the organisations and initiatives that most effectively get young people in Africa properly trained and into employment. With our partner organisation in Zambia, Vwilla Foundation, we have developed a Monitoring and Evaluation (M&E) framework which clearly articulates Vwilla's organisational objectives, how these will be achieved and how they will be measured. A dedicated person will be recruited as an M&E Officer in Zambia and they will develop a baseline survey and indicators to measure success.

Similar M&E systems will be developed with our partners in Uganda and Tanzania in the 2022-23 financial year.

During the year Workaid considered new requests for support from groups and organisations in the three countries where we have partners, and additionally we supplied items to two other countries via other UK charities - to Malawi via Krizevac and to Sierra Leone via Home Leone. In its Chesham workshop, Workaid refurbished and packed tools, machines and other equipment for 87 projects (compared to 27 last year).

The groups helped in these 87 projects fell into the following categories:

• Women & other Self-Help Groups	18
• Vocational Training & Youth Polytechnics	21
• Community Projects (Urban & Rural)	25
• HIV/Aids Widows & Orphans Rehabilitation	5
• Prisons	9
• Church & Missionary Based Projects	4
• Schools Training Projects	5

A total of 8021 groups of items comprising refurbished tool kits, machines, and other equipment were supplied. The biggest groupings of these were sewing machines (642) and accessories (188), carpentry kits (171), knitting machines (69) and typewriters (26). We sent various types of equipment, comprising multiple items for carpentry, building/masonry, metalwork and engineering, motor mechanical, horticultural, plumbing, leatherwork/shoe-making and electrical training. We also sent many larger items of workshop equipment such as lathes, workshop benches and welding machines.

We are now sending starter kits to enable young people who graduate from the training programmes we support to establish their own businesses. Each kit is for a group of four young people. We will increase our support in this way going forward. 73 kits were provided during the year benefitting 292 young people.

Report of the directors and trustees for the year ended 5th April 2022

Consignments for 87 projects were loaded in six 20ft sea containers, a large increase from the previous year because of the workshop re-opening after COVID-19.

- 23 to Uganda
- 32 to Zambia
- 19 to Tanzania
- 12 to UK
- 1 to Sierra Leone

The refurbished tools and equipment directly supported the training of over 5,000 young people, with an estimated average of 60 people benefiting from training at each project. Since the charity's formation over 30 years ago, it is estimated that more than 150,000 people have benefited directly from the vital tools and equipment provided by Workaid.

Financial Review

The total income for the financial year at £496,000 reflected a 22% increase from the year ended 5th April 2021. This increase can be attributed to a legacy of £100,000, increased shop income of £98,000 and increased eBay income of £27,000. However, Trust income was down by £40,000 and government furlough support down by £38,000. Therefore, going forward, emphasis will be given to increasing Trust and eBay income, however increased Trust income will be dependent on developing a compelling portfolio of projects both in the UK and Africa.

Overall expenditure increased by £105,000 (29%) compared to the prior year. This is predominantly down to increased overseas project and shipping costs. Project costs included £22,000 for a replacement vehicle for Workaid's partner in Zambia.

Workshop refurbishment cost also reduced from £20,000 in the previous year to £5,000 this year.

Investment powers and policy

The Trustees established a sub-committee to draw up a suitable investment policy for Trustees to invest excess cash. Going forward they will identify and oversee the investment policy of Workaid and manage the relationship with the identified investment managers and fund managers.

Reserves policy

Cash reserves increased in the year to 5th April 2022 by £73,000 to £338,000. This meant that at year-end the reserves were £138,000 above our policy of six months' expenditure. This can be primarily attributed to our careful cost management and increased income. Going forward this will give us the funds for Africa project development and the recruitment of a part-time online retail co-ordinator.

Report of the directors and trustees for the year ended 5th April 2022

Structure, Governance and Management

Governing document

Workaid is a national charity started in 1986 by an ecumenical house group. The charity was incorporated as a company limited by guarantee on 24th January 1991 and is governed by its Memorandum and Articles of Association. Subject to the approval of the directors anyone over the age of 18 can become a member of the company, each one of whom agrees to contribute £1 in the event of the charity winding up in accordance with Clause 7 contained in the charity's Memorandum and Articles of Association.

Appointment and role of trustees

The Board may from time to time and at any time appoint any member of the company as a trustee, either to fill a casual vacancy or by way of addition to the Board, provided that the prescribed maximum be not thereby exceeded. Any trustee so appointed shall hold office only until the next following Annual General Meeting and shall then be eligible for re-election but shall not be considered in determining the trustees who are to retire by rotation at such meetings.

