

# **Lifeworks Charity Limited**

**(A Charitable Company Limited by Guarantee)**

## **Annual Report and Financial Statements**

**For the year ended 31 March 2021**

**Company Number: 03177139**

**Charity Registered in England and Wales Number: 1054167**

**Lifeworks Charity Limited**  
Contents  
For the year ended 31 March 2021

---

	<u>Page</u>
Reference and Administrative Details	1 - 2
Trustees' Report	3 – 17
Independent Auditors' Report to the Members	18 – 21
Statement of Financial Activities	22
Balance Sheet	23
Statement of Cash Flows	24
Notes to Financial Statements	25 – 39

**Lifeworks Charity Limited**  
Reference and Administrative Details  
For the year ended 31 March 2021

---

<b>Trustee Directors</b>	P J J Clarkson – Chair R Compton A Delvin B Harty C Jenkins C Laithwaite M Leslau R Nathan
<b>Chief Executive</b>	B Harty (until 31 May 2021)
<b>Interim Chief Executive</b>	A Gavin (from 1 June 2021)
<b>Charity Director</b>	J Parsons
<b>Charity Number</b>	1054167
<b>Company Number</b>	03177139
<b>Principal Address and Registered Office</b>	Blackers Park Road Dartington Hall Totnes Devon TQ9 6EQ
<b>Auditors</b>	Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX
<b>Bankers</b>	Lloyds Bank plc Fore Street Totnes Devon TQ9 5HH  National Westminster Bank plc Courtenay Street Newton Abbot Devon TQ12 2EE

**Solicitors**

Nash & Co Solicitors LLP  
Beaumont House  
Beaumont Park  
Plymouth  
PL4 9BD

## **Lifeworks Charity Limited**

### **Trustees' Report**

For the year ended 31 March 2021

---

The Trustees, who are also directors of the Charity for the purposes of the Companies Act, present their annual report (incorporating the directors report as required by company law) and audited financial statements For the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements, comply with the Charity's governing document, applicable law and the requirement of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP FRS 102) (implemented 1 January 2019), and are in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Lifeworks Charity Limited is a charity and a charitable company and is variously referred to throughout this report as either "the Charity" or "the Company". The Charity operates under the name of "Lifeworks". It was incorporated 25 March 1996 as a company limited by guarantee, governed by a memorandum and articles of association. The charity was previously named "The Bidwell Brook Foundation Limited" but changed its name on the 15 February 2013 to "Lifeworks Charity Limited". Its company number is 03177139 and its Charity registration number is 1054167. The registered office is Blacklers, Park Road, Dartington Hall, Totnes, Devon, TQ9 6EQ.

### **References and Administrative Details**

Administrative information is given in a separate section at the front of these accounts.

### **Directors and Trustees**

The directors of the Company are the Charity's trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the period and since the period end are as follows:

- Mr P J J Clarkson            Chair
- Mr M J Boon                (resigned 20 August 2021)
- Mr R Compton              (appointed 25 June 2021)
- Ms A Devlin                (appointed 15 December 2020)
- Mr B Harty                 (appointed 25 June 2021)
- Mr C Jenkins               (appointed 1 June 2020)
- Ms C Laithwaite            (appointed 15 December 2021)
- Ms M Leslau                (appointed 1 February 2021)
- Mr R Nathan                (appointed 20 January 2021)
- Ms B Avery                 (appointed 1 June 2020 & resigned 20 January 2021)
- Mr D Colliver              (resigned 22 September 2020)
- Mr I Thompson             (resigned 22 September 2020)

Brian Harty ceased to be our Chief Executive after the year end (31 May 2021) and, following all of the necessary procedures and processes, we were delighted to welcome him as a Trustee in June 2021.

None of the Trustees have any beneficial interest in the Company. All of the Trustees are members of the Company and guarantee to contribute £10 in the event of a winding up.

### **Structure, governance and management**

The Board of Trustees ("BOT") oversees the administration of the Charity and meet formally a minimum of four times during the year. In addition, a number of strategy meetings took place during the year with Trustees and members of the Senior Lifeworks Team (considered to be the Key Management Personnel).

A Finance Sub-Committee reports to the Board and two Trustees attended its meetings during the year.

Day to day management of the Charity is delegated to the Chief Executive, who delivers this alongside the Senior Leadership Team. The Trustees take advice from external professionals dependant on the nature of the support that they need.

The charity uses a variety of methods for attracting Trustees which include recommendations and external and internal advertising. The charity mainly advertises in the volunteering community and on our website.

In terms of the process, the charity asks for a CV, from there it is usual for the candidate to meet on an informal basis with the Chief Executive (CEO). Once this has happened they would be asked to complete an application form and are invited to an interview which is usually attended by the CEO, HR Manager and representation from the BOT. Standard safer recruitment practices are applied in line with policy and procedure which includes obtaining 2 satisfactory references and an enhanced DBS check. In addition to this they are also required to complete a declaration of eligibility.

All new Trustees receive a Charity Induction which includes visiting the service areas and being introduced to staff. They also undertake a number of e-learning courses which include safeguarding, MCA & DOLS and GDPR. The most recent tranche of Trustees have also attended governance training which will become part of any new Trustees induction in the future.

As part of the Charity Induction they will meet with each Director so that they are able to gain an understanding of the role, this will include both financial and operational aspects.

#### The arrangements for setting the pay and remuneration of Key Management Personnel

Senior executive pay is linked to that of other directors and is set after considering organisation turnover, number of employees, in-job risk, pay of other directors and any other benefits and incentives and benchmarking within the charitable sector using identified pay surveys such as ACEVO.

Pay scales for managers, administration support staff, care team and ancillary staff are bench marked against comparable roles, level of relevant qualifications and ability to recruit within the locality.

#### **Public Benefit**

The Trustees have due regard for the Charity Commission's guidance on public benefit and have completed a public benefit review and concluded that the activities during the year are in accordance with the Charitable Objectives of the Charity and satisfy the requirements of identifiable benefit to the public.

## **Objectives & Activities**

The object of the Charity is to provide support to individuals with learning disabilities through the provision of services and advice aimed at improving the conditions of their lives, their families, and their futures.

Lifeworks' vision is to support people with learning disabilities to have a great life.

Lifeworks' mission is to create opportunities for people with learning disabilities and their families so that they can reach their full potential and are engaged with and be valued by their communities.

We achieve this by delivering aspirational activities and services and we work in partnership with others to ensure the right support is provided at the right time in the right way. We are a learning organisation so we invest in our staff and believe that everything we do must be outstanding for those who use our services, their families and those who invest in us. We deliver support through ambitious needs-led services in care, education, community projects and sport.

**Robins Respite and Life Skills Centre** opened in Dartington in 1999 and was funded and built by Lifeworks with full ownership of the freehold. It has full registration with The Office for Standards in Education (Ofsted). Its mission is to provide short breaks to children with learning disabilities up to 20 years of age, in a caring, welcoming and engaging environment. The aim is to develop independence, confidence and self-esteem and for families to have time off. It is open 7 days a week for 52 weeks of the year and offers overnight, 24 hour or short break stays. At present, it has 6 bedrooms for short breaks and supports families from all over the South West who, without this provision, would struggle to continue caring for their child. Robins gives carers the break that helps keep families together.