New trustees are required to have a high level of commitment to Workaid and to be sympathetic to its aims and objectives. The Board also seeks to ensure that collectively the trustees have a suitable range of skills and experience so that they can help to constructively challenge and shape the strategy proposed by management and ensure good governance. We also seek to ensure that the trustee body is appropriately diverse so that a broad range of perspectives are brought to the discussions.

Induction of Trustees

New appointees are provided with information about their role and responsibilities under charity law and also as company directors. From time to time, a formal course is organised to ensure that all trustees are up to date with the current standards and regulations.

Organisation

Planned trustee rotation was due to take place during the year, but the decision was made to keep outgoing trustees in place beyond their normal tenure to manage the COVID-19 challenges.

Recruitment of new trustees continues to be undertaken.

The Human Resources Committee and of the Health & Safety Committee both meet regularly and report to the full trustee board every quarter to ensure that good governance is maintained and potential risks and problems are managed and resolved in a timely manner.

Interim financial results are shared with the trustees in the form of management accounts including a financial and cash flow forecast which is prepared with input from senior operational management. Financial performance presentations form an integral part of quarterly trustee meetings. The trustee board is also apprised of all expenditure above the agreed threshold that can be approved by any of the employees, including the CEO.

Related Parties

None of the trustees receives remuneration. However, trustees may visit Africa for appraisals and negotiations with the partners for which their reasonable expenses are reimbursed.

Pay policy

Salaries are reviewed annually and adjusted for inflation and any change in responsibilities.

Report of the directors and trustees for the year ended 5th April 2022

Management of Risk

The charity trustees follow a risk management strategy comprising:

- a) As part of the regular trustee strategy meetings, principal risks and uncertainties that the charity may face are discussed together with the effectiveness of associated policies, systems and procedures that are in place to mitigate such risks.
- b) Where such risks currently exist, these are identified and highlighted in the annual review together with the procedures in place to minimise any potential impact on the charity.

Specific areas of risk are as follows:

- Financial sustainability – regular reviews of available liquid funds and working capital (both for the immediate future and the year ahead) are undertaken to ensure that all current liabilities have adequate cash coverage.
- Building and third-party risks – these are reviewed and discussed both internally and with our insurers to ensure adequate insurance coverage is always in place and required remedial works are carried out in a timely manner and to the correct standard.
- Health and safety of volunteers and visitors – this is constantly under review so that all legislative requirements are met, and that accident risks are minimised.
- IT risks – the security of the IT system is controlled and supervised by an experienced IT executive.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, taking advantage of the small companies exemption in that Act. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

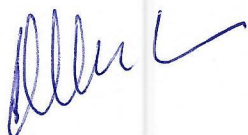
Report of the directors and trustees for the year ended 5th April 2022

Statement as to disclosure to our Independent Examiner

In so far as the trustees are aware at the time of approving the annual report:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information, and to establish that the independent examiner is aware of that information.

By order of the board of trustees



R Canham
Chairman

21 July 2022

Independent Examiner's Report to the Trustees of Workaid for the year ended 5th April 2022

I report to the trustees on my examination of the financial statements of the charitable company for the year ended 5 April 2022 which are set out on pages 13 to 21.

Responsibilities and basis of report

As trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charitable company's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Use of my report

This report is made solely to the charity's trustees, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my Independent Examination, for this report, or for the opinions I have formed.



James Foskett FCA DChA
Cansdales Business Advisors Limited
Bourbon Court
Nightingales Corner
Little Chalfont
Bucks
HP7 9QS

Date: 15 August 2022

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the year ended 5th April 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income					
Donations and Legacies	2	208,963	5,000	213,963	239,435
Trading Activities	3	270,178	-	270,178	162,119
Value of Donated Goods		12,053	-	12,053	3,252
Investment Income	4	168	-	168	478
Sale of Fixed Assets		-	-	-	-
Total Income		<u>491,362</u>	<u>5,000</u>	<u>496,362</u>	<u>405,284</u>
Expenditure on					
Raising Funds	5	60,617	-	60,617	69,052
Charitable Activities	6	<u>362,380</u>	<u>44,000</u>	<u>406,380</u>	<u>294,339</u>
Total Expenditure		<u>422,997</u>	<u>44,000</u>	<u>466,997</u>	<u>363,391</u>
Net movement for the year		<u>68,365</u>	<u>(39,000)</u>	<u>29,365</u>	<u>41,893</u>
Transfer between funds	13	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Reconciliation of Funds					
Total funds brought forward		852,055	39,000	891,055	849,162
Total Funds carried forward		<u>920,420</u>	<u>-</u>	<u>920,420</u>	<u>891,055</u>

Information regarding how much of the figures relate to restricted funds is included in notes 2, 5, 6, and 13.

The notes on pages 16-21 form part of these financial statements.