**Robins** also offers 4 full-time residential beds in two separate apartments. These beds are primarily offered to local children who cannot be cared for at home by their family. This allows them to stay in the area, continue at the same school, support their continuity and stability and keep them in touch with their family, friends and community.

Revenue funding for both the short breaks and longer-term residential placements is mainly commissioned by the local authority placing the child, but we rely on fundraising to develop Robins and improve the facilities for the children staying with us.

**Sesame** is a residential house for adults with learning disabilities. It is situated in Torquay and has 4 bedrooms. The house was bought by Lifeworks and opened as a care home in September 2009 after a major refurbishment programme. It has full registration with the Care Quality Commission (CQC). Its mission is to continue the support we give families by providing full residential care for adults.

Sesame provides care in a safe and accessible home and aims to move these adults towards a more independent and fulfilling life by continuing their learning and engaging with a broad range of activities in the community.

Revenue funding is through the local authority placing the person but we fundraise to develop both the environment and the community involvement to enhance the independent outcomes of the people living with us.

### **Objectives & Activities (continued)**

Our **Specialist College of Further Education** is based in Dartington and opened in September 2011. It is a specialist college for students aged 16 to 25 years with a range of learning disabilities. It is fully registered with The Department of Education, has been accredited by the Education and Skills Funding Agency (ESFA) and is inspected by Ofsted. It offers a comprehensive programme of personal, social and vocational education on a day basis. The college rents its own buildings but also accesses the community for activities and work placements. Staff work closely with the students' families, local businesses and outside agencies to deliver its main outcomes of independence, personal development, employment and community involvement.

Student places are funded through Local Authority FE commissioning, the ESFA and DWP funding for supported internships. We fundraise to develop the facilities and a growth plan so we can support more students in the future.

**Community Programmes** is the umbrella title for all our community activities which brings together Youth Clubs, Holiday Projects and Breaking the Barrier sports events all of which enable young people greater access to community activities that link to transition and preparing for adulthood.

As part of the ongoing development of the programmes 4 key streams run through the activities.

**Get Together**, during the early stages of the Covid Lockdown in 2020 as part of the continuation of delivery of community activities to young people at a time when face to face delivery was not possible, Safe Space, a closed access web-based platform for young people with learning disabilities and their families was launched. This consisted of live streamed workshops run by support staff and attended by the young people.

**Get Active**, as part of Safe Space, physical activities ran throughout the year delivering activities such as Creative Movement, Stamina Workouts (Circuits), Yoga, Zumba and Hula-hoop and a Hula Christmas Panto to raise money for homeless young people.

**Get Creative**, during 2021/22 at a time of crisis due to covid-19 Safe Space provided a relaxed space for young people to socialise. Creative workshops formed part of the Safe Space delivery. Partnerships were formed with providers of creative dance and musical workshops to encourage the young people to create specific projects and just have fun with music and dance. A weekly Lockdown disco runs in Safe Space via zoom

**Get involved**, in the summer of 2020, face-to-face delivery was reinstated for the youth clubs and holiday programme and a successful Summer holiday programme was delivered. We have been delivering 'in person' since August 2020 and have managed to sustain 'in person service' through two Lockdowns.

**Youth Clubs**, the first club opened in 1999. The Youth Club ethos is to provide a recreational and educational youth club for teenagers with learning disabilities by providing diverse opportunities for socialising, developing friendships, offering support for families and carers and progressing skills essential for independent living. The clubs run on Saturdays from a day centre and are staffed by experienced Lifeworks staff. The wide range of activities support the young people to access the community and bring together what has been learnt at school and home to support their transition into being an active member of their local community.

The clubs are funded through direct payments, commissioning, parental contributions and fundraising.



### **Objectives & Activities (continued)**

**The Holiday Project** is a programme of weekly activities during the school holidays. The programme is developed in partnership with young people aged 12-18 plus a wide network of activity providers and cultural venues across Devon. It provides recreational and leisure opportunities across each school holiday that enrich and extend experiences and offer young people with learning disabilities a sense of community, belonging and independence.

**Breaking the Barrier** is a sport inclusion project whose ethos can be used within any sport to empower young people as well as breaking open opportunities for those who find it difficult to access these sports because of their learning disabilities.

Due to Covid restrictions we have been unable to offer our regular Breaking the Barrier activities which include free experiences in sports such as surfing which aims to encourage personal on-going surfing activities and support surf schools with the teaching of children with a learning disability through training, advice and equipment, paddle boarding days, regular cycling events at Torbay Velopark and sailing on the River Dart.

Instead we have been able to offer alternative activities through the Safe Space platform.

The events are funded by a package of fundraising initiatives and sponsorship.

**Lifeworks Central Services** comprises operations management and administration including Finance, Fundraising and Human Resources. The central team supports the service managers with marketing, fundraising for existing and future programmes and events, plans and manages all the charity's activities with the support and scrutiny of the Senior Leadership Team.

That team has a strategic planning brief, overseeing all operational and financial activities and reporting to the Trustees. They are responsible for submitting bids to charitable trusts, foundations and corporate bodies as well as contracting with local authorities and government departments.

The base in Dartington also provides office accommodation for the Community Programmes team.

### **Impact and achievements**

#### **ROBINS**

This continues to be the largest provider of residential respite over-night short breaks in the South West for children with learning disabilities. It continues to be well managed and have a highly motivated and expert caring staff team. Robins meets the needs of families by personalised respite planning and often by reacting to their requirements at short notice and being flexible. This year Robins provided full time residential placements for 4 young people within the two apartments and short breaks for 25 children and families. We have also been able to provide a number of crisis overnight short breaks. Many of the young people have additional needs to their learning disability, such as autism and life limiting conditions.

#### **Key Impacts**

A year of ever-changing guidance and guidelines, a year of ongoing crisis management!

Despite the initial closure for short breaks Robins was reopened as quickly as possible and continued to use guidance and ongoing research to keep the home safe. Lifeworks should be so very proud to have kept offering a service to families when other providers have remained closed. Robins has not only provided a safe home to our residents and short break children but has continued to grow.

We did not receive an Ofsted assurance visit over this period as we were deemed to be a safe and well managed service and they had confidence in us to manage our home and children well. What this did mean though is we had time to really grow and could demonstrate amazing progress for our next inspection.

Staff have worked tirelessly, whilst young people were affected by school bubbles, staff took to teaching as well as their usual caring responsibilities and isolated alongside children where needed.

Our children though have continued to grow, achieve and benefit from the amazing care Robins provides, they have been on holiday, grown vegetables which we have then eaten for dinner, enjoyed a varied timetable of activities and still spent time with families and friends.

2 residents have moved on during this time, there was a real struggle to find providers to meet their needs and transition did not come without its problems and we have been able to welcome two new residents so we remain at capacity.

One of our short break residents was lucky enough to find their way into Sesame which has been amazing, others have not been so lucky and lots of parents report not being able to find provision to meet need.

Our biggest challenge is staffing and this should not be underestimated over this last year and moving forward.

### **SESAME**

This continues to be a happy and well managed home. There continues to be a committed and stable staff team who work together to achieve some excellent outcomes for the residents.