Balance Sheet at 5th April 2022

	Note	2022 £	2021 £
Fixed Assets			
Tangible assets	10	595,175	622,212
Total Fixed Assets		<u>595,175</u>	<u>622,212</u>
Current Assets			
Debtors	11	8,872	13,570
Cash at bank and in hand		338,464	265,140
Total Current Assets		<u>347,336</u>	<u>278,710</u>
Liabilities			
Creditors falling due within one Year	12	22,091	9,867
Net Current Assets		<u>325,245</u>	<u>268,843</u>
Net Assets		<u>920,420</u>	<u>891,055</u>
Represented by			
Restricted Funds	13	-	39,000
Unrestricted Funds	13		
General		125,245	29,843
Operational		200,000	200,000
Other designated		595,175	622,212
Total Funds		<u>920,420</u>	<u>891,055</u>

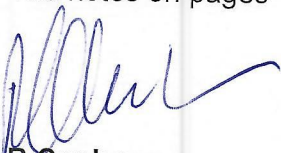
The trustees have prepared financial statements in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual financial statements required by the Companies Act 2006 and are for circulation to members of the company.

For the year ended 5th April 2022, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. Workaid's company number is 02576450.

Directors' responsibilities:

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The notes on pages 16-21 form part of these financial statements.



R Canham

Chairman on behalf of the trustees

Approved by the trustees on 11 July 2022

Statement of Cash Flows for the year ended 5th April 2022

	Note	2022 £	2021 £
Cash flows from operations	15	73,156	73,290
Cash flows from investing	15	168	478
Increase/(decrease) in cash and cash equivalents		73,324	73,768
Cash and cash equivalents at the beginning of the year		265,140	191,372
Cash and cash equivalents at the end of the year		338,464	265,140

The notes on pages 16-21 form part of these financial statements.

Notes to the financial statements for the year ended 5th April 2022

1. Accounting Policies

Company information

Workaid is a private company limited by guarantee incorporated in England & Wales. The registered office address can be found on page 2, Reference and administrative details.

Accounting Conventions

The financial statements have been prepared on a going concern basis under the historical cost convention. The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follow:

Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2019.

The financial statements are prepared in Sterling, which is the functional currency of the charitable company, and rounded to the nearest £1.

Capitalisation policy, tangible fixed assets and depreciation

Purchases of assets in excess of £1,000 are considered for capitalisation by the Trustees. Tangible fixed assets are stated at cost less depreciation. Depreciation commences at the date the asset is acquired or ready for use. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold Property - the trustees have not depreciated the premises at The Old Boot Factory

Fixtures, fittings & equipment, and motor vehicles - 20% per annum, straight line.

Expenditure

Expenditure is accounted for on the accruals basis, net of VAT where this is recoverable. Governance costs relate to the costs of the Independent Examiner plus specialist advice on human resources and operational matters. These costs are included in full under expenditure on charitable activities as the trustees do not consider it appropriate or practical to allocate any of these costs to the costs of the charity's trading activities.

Income

Income from donations and tax recovered is accounted for on a received basis. Income from trading activities is also accounted for on a received basis. No value is placed on donated tools and equipment received until they are shipped or are sold by the charity.

Restricted funds

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. The aim and use of each restricted fund is set out in the notes to the financial statements.

Pensions

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

Notes to the financial statements for the year ended 5th April 2022

2 Income from Donations and Legacies

	2022	2021
	£	£
Individuals	144,495	67,886
Trusts	50,400	90,855
Churches and Organisations	14,163	75,611
Gift aid	4,905	5,083
	<u>213,963</u>	<u>239,435</u>

In the current period there was one restricted donation totalling £5,000 (2021- five donations totalling £48,530).

3 Trading Activities

	2022	2021
	£	£
Workaid Shop & Sales Stands	205,857	107,221
eBay & Auctions	33,576	9,470
Non-Shop Sales	4,125	2,198
Sale of Scrap	7,206	2,959
Supervised Work Experience	3,380	1,320
Craft & Sundry Activities	510	193
Employment funding	15,524	38,758
	<u>270,178</u>	<u>162,119</u>

4 Investment Income

	2022	2021
	£	£
Bank Interest	<u>168</u>	<u>478</u>

5 Expenditure on Raising Funds

	2022	2021
	£	£
Fund Raising and Publicity	2,646	2,538
Staff Costs	43,466	50,229
Shop & Development Activities	8,109	16,285
Special Needs Workshop Supervision	6,396	-
	<u>60,617</u>	<u>69,052</u>

Special needs workshop supervision and development activities were funded by £nil restricted funds in the current year (2021 - £1,380).