The service provides a safe and caring home for a maximum of 4 people. During the year one bed was vacant but the three residents received high quality, personalised support characterised by individual activities and a lot of fun.

This past year which has been, without doubt, one of the most challenging years for any residential care home.

### **Key Impacts**

- **Statutory Regulations CQC.** Sesame had a targeted inspection for Covid 19 in February 2021 where the service was found to be working hard to ensure infection control measures were in place which minimised the risk of a Covid Outbreak and the inspector was complimentary on the dedication of the staff to maintain a safe a service as possible.
- **Staffing** – There has been a number of significant challenges in this year regarding the staffing of Sesame. Restrictions on staff due to Covid 19 regulations has impacted on bank staff who generally work across services which was not possible. There was the need to use agency staff in this period however we were able to work with the agencies to ensure we retained consistent staff who could build a relationship with the residents to minimise the impact and this worked well while our core team were there to support them.
- **Training** – Training has been delivered online in this period which has been a great adaptation to ensure that everyone still maintains the training required. Providers have been developing the delivery of training in this way which has been well received by the team.

- **Families** – This has been an exceptionally hard time for the families as they have not been allowed to visit their loved ones throughout the year. The team has ensured that the families are kept up to date with how everyone is doing with photos, telephone calls and facetime. The families have been incredibly supportive to us during this time and we have been grateful for their understanding of the risks we have to manage. Perhaps a highlight of the year was that, with persistence by the Manager, all the residents were able to go home for Christmas which meant a great deal to all concerned.
- **Residents** - In this year we welcomed our new resident which has meant since the autumn, Sesame has been full. Everyone has been amazing in adapting to having someone else move in particularly in a time when we have not been able to welcome visitors or family to Sesame.
- **Environment** – Sesame is now a very busy place with a full house and little opportunity for people to go out or visit family. The team have ensured that the homeliness of Sesame has remained a core part of the running of the service, working with each person individually to provide a sensitive, stimulating and meaningful experience which is a significant achievement in the circumstances
- **Covid-19** – This report cannot avoid the impact of Covid 19 which has dominated our planning and delivery of services every day. Care homes are extremely vulnerable to the virus which meant that for the residents, staff and families it has been a year like no other with little chance to see loved ones and very little opportunity for the residents to leave Sesame. What was apparent over this time was the commitment of everyone to keep each other safe and work together to see us through and for this a huge thank you to everyone.

## **SPECIALIST COLLEGE OF FURTHER EDUCATION**

College continued to successfully support people aged 16 – 25 to prepare for adulthood. Our key goal as a College is to provide opportunities for learning so that students are confident and equipped to enter their adult lives with more independence and opportunity. We equip students to gain confidence across many areas, from sports to the arts with an emphasis on work readiness.

The 2020/2021 academic year will end with students having suffered Covid disruption and many struggling to meet this year's outcomes.

There were up to 21 students during the course of the year, finishing with 18 students due to 2 leavers and a death

## **Key Impacts**

- **Work** – placements have been severely limited throughout the academic year due to Covid restrictions in place at employers. We have finished this year using 10 different employers where we started pre-Covid using 26 different employers. This has had a massive detrimental effect on our student curriculum and will require a search for new employers in the new academic year. Some Supported Internship student placements have been extended due to the lack of work placements
- **Awards** – students have continued to work towards a wide range of awards from Arts, Maths, English and Life Skills.
- **Staffing** – all LSA vacancies now filled. Difficulties recruiting a second temporary admin person. Now using agency with the aim of recruiting this person. Lack of staffing structure raised by recent OFSTED inspection.
- **External audit** – No external audits have taken place.

- **OFSTED** - Safeguarding Audit in September 2020. New Provider Monitoring Visit in May 2021. Both reports published on OFSTED website.
- **Covid-19** – College has stayed open throughout this academic year apart from between January and March whilst we waited for students to have both vaccinations. Students worked at home during this time with the daily support of staff, continuing to work towards their education outcomes.

## **COMMUNITY PROJECTS**

This continued to provide a wide range of programmes and activities to give young people the chance to make and meet up with friends, improve their health, try new activities and be enabled to achieve their best futures. These include our Kool Clubs, Breaking the Barrier events, The Young Volunteers programme and our Holiday Projects. Many of these are delivered in partnership with arts and leisure organisations.

### **Key Impacts**

Lifeworks was the first and only social care provider in Devon to offer a 6-day online programme during the first Lockdown. We were the first social care provider to return to 'in person' delivery as we came out of Lockdown in the Summer of 2020. Since then we have sustained service for vulnerable young people and young adults online AND in person through two subsequent lockdowns.

Children in Need granted us permission to use our Year 2 Grant Award for Lifeworks Young Volunteers Programme to develop and launch Safe-Space Online in April 2020.

They also provided a Booster Grant to help us with the web development costs of Safe-Space.

In the year April 2020 – March 2021 Safe-Space provided 2963 workshops sustaining service for 67 service users during the Covid 19 pandemic.

"I like Safe-Space because some of the activities keep you fit and some of them make you want to dance. At the beginning of lockdown, I was devastated and a little bit angry because I didn't get to see anyone. We had to stay inside all the time and not go out. I was able to go out with my dog but I was afraid and didn't do it till May. I did lots of the activities in Safe-Space —cooking, mindfulness, arts, creative dance, stamina workshops, drumming, yoga—all of it!"

In the Summer of 2020, we relaunched our Holiday Project with investment from the Imagine This Partnership. We developed new protocols to keep children and staff safe. From learning in the summer, we were able to relaunch our youth provision in Totnes in the Autumn term and launch a new provision in Torbay with springboard funding again from the Imagine This Partnership. We are very proud to have sustained ALL GET INVOLVED services, Youth Groups Autumn and Spring Term and Holiday Projects: 7 weeks 2020-21, through all levels of Covid restrictions including our first ever Christmas Holiday Project, delivered at 100% capacity:

"Making a mood board has helped me to think about what I want to do in 2021. I want the year to be different and a lot more fun. Making a mood board allowed me to draw pictures of what I want to do in the future. I want to go on a zip wire!" And they did, with us, in June 2021 😊

"Thank you. Especially helpful in these awful times."

"These sorts of activities are meaningful; they engage their brain - much needed after perhaps waning stimulation at home."

"Seeing R's peers, socialising, having a sense of purpose in a difficult year."

Parents Feedback, Christmas 2020

## **COVID-19**

Obviously, the greatest challenge to our services and operations over this financial year has been managing the impact of Covid both during the national lockdowns and at times when restrictions have been more relaxed.

As a social care provider, the Charity was able to take advantage of the early vaccination programme and as such all staff were offered the 1<sup>st</sup> vaccine by February 2021, and whilst at this time it is not a mandatory requirement for staff to be vaccinated across the social care and education sectors, staff have been encouraged to have one.

As a result of government instruction and guidance, our services were affected as follows:

**Community Programmes** – during the lockdowns all face to face meetings were prohibited, Youth Clubs and the Holiday Programmes had to be suspended. This meant that the young people who normally benefitted from these services were very isolated at home with no school and no weekend/holiday activities. Their families also had no short breaks provision which created pressure at home for some.

The Community Projects team developed a very creative and innovative new service, based entirely online, called Safe Space. This is a secure online platform through which the young people can participate in a range of sessions ranging from cookery, music, dance, arts/crafts to mindfulness. The activities are provided by accredited session leaders through the online platform and all the activities are moderated by members of the staff team to ensure our safeguarding policies and practice are upheld at all times.

Face to face delivery recommenced in September 2020 and continues to run in this way.

**Further Education College** - Along with other education providers, the College was closed when the government closed schools in March 2020. Fortunately, this was very near to the Easter holidays so the impact of the closure on students was minimised. After the Easter break, the majority of the staff worked from home and students were provided at their homes with resources and work which could be completed to ensure they were still able to receive their academic awards.

In June 2020 College instigated a blended learning approach, with some attendance in person at College and the remaining time lessons were conducted online.

In September 2020 students returned to College on a fulltime basis which has remained in place. Covid specific policies and procedures have been put in place and are reviewed as the government educational guidance changes. Mask wearing has continued to remain in place as well as measures to accommodate social distancing where practical.

**Robins** – the four residential beds were kept open but the short breaks provision had to be suspended. This was to protect the four residents for whom Robins is their only home and to protect the staff from working with different children where we were not able to verify if they were symptomatic or not. With appropriate risk management measures in place, the short breaks service was re-opened on a phased basis from May 2020.

Covid specific policies and procedures are in place and continually reviewed as the government guidance changes.

**Sesame** – due to the health vulnerabilities of the residents, the service went into full lockdown. The staff team switched to a two weeks on/one week off rota providing the same staff team for the duration of these shift patterns. This was an entirely voluntary and commendable decision by the staff team themselves and ensured that the virus did not get into the home. This was gradually adapted in the summer of 2020 and the service has now returned to normal staffing patterns.

The charity implemented robust risk management measures and contingency plans to be able to continue to operate throughout the Covid-19 risks and the entire staff team needs to be honoured for their commitment, dedication, personal sacrifices and hard work to keep the services, the people we support and our colleagues safe during these unprecedented times.

### **WEBBERS YARD**

This is a site in Dartington which was purchased for a new building development comprising an enlarged College facility and bringing Central Services and Community Projects onto the same site.

During 2019/20 a Building Working Group was formed, including representatives from the relevant teams, to develop a building brief. This was subsequently given to a local firm of architects commissioned to develop design options for the site.

With Covid-19 the entire process was deferred, at this time consideration is being given to the best use of the site.

### **FUNDRAISING**

Our fundraising efforts continue so that we are able to deliver projects that enable the people whom we support to access valuable activities that promote engagement with their local community and encourage transformation from social and economic disadvantage.

Our aim is to achieve complete confidence and public trust by demonstrating good stewardship of funds and demonstrating positive impact for our beneficiaries. To realise this, our approach is to ensure the key principles of honesty, respect, integrity, transparency and responsibility are embedded in all our fundraising activities. We are committed to ethical fundraising to encourage sustainable giving and fully comply with the Fundraising Regulator's Code of Fundraising Practice.

Lifeworks recognises the Fundraising Regulator's guidance designed to protect donors, charity supporters and the public from intrusive fundraising practices. Our fundraising activity does not involve working with any third party, commercial participators or professional fundraisers.

Lifeworks is enormously grateful on behalf of its beneficiaries for all of its wonderful volunteers, supporting organisations, trusts and foundations for the generosity, time and energy they commit to us as supporters, friends, and donors. Without this many of the invaluable opportunities we offer to our beneficiaries would not be possible.

Special thanks must also go out to Lifeworks staff and trustees who volunteer their spare time to be involved in our fundraising events and also to support the delivery of events such as Breaking the Barrier, ensuring their success.

## **OUR STAFF**

The trustees acknowledge that the greatest asset the charity has is its staff team. Lifeworks employs 113 contracted full and part time staff across all areas of the business. It supports the ongoing learning opportunities and career advancement of its staff through diplomas, the Care Certificate and individual and team training programmes.

During the year we maintained our accreditation as a Disabled Confident Leader. We strive to make the most of the talents people with disabilities can bring to the workplace and benefit from their diverse skills, experiences and views.

We believe that our staff deserve a fair day's pay for a hard day's work and, for that reason, we are one of over 8,000 businesses across the UK committed to paying the real Living Wage regardless of the job that people do or how old they are. Our rates of pay are higher than the governments minimum wage.

We are a committed Mindful Employer. By signing the 'Employers Positive about Mental Health' charter, we have made a public declaration of our ambition to support the mental wellbeing of our staff and not make assumptions about a person with a mental health condition and their ability to work.

We hope our objectives will help to improve our recruitment and retention, as well as demonstrating our commitment to all our staff, commissioners and beneficiaries as being an ethical employer.

Lifeworks also offers a wide range of volunteering opportunities for members of the local community.

## **BOARD OF TRUSTEES**

As a charity, we seek to become learning disability champions by supporting, promoting, caring for, advocating for and giving a voice to people with learning disabilities. That is what we do and want to become known for.

We are pleased to have strengthened the Board with new trustees and we are confident in delivering the 3 Year Strategic Plan. This sets the trajectory for the future direction of the charity with plans for growing and extending our profile and reach in the region.

Our motivation is to be able to offer access for all, increase the number of beneficiaries we support, further enhance the quality of all our services and to improve our financial sustainability in an increasingly challenging economic climate for the charitable sector. These ambitions have informed our Reserves Policy.

## **SUMMARY OF ACHIEVEMENTS IN 2020/21.**

- Robins residential beds maintained at 100% occupancy. 25 young people and families used the short stay provision.
- Sesame increased to 100% occupancy from mid-year.
- 234 individuals supported through Community Projects.
- College numbers were expanded in September 2020 to 21 students.
- Established College Governance Committee at College, including a trustee specifically recruited with education background to meet OFSTED requirements
- Common system of reporting implemented across all service areas
- Lifeworks maintained accreditation as a Disability Confident Leader.
- Sage People Phase 1 implemented across the charity.
- Continued to pay at above Real Living wage levels.
- All Robins support workers gained Level 3 Residential Childcare qualification.
- Recruited six new trustees to the Board.
- 3 Year Strategic Plan implemented despite Covid restrictions.

## **LIFEWORCS STRATEGIC PLAN OBJECTIVES APRIL 2021 – MARCH 2022**

Our key themes for the year ahead comprise the following:

- EXPAND
- EXTEND
- ENHANCE
- ENGAGE
- BUILD
- STRENGTHEN

### **Services**

- Expand new service provision to children/young people in new locations within new accommodation models being developed by commissioners
- Expand new service provision for young people after Robins and/or transitioning to adult services by working in partnership with a housing association
- Extend new services to Plymouth, Exeter, Cornwall, Somerset
- Successful registration with CQC as Supported Living provider
- 3 Year Fundraising plan in place for Community Projects
- Secure Outstanding inspection ratings for services
- Develop a consultation and evaluation process to ensure the voice of those who use our services, or invest in us, inform strategic planning

### **Staff**

- Staff Development strategy in place to create opportunities for career progression
- Charity-wide celebration event and regular service visits by SLT & Trustees to create sense of one organisation

### **Central Services**

- Organisational Fundraising Strategy in place
- Full implementation of SAGE People in HR Team and with Service Managers

### **Marketing**

- Establish a network of ambassadors to promote the charity



### **Governance**

- Develop Vision & Values document to express organisational culture and implement across all teams
- Establish a review cycle to ensure our policies and procedures remain fit for purpose
- Achieve external quality marker for Lifeworks charity
- Board of Trustees to adopt the Charity Governance Code

### **Financial Reserves and Review**

Results for the period show net income after depreciation of £27,582 (2020: net income £142,844). Total funds at 31 March 2021 stood at £2,325,316 of which £23,841 is restricted and £1,123,862 relates to fixed assets and can only be realised by disposing of the assets, this therefore leaves unrestricted free reserves at £1,177,613.