Notes to the financial statements for the year ended 5th April 2022

6 Expenditure on Charitable Activities

	2022	2021
	£	£
Project Costs	152,792	39,281
Staff Costs	139,691	131,217
Workshop	45,353	32,392
Building Maintenance	13,428	36,292
Office	19,475	16,504
Governance	8,604	9,406
Depreciation	27,037	29,247
	<u>406,380</u>	<u>294,339</u>

Project costs were funded by £35,000 restricted funds in the current year (2021 - £nil). Building maintenance was funded by £nil restricted funds in the current year (2021 - £8,150). Staff costs were funded by £9,000 restricted funds in the current year (2021 - £nil). Governance costs include £2,975 for independent examination and £2,982 for other financial services (2020- £2,850 and £2,677).

7 Staff

	2022	2021
	£	£
Total Staff Costs	169,997	167,030
Employers pension cost	3,288	4,027
Employers National Insurance	9,873	10,389
	<u>183,158</u>	<u>181,446</u>
Average Staff Numbers	9	7
Full Time Equivalent	5.8	5.4

In the current year, total staff costs included £nil redundancy costs (2021- £9,383). For the year to 5th April 2022, there were three full time employees (2021 – two). No employee earned £60,000 p.a. or more. Trustees were not remunerated.

The key management of the charity was considered to be the full trustee body, the Chief Executive Officer, and the Volunteer and IT Co-ordinator. The total remuneration of key management in the year was £94,012 (2021 - £89,554).

8 Related Party Transactions

No trustee received expenses in the current year (2021 - £nil).

9 Taxation

As a charity, Workaid is able to recover tax on donations received related to Gift Aid. The charity is registered for VAT and is exempt from corporation tax on its charitable activities.

Notes to the financial statements for the year ended 5th April 2022

10 Tangible Fixed Assets

	Freehold Property £	Fixtures & Fittings £	Motor Vehicles £	Total £
Cost				
At 6 April 2021	535,000	138,404	28,700	702,104
Additions	-	-	-	-
Disposals	-	-	-	-
At 5 April 2022	<u>535,000</u>	<u>138,404</u>	<u>28,700</u>	<u>702,104</u>
Depreciation				
At 6 April 2021	-	55,622	24,270	79,892
On disposals	-	-	-	-
Charge for the year	-	24,237	2,800	27,037
At 5 April 2022	<u>-</u>	<u>79,859</u>	<u>27,070</u>	<u>106,929</u>
Net book value				
At 5 April 2021	<u>535,000</u>	<u>82,782</u>	<u>4,430</u>	<u>622,212</u>
At 5 April 2022	<u>535,000</u>	<u>58,545</u>	<u>1,630</u>	<u>595,175</u>

11 Debtors

	2022 £	2021 £
VAT refund	3,877	5,487
Gift Aid	4,905	5,083
Prepayment	-	-
Receivables	90	3,000
	<u>8,872</u>	<u>13,570</u>

12 Creditors

	2022 £	2021 £
Supplier invoices	7,239	5,822
Accruals	14,852	4,045
	<u>22,091</u>	<u>9,867</u>

Notes to the financial statements for the year ended 5th April 2022

13 Funds

	Opening Balance £	Income £	Expenditure £	Transfers £	Closing Balance £
Restricted	39,000	5,000	(44,000)	-	-
Designated					
Operational	200,000	-	-	-	200,000
Fixed Assets	622,212	-	(27,037)	-	595,175
Total Designated	822,212	-	(27,037)	-	795,175
Unrestricted	29,843	491,362	(395,960)	-	125,245
Total Funds	891,055	496,362	(466,997)	-	920,420

The restricted fund was to cover certain travel costs, salary costs and freight costs. The fixed asset fund represents the net book value of the fixed assets owned by the charity. The operational fund is to cover six months day-to-day running costs.

14 Analysis of Net Assets

	Restricted £	Designated Fixed Assets £	Designated Operational £	Unrestricted £	2022 Total £
Fixed Assets	-	595,175	-	-	595,175
Current Assets	-	-	200,000	147,336	347,336
Current Liabilities	-	-	-	(22,091)	(22,091)
	-	595,175	200,000	(2,297)	920,420

Notes to the financial statements for the year ended 5th April 2022

15 Notes to the Statement of Cash Flows

	2022	2021
	£	£
Cash Flows from operations		
Net movement of funds	29,365	41,893
Add back depreciation	27,037	29,247
Deduct interest income	(168)	(478)
Debtors	4,698	9,359
Creditors	12,224	(6,731)
	<u>73,156</u>	<u>73,290</u>
Cash flows from investing		
Interest income	168	478
Purchase of fixed assets	-	-
Sale of fixed asset	-	-
	<u>168</u>	<u>478</u>