### **Designated funds**

A formal review of our policy on reserves took place at the meeting of the trustees on 8 December 2021 our reserves policy focuses on the level of its 'free' reserves.

Our unrestricted free reserves which are not specifically designated against fixed assets at 31 March 2021 were £1,177,613.

The Trustees believe that establishing a designated fund equivalent to between a minimum of four and maximum of six months trading will provide sufficient resources to withstand any short term adverse economic conditions the charity may encounter. Trustees have designated £977,380 which is equivalent to four months trading income.

In addition to fulfil our capital and development requirements during the forthcoming twelve months £154,200 has been designated as detailed below;

- £49,200 - Delivery of the Development Plan 2021/2022
- £50,000 - Vehicle acquisition
- £20,000 – Property maintenance
- £25,000 – IT Systems
- £10,000 - Replacements

A maximum of £46,033 of 'free reserves' are available to be invested into Lifeworks projects at the discretion of the Board of Trustees.

As a separate matter and after adjusting for creditors and restricted funding should cash reserves fall below £1,000,000 that would trigger an immediate review of income and expenditure to ensure no further cash loss. Our plans to ensure the above objectives are maintained and our undesignated free reserves increased are reviewed as part of our Risk Register.

## **Risk**

The Board of Trustees takes seriously their duty to avoid exposing the charity to undue risk, however their approach to this is not becoming risk averse but instead to adopt responsible management of risks.

Lifeworks uses a model for assessing risk and to draw attention to the distinction between risks that arise from a financial situation and risks arising in other ways that can be seen as non-financial, even if ultimately they have a financial impact.

Our approach towards resolution to risk is to establish an atmosphere that empowers individuals to highlight uncertainty and raise risk as and when they observe them. Lifeworks acknowledges that risk management is a dynamic process and will ensure that new risks are addressed as they arise and monitoring will be cyclical so as to establish how previously identified risks may have changed.

## **Statement of Trustees' Responsibilities**

The trustees (who are directors of Lifeworks Charity Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report (incorporating the Directors' Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period. In preparing these 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 judgments 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, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on 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.

### **Auditors**

The auditors, Albert Goodman LLP, are deemed to be re-appointed under Section 487(2) of the Companies Act 2006.

By order of the Trustees.

P J J Clarkson  
Chair of Trustees

Date: 15 December 2021

## **Lifeworks Charity Limited**

### **Independent Auditors' Report to the Trustees and Members**

For the year ended 31 March 2021

---

#### **Opinion**

We have audited the financial statements of Lifeworks Charity Limited (the 'charitable company') for the year ended 31 March 2021, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the entity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **Lifeworks Charity Limited**

Independent Auditors' Report to the Trustees and Members

For the year ended 31 March 2021

---

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report have been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities [set out on page 17], the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

**The extent to which the audit was considered capable of detecting irregularities including fraud**

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with management, and from our commercial knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, Charity Act 2011, CQC registration, Ofsted registration, anti-bribery, employment, protection of vulnerable service users, data protection and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation, claims and breaches of relevant legislation; and
- reviewing correspondence with the Charity Commission, CQC, Ofsted and other relevant regulators including the company's legal advisors and insurers.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

## **Lifeworks Charity Limited**

Independent Auditors' Report to the Trustees and Members  
For the year ended 31 March 2021

---

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Michelle Ferris BSc (Hons) FCA DChA  
Senior Statutory Auditor  
for and on behalf of  
Albert Goodman LLP  
Chartered Accountants  
Statutory Auditor

Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Date: 20 December 2021

**Lifeworks Charity Limited**

## Statement of Financial Activities (including the Income and Expenditure Account)

For the year ended 31 March 2021

		2021			2020		
	Note	Unres- tricted £	Res- tricted £	Total £	Unres- tricted £	Res-tricted £	Total £
<b>Income:</b>							
Donations	3	117,442	28,455	145,897	133	42,544	42,677
Charitable activities	4	2,499,597	154,142	2,653,739	2,497,091	192,056	2,689,147
Other trading activities		265	10,482	10,747	-	1,353	1,353
Investments		455	-	455	4,199	-	4,199
<b>Total income</b>		<b>2,617,759</b>	<b>193,079</b>	<b>2,810,838</b>	<b>2,501,423</b>	<b>235,953</b>	<b>2,737,376</b>
<b>Expenditure:</b>							
Expenditure on charitable activities	5	2,539,847	243,409	2,783,256	2,319,368	274,659	2,594,027
Interest payable		-	-	-	505	-	505
<b>Total expenditure</b>		<b>2,539,847</b>	<b>243,409</b>	<b>2,783,256</b>	<b>2,319,873</b>	<b>274,659</b>	<b>2,594,532</b>
<b>Net income / (expenditure) before transfers</b>	2	77,912	(50,330)	27,582	181,550	(38,706)	142,844
<b>Transfers between funds</b>		(36,171)	36,171	-	(26,967)	26,967	-
<b>Net movement in funds</b>		<b>41,741</b>	<b>(14,159)</b>	<b>27,582</b>	<b>154,583</b>	<b>(11,739)</b>	<b>142,844</b>
<b>Reconciliation of funds</b>							
Total funds brought forward		2,259,734	38,000	2,297,734	2,105,151	49,739	2,154,890
<b>Total funds carried forward</b>		<b>2,301,475</b>	<b>23,841</b>	<b>2,325,316</b>	<b>2,259,734</b>	<b>38,000</b>	<b>2,297,734</b>

The statement of financial activities has been prepared on the basis that all operations are continuing operations. There were no gains or losses arising in the period that are not shown above.

The statement of financial activities incorporates the income and expenditure account.



**Lifeworks Charity Limited – Company Registration Number: 03177139**

## Balance Sheet

As at 31 March 2021

			2021 £	2020 £
	Note			
<b>Fixed assets</b>				
Tangible fixed assets	8		1,123,862	1,142,576
<b>Current assets</b>				
Debtors	9	257,469	196,314	
Cash at bank and in hand		1,248,625	1,176,603	
		<u>1,506,094</u>	<u>1,372,917</u>	
<b>Liabilities:</b>				
Creditors: falling due within one year	10	(304,640)	(217,759)	
Net current assets			1,201,454	1,155,158
<b>Total net assets</b>			<u>2,325,316</u>	<u>2,297,734</u>
<b>The funds of the charity:</b>				
<b>Restricted funds</b>	11		23,841	38,000
<b>Unrestricted funds</b>				
Designated funds	11	2,255,442	2,202,576	
Unrestricted funds	11	46,033	57,158	
		<u>2,301,475</u>	<u>2,259,734</u>	
<b>Total charity funds</b>			<u>2,325,316</u>	<u>2,297,734</u>

The financial statements have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board and authorised for issue on 15 December 2021 and signed on its behalf by:

P J J Clarkson  
Trustee Director

R Nathan  
Trustee Director

**Lifeworks Charity Limited**  
Statement of Cash Flows  
For the year ended 31 March 2021

		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	<b>Notes</b>		
<b>Cash flows from operating activities</b>			
Net movements in funds for the year		27,582	142,844
Adjustments to cash flows from non-cash items			
Depreciation and amortisation	8	60,379	57,587
Finance expense		-	505
Finance income		(455)	(4,199)
		<u>87,506</u>	<u>196,737</u>
Working capital adjustments			
(Increase) / decrease in debtors	9	(61,154)	(75,024)
Increase / (decrease) in creditors	10	86,880	(97,069)
		<u>113,232</u>	<u>24,644</u>
Net cash flow from operations			
		113,232	24,644
<b>Cash flows from investing activities</b>			
Interest received		455	4,199
Purchase of fixed assets	8	(41,665)	(15,888)
		<u>(41,210)</u>	<u>(11,689)</u>
<b>Cash flows from financing activities</b>			
Interest paid		-	(505)
Repayments of long term loans		-	(62,870)
		<u>-</u>	<u>(63,375)</u>
Net increase / (decrease) in cash and cash equivalents		<u>72,022</u>	<u>(50,420)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>1,176,603</u>	<u>1,227,023</u>
Cash and cash equivalents at the end of the reporting period		<u>1,248,625</u>	<u>1,176,603</u>

**1 Accounting policies**

The principle accounting policies adopted in the preparation of the financial statements are:

**1.1 Basis of accounting**

The Financial Statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Lifeworks Charity Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). All amounts are presented in £ sterling.

**1.2 Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

**1.3 Income**

Donations and other voluntary income are recognised on receipt.

Income from grants (including government grants), where 'capital' or 'revenue', is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Where no conditions are attached to grant income they are recognised within donations and gifts and where conditions relating to performance of services are attached, grant income is recognised within charitable activities in the Statement of Financial Activities.

Income from charitable activities is included in the period in which the charity is entitled to receipt, it is probable that economic benefits will flow to the entity and the amount can be reliably measured. Where income is received in advance of provision of services, income is deferred until the criteria for income recognition is met. Where income has not been received and services have been provided, income is accrued.

Income from other trading activities includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.

**1.4 Expenditure**

Resources expended are recognised on the accruals basis to match the period in which the expenditure was incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Certain expenditure is directly attributable to specific activities and has been included in those activity categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories as follows:

- The costs of the general office and the administration function that supports the Charity have been split between charitable activities on a percentage basis per project, and time apportioned where an activity has not occurred throughout the full period.
- Costs relating to wages are allocated between activities based on the proportion of time spent by fundraising and administration staff on those activities. However, any expenditure relating to small specific projects is borne by the general fund.

**1.5 Investment income**

Interest on funds held on deposit is included in the Statement of Financial Activities as investment income when receivable and the amount can be measured reliably by the charity; this is normally upon notification of interest paid or payable by the bank.

**1.6 Pensions**

The charity operates a defined contribution pension scheme. Contributions are recognised in the SOFA in the period in which they become payable in accordance with the rules of the scheme.

**1.7 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Leasehold land and buildings	Over term of the lease (300 years)
Freehold buildings	50 years straight line
Fixtures, fittings and equipment	5 years straight line
Motor vehicles	5 years straight line
Office equipment	4 years straight line

**1.8 Debtors**

Trade debtors and accrued income are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.10 Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.11 Deferred income**

Deferred income comprises income received in advance of the provision of charitable activities. Deferred income is recognised within income in the Statement of Financial Activities when the conditions for income from charitable activities recognition are met.

**1.12 Financial instruments**

The charity has financial assets and liabilities that qualify as basic financial instruments. The assets and liabilities include cash, debtors and creditors which have separate accounting policies above.

**1.13 Fund accounting**

Funds held by the charitable company are one of the following types:-

- Unrestricted general funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated funds – these funds are set aside out of unrestricted general funds for specific future purposes, projects, or reserves.
- Restricted funds – these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when funds raised are for a specific purpose.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

**1.14 Taxation**

As a registered charity, the company is exempt from corporation tax and capital gains tax, but not Value Added Tax. Irrecoverable Value Added Tax is included in the costs of those items to which it relates.

**1.15 Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease. The charity has an operating lease for the head office and FE college premises. The title of the leased premises remains with the lessor.

**1.16 Covid-19**

The Trustees have considered the implication of the Covid-19 pandemic on the operations of the charity. A robust risk assessment was carried out adhering to Government guidance, at the outset of Covid-19. Safeguarding our beneficiaries being our number one priority, it has been necessary to restrict and adapt the delivery of some of our services, which has had substantial financial impact on the charity. However, through considered financial management, the assistance of COVID specific grants and Government COVID funding administered by LA Commissioning teams, the Trustees believe that the charity remains a financially sustainable business and no adjustments to the accounts are necessary.

**2 Net income/ (expenditure) before transfers**

	2021 £	2020 £
Net incoming resources for the period are stated after charging		
Pension costs	63,215	67,146
Depreciation	60,379	57,587
Auditors' remuneration		
Audit fee	5,800	5,800
Other services	1,400	1,203
	<u>          </u>	<u>          </u>

**3 Income (excluding charitable activities income)**

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted	Res- tricted	2020 Total £
Donations	272	28,455	28,727	133	42,544	42,677
<b>Exceptional government funding</b>						
Coronavirus Job Retention						
Scheme grant*	20,980	-	20,980	-	-	-
Other Covid grants*	96,190	-	96,190	-	-	-
	<u>117,442</u>	<u>28,455</u>	<u>145,897</u>	<u>133</u>	<u>42,544</u>	<u>42,677</u>

\*denotes government grants

The charity has been eligible to claim additional funding in year from government support schemes in response to the coronavirus outbreak. The funding received is shown above under "exceptional government funding". The charity furloughed some members of staff under the governments CJRS. The funding received £20,980 relates to staff costs which are included within note 7 as appropriate.

**Lifeworks Charity Limited**  
Notes to the Financial Statements  
For the year ended 31 March 2021

**4 Incoming resources from charitable activities**

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
<b>Fees for care services</b>						
Robins Respite Centre	434,553	-	434,553	565,418	-	565,418
Robins Residential care	694,216	-	694,216	778,610	-	778,610
Sesame Residential care	500,565	-	500,565	440,636	-	440,636
	<u>1,629,334</u>	<u>-</u>	<u>1,629,334</u>	<u>1,784,664</u>	<u>-</u>	<u>1,784,664</u>
<b>Fees for college</b>						
Further Education College	866,453	-	866,453	709,778	-	709,778
	<u>866,453</u>	<u>-</u>	<u>866,453</u>	<u>709,778</u>	<u>-</u>	<u>709,778</u>
<b>Fees for other projects</b>						
Kool Club fees	-	8,722	8,722	-	37,250	37,250
Summer School fees	-	22,821	22,821	-	24,661	24,661
Community projects	5	-	5	2,649	240	2,889
	<u>5</u>	<u>31,543</u>	<u>31,548</u>	<u>2,649</u>	<u>62,151</u>	<u>64,800</u>
<b>Grants receivable</b>						
BBC CIN	-	42,626	42,626	-	37,990	37,990
The National Lottery				-	-	-
Community Fund	-	38,723	38,723			
Lottery- Awards for all	-	9,976	9,976	-	10,000	10,000
Claire Milne Trust	-	7,500	7,500	-	-	-
Small Grants Scheme	-	5,000	5,000	-	5,000	5,000
Edward Gosling	-	5,000	5,000	-	5,000	5,000
Sobell foundation	-	-	-	-	32,000	32,000
The Arts Council	-	-	-	-	17,200	17,200
Daytrippers (Legacy grant)	-	-	-	-	10,000	10,000
Other (Under £5,000)	3,805	13,774	17,579	-	12,715	12,715
	<u>3,805</u>	<u>122,599</u>	<u>126,404</u>	<u>-</u>	<u>129,905</u>	<u>129,905</u>
<b>Total</b>	<u><b>2,499,597</b></u>	<u><b>154,142</b></u>	<u><b>2,653,739</b></u>	<u><b>2,497,091</b></u>	<u><b>192,056</b></u>	<u><b>2,689,147</b></u>

**5 Charitable activities expenditure**

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Robins	1,096,304	-	1,096,304	1,091,740	-	1,091,740
Sesame	649,178	-	649,178	512,485	-	512,485
FE College	670,327	-	670,327	588,870	-	588,870
Other community and holiday projects	-	243,409	243,409	-	274,556	274,556
Premises costs	124,038	-	124,038	126,273	103	126,376
<b>Total</b>	<b>2,539,847</b>	<b>243,409</b>	<b>2,783,256</b>	<b>2,319,368</b>	<b>274,659</b>	<b>2,594,027</b>

<b>2021</b>	Direct staff costs £	Other direct costs £	Support costs £	2021 Total £
Robins	795,324	193,980	107,000	1,096,304
Sesame	486,191	102,782	60,204	649,178
FE college	371,742	236,441	62,144	670,327
Other community and holiday projects	105,139	64,010	74,260	243,409
Premises costs	-	84,332	39,706	124,038
	<b>1,758,396</b>	<b>681,546</b>	<b>343,314</b>	<b>2,783,256</b>

<b>2020</b>	Direct staff costs £	Other direct costs £	Support costs £	2020 Total £
Robins	603,931	389,228	98,581	1,091,740
Sesame	361,266	101,849	49,370	512,485
FE college	289,252	244,817	54,801	588,870
Other community and holiday projects	115,433	98,958	60,165	274,556
Premises costs	-	93,367	33,009	126,376
	<b>1,369,882</b>	<b>928,219</b>	<b>295,926</b>	<b>2,594,027</b>



**5 Charitable activities expenditure (continued)**

**Analysis of support costs**

The charity initially identifies the costs to its support functions. Having identified the support costs, they are then apportioned between the five (2020: five) key charitable activities undertaken (see above) in the year. Refer to the table below for the basis of apportionment and the analysis of the support costs.

	<b>Basis of apportionment</b>	<b>2021 £</b>	<b>2020 £</b>
Salaries, wages & related costs	Time spent	276,903	240,239
General office and administration	Turnover or time spent	59,211	48,684
Audit fees	Turnover	5,800	5,800
Accountancy fees	Turnover	1,400	1,203
		<hr/>	<hr/>
		<b>343,314</b>	<b>295,926</b>
		<hr/> <hr/>	<hr/> <hr/>

**6 Trustee directors**

None of the Trustee Directors (or any persons connected) received any remuneration during the period, and none were reimbursed any expenses (2020 - £nil).

There were no related party transactions during the year (2020 – nil).

**7 Employees**

**Number of employees**

The average monthly head count of employees during the period was:

	<b>2021 £</b>	<b>2020 £</b>
Provision of care services	51	51
Fundraising, publicity and development of the charity	3	2
Operation of youth club	13	8
Administration	7	6
Education	22	16
	<hr/>	<hr/>
	<b>96</b>	<b>83</b>
	<hr/> <hr/>	<hr/> <hr/>

**7 Employees (continued)**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	1,857,695	1,454,837
Social security costs	114,389	85,638
Pension costs	63,215	67,146
Termination payments	-	2,500
	<hr/>	<hr/>
	2,035,299	1,610,121
	<hr/> <hr/>	<hr/> <hr/>

No employee received remuneration of more than £60,000 in the period (2020 – nil).

**Defined contribution pension scheme**

The company operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the company to the scheme and amounted to £63,215 (2020 - £67,146).

Contributions totalling £8,155 (2020 - £7,479) were payable to the scheme at the end of the period and are included in creditors.

**Key management personnel**

The key management personnel of the charity are considered to be the Chief Executive and the Charity Director. The total costs to the charity of employee benefits for the key management personnel were £122,699 (2020: £125,019).

**8 Tangible fixed assets**

	<b>Leasehold Land &amp; Buildings £</b>	<b>Freehold Land &amp; Buildings £</b>	<b>Fixtures Fittings &amp; Equipment £</b>	<b>Office Equipment £</b>	<b>Motor Vehicles £</b>	<b>Total £</b>
<b>Cost</b>						
At 1 April 2020	255,335	1,142,909	111,683	37,221	139,867	1,687,015
Additions	-	-	8,460	15,680	17,525	41,665
At 31 March 2021	255,335	1,142,909	120,143	52,901	157,392	1,728,680
<b>Depreciation</b>						
At 1 April 2020	850	320,529	74,928	32,153	115,979	544,439
Charge for the year	850	22,258	16,014	7,559	13,698	60,379
At 31 March 2021	1,700	342,787	90,942	39,712	129,677	604,818
<b>Net book value</b>						
At 31 March 2021	253,635	800,122	29,201	13,189	27,715	1,123,862
At 31 March 2020	254,485	822,380	36,755	5,068	23,888	1,142,576

Freehold land and buildings include land donated by Dartington Hall Trust and Devon County Council. This land was valued at £30,000 by the Trustees during the year ended 31 December 1998 as an estimate of its market value and is not depreciated.

Leasehold land and buildings comprises land held under a 300 year lease.

**9 Debtors**

	<b>2021 £</b>	<b>2020 £</b>
Trade debtors-fees receivable	206,442	157,491
Other debtors and prepayments	51,027	38,823
	257,469	196,314

**10 Creditors: Amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	17,372	22,274
Other creditors	154,293	126,938
Accruals	33,223	6,780
Taxation and social security	99,752	61,767
	<hr/>	<hr/>
	304,640	217,759
	<hr/> <hr/>	<hr/> <hr/>

At the balance sheet date, the charity was holding no funds received in advance (2020: none).

**11 Summary of movement in funds**

	Opening Balance 01.04.20 £	Income £	Expenditure £	Transfers £	Closing Balance 31.03.21 £
<b>2021</b>					
<b>Restricted funds</b>					
Community					
Projects Development	33,000	94,254	(150,854)	36,171	12,571
BBC CIN	-	42,626	(42,626)	-	-
The National Lottery					
Community Fund	-	38,723	(38,723)	-	-
Lottery- Awards for all	5,000	9,976	(5,000)	-	9,976
Claire Milne Trust	-	7,500	(6,206)	-	1,294
<b>Total Restricted funds</b>	<b>38,000</b>	<b>193,079</b>	<b>(243,409)</b>	<b>36,171</b>	<b>23,841</b>
<b>Unrestricted funds</b>					
<u>Designated:</u>					
Robins respite centre	546,606	-	-	(15,190)	531,416
Sesame	275,172	-	-	(7,055)	268,117
Other fixed assets	320,798	-	-	3,531	324,329
Premises fund	120,000	-	-	(100,000)	20,000
Development plan 21/22	-	-	-	49,200	49,200
Vehicle acquisition	40,000	-	-	10,000	50,000
IT Systems	-	-	-	25,000	25,000
Replacements	-	-	-	10,000	10,000
Operational reserve	900,000	-	-	77,380	977,380
	<b>2,202,576</b>	<b>-</b>	<b>-</b>	<b>52,866</b>	<b>2,255,442</b>
<u>General</u>	<b>57,158</b>	<b>2,617,759</b>	<b>(2,539,847)</b>	<b>(89,037)</b>	<b>46,033</b>
<b>Total Unrestricted funds</b>	<b>2,259,734</b>	<b>2,617,759</b>	<b>(2,539,847)</b>	<b>(36,171)</b>	<b>2,301,475</b>
<b>Total funds</b>	<b>2,297,734</b>	<b>2,810,838</b>	<b>(2,783,256)</b>	<b>-</b>	<b>2,325,316</b>

**11 Summary of movement in funds (continued)**

<b>2020</b>	<b>Opening Balance 01.04.19 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Closing Balance 31.03.20 £</b>
<b>Restricted funds</b>					
Community					
Projects Development	-	160,763	(154,730)	26,967	33,000
Extraordinary Young People	40,000	-	(40,000)	-	-
Morrisons Foundation	9,739	-	(9,739)	-	-
BBC CIN	-	37,990	(37,990)	-	-
Lottery- Awards for all	-	10,000	(5,000)	-	5,000
The Arts Council	-	17,200	(17,200)	-	-
Daytrippers	-	10,000	(10,000)	-	-
<b>Total Restricted funds</b>	<b>49,739</b>	<b>235,953</b>	<b>(274,659)</b>	<b>26,967</b>	<b>38,000</b>
<b>Unrestricted funds</b>					
<u>Designated:</u>					
Robins respite centre	498,926	-	-	47,680	546,606
Sesame	282,227	-	-	(7,055)	275,172
Other fixed assets	340,252	-	-	(19,454)	320,798
Premises fund	49,500	-	-	70,500	120,000
Vehicle acquisition	-	-	-	40,000	40,000
Operational reserve	800,000	-	-	100,000	900,000
	<b>1,970,905</b>	<b>-</b>	<b>-</b>	<b>231,671</b>	<b>2,202,576</b>
<u>General</u>	<b>134,246</b>	<b>2,501,423</b>	<b>(2,319,873)</b>	<b>(258,638)</b>	<b>57,158</b>
<b>Total Unrestricted funds</b>	<b>2,105,151</b>	<b>2,501,423</b>	<b>(2,319,873)</b>	<b>(26,967)</b>	<b>2,259,734</b>
<b>Total funds</b>	<b>2,154,890</b>	<b>2,737,376</b>	<b>(2,594,532)</b>	<b>-</b>	<b>2,297,734</b>

## **11 Summary of movement in funds (continued)**

The restricted funds are:

- Community Projects Development is for the delivery of the Branchline Partnership Project funded by small grants.
- Extraordinary Young People is funding provided by the Sobell Foundation towards a new project entitled 'Extraordinary Young People' launched in June 2018.
- Morrisons Foundation is funding received towards the purchase of Breaking the Barrier bikes for the monthly cycle.
- BBC CIN has been received towards the Young Volunteers project to fund a Volunteers Coordinator, two Young Volunteer Support Workers and funding for recruitment and training.
- Lottery- Awards for all funding was received towards the Holiday Project.
- The Arts Council funding was restricted for the Ordinary Arts Project and Festival.
- Day Trippers funding was restricted for Breaking the Barrier Legacy Project involving Young Volunteers.
- The National Lottery Community Fund is funding towards Safe Space, Youth Group and Holiday Bubbles
- Claire Milne Trust is funding towards activities within the Community Programmes.

The designated funds are:

- The Respite Centre designated fund represents the net book value of the freehold property for the Respite Centre.
- The Sesame designated fund represents the net book value of the freehold property for Sesame.
- The Other Fixed Assets designated fund from the general fund represents the net book value of the other fixed assets held.
- The Premises fund is for property maintenance.
- The vehicle acquisition fund sets aside funds to fulfil vehicle replacements.
- The Operational reserve designated funds sets aside funds which approximate to 4 months running costs for the charity, as described in the Trustees Report. This ensures that the Charity will be able to continue to meet liabilities as they fall due, and allow for better financial planning.
- Development plan 21/22 is designated funds towards Stakeholder engagement and Digital fundraising and Communications Office role.
- IT Systems and Replacement funds sets aside funds to fulfil capital requirements; i.e. modernisation of property, and replacements of specialist equipment, vehicles, IT and furnishings.

The unrestricted general fund consists of funds which the charity may use for its charitable purposes at its discretion.

## 12 Analysis of assets between funds

	Unres- tricted £	Res- tricted £	2021 Total £	Unres- tricted £	Res- tricted £	2020 Total £
Tangible fixed assets	1,123,862	-	1,123,862	1,142,576	-	1,142,576
Current assets	1,177,613	23,841	1,201,454	1,117,158	38,000	1,155,158
	<u>2,301,475</u>	<u>23,841</u>	<u>2,325,316</u>	<u>2,259,734</u>	<u>38,000</u>	<u>2,297,734</u>

## 13 Financial commitments

At 31 March 2021 the charity was committed to making the following future minimum rental payments under non-cancellable leases as follows:

	2021 £	2020 £
<u>Operating leases:</u>		
Premises:		
Within one year	72,283	70,271
2-5 years	46,541	48,134
	<u>118,824</u>	<u>118,405</u>



**14 Financial instruments**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Financial assets that are debt instruments measured at amortised cost	1,460,145	1,360,804
	<u>1,460,145</u>	<u>1,360,804</u>
	<u><u>1,460,145</u></u>	<u><u>1,360,804</u></u>
Financial liabilities measured at amortised cost	189,235	155,992
	<u>189,235</u>	<u>155,992</u>
	<u><u>189,235</u></u>	<u><u>155,992</u></u>

	<b>Income</b>	<b>Expense</b>	<b>Net gains</b>	<b>Net losses</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2021</b>				
Financial assets measured at amortised cost	-	-	-	-
Financial liabilities measured at amortised cost	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>2020</b>				
Financial assets measured at amortised cost	-	-	-	-
Financial liabilities measured at amortised cost	-	505	-	-
	<u>-</u>	<u>505</u>	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>505</u></u>	<u><u>-</u></u>	<u><u>-</u></u>