

Registered charity number: 1058584

Spruse Stevenage Reuse Scheme
Report of the trustees,
and unaudited financial statements
for the year ended
31 March 2021

Coulman Scott LLP
20-22 Wenlock Road, London, N1 7GU

Spruse Stevenage Reuse Scheme
Unaudited Financial Statements
Year Ended 31 March 2021

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Report of the Trustees
For the year ended 31 March 2021
Spruse Stevenage Reuse Scheme

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' effective from January 2015.

Reference and administrative details

Registered Charity number: 1058584

Principal address:
2-4 Willows Link
Stevenage
Hertfordshire
SG2 8AR

Trustees:
David Kissane
Richard Brooks (Chair)
Jenny Wilson (Secretary)
Lorraine Bell (Vice Chair)
June Pease (Treasurer) (Resigned October 2020)
Patricia Onya (Elected November 2020)
Jacek Swoboda (Elected November 2020)

Independent Examiner:
Shelley Coulman FMAAT FCCA
Coulman Scott LLP
20-22 Wenlock Road
London
N1 7GU

Report of the Trustees (continued)
For the year ended 31 March 2021
Spruse Stevenage Reuse Scheme

Structure, Governance and Management

The charity is controlled by its governing document, constitution, and constitutes an unincorporated charity. The trustees are elected by the membership at the AGM.

Spruse Stevenage Reuse Scheme (the Scheme) is administered and managed by the members of the Executive Committee which in addition to the officers and trustees includes advisers from relevant interested organisations in the community.

Objectives and activities

The objective of Spruse (the Scheme) is to support all residents in Stevenage who are on a low income or in conditions of need by the provision of furniture, electrical white goods and other household accessories to reduce debt, hardship or distress. The scheme also works alongside other agencies helping them to support their clients.

The Scheme was established with the aim of supporting Stevenage residents by making available to them good quality, affordable furniture and large electrical items for a low handling charge. The Scheme continues to provide this unique service by collecting and delivering free of charge suitable items, displaying them in the Scheme's shop and making them available to both the general public and those on a low income at an affordable handling charge. Those on a proven low income pay a discounted price and approximately 80% of our sales were made to such customers.

Additionally, the Scheme helps to protect the environment by promoting reuse of furniture and electrical items which otherwise are very likely to go to landfill. Donors often comment that this is the only sustainable and affordable alternative to disposing of items that are no longer wanted and our members say that they do not know what they would do without the Scheme.

In carrying out these activities the trustees confirm adherence with the Charity Commission's guidance on public benefit activities.

Report of the Trustees (continued)
For the year ended 31 March 2021
Spruse Stevenage Reuse Scheme

In common with other charities and businesses this has been a particularly challenging year for the scheme due to the restrictions and lockdowns imposed by the government due to the Covid19 pandemic. The scheme was closed at the end of March 2020 and re-opened mid June 2020, when it operated on a reduced scale opening only four days a week instead of the previous six, closed again in November and then again in December until June 2021. Throughout this time the scheme was able to continue paying all members of staff their full wages being supported by the government furlough scheme and grants from Stevenage Borough Council. The scheme has also during this time continued to support referrals from Stevenage Community Trust by providing items to people in immediate need, which has also provided an additional source of income.


As always none of this would be possible without the efforts of the staff and volunteers who once again have contributed so much of their time and effort. Regretfully, a few volunteers have not felt able to carry on and new volunteers are still actively sought. Two new trustees also joined the scheme at the AGM in November and are making a positive contribution.

Reserves Policy

Spruse Stevenage Reuse Scheme reserves policy is in place to protect relevant parties in the unlikely event that the scheme's income reduces, and the scheme is unable to continue.

Risk management

The trustees have a duty to identify and review risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

A handwritten signature in black ink, appearing to read 'R. Brooks', is enclosed within a blue rectangular border with small circular handles at the corners and midpoints of the sides.

On Behalf of the Board:
Richard Brooks (Chair)

Date: 30/09/2021

Independent Examiners report to the trustees of
Spruse Stevenage Reuse Scheme.

I report on the accounts for the year ended 31 March 2021 set out on pages 8 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view ' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

The charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians (ACCA).

I have completed my examination. I confirm that no matter has come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

Independent Examiners report to the trustees of
Spruse Stevenage Reuse Scheme. (continued)

- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination

I have no material concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached. The trustees continue to work on control weaknesses.



Shelley Coulman FCCA FMAAT
Coulman Scott LLP
The Maytrees
20-22 Wenlock Road
London
N1 7GU

Date: 30/09/2021

Statement of financial Activities
For the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
<u>Incoming resources</u>					
Incoming resources generated funds					
Voluntary Income	3	18	21,386	21,404	4,516
Activities for generating funds	3	25,087	13,077	38,164	74,852
Investment Income	3	7	-	7	18
COVID Grant income	3	21,590	23,537	45,128	-
Total Incoming resources		46,702	58,000	104,702	79,386
<u>Resources expended</u>					
Costs of generating funds					
Fundraising trading: costs of goods sold and other costs	5	(12,501)	(58,000)	(70,501)	(73,179)
Net Incoming / (Outcoming) resources		34,201	-	34,201	6,207
<u>Reconciliation of funds</u>					
Total funds brought forward	13	17,229	290	17,519	11,312
Transfer between funds	13	-	-	-	-
Total funds carried forward		51,430	290	51,720	17,519

Spruse Stevenage Reuse Scheme
Unaudited Financial Statements
Year Ended 31 March 2021

Balance Sheet

As at 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
<u>Fixed Assets</u>					
Tangible Fixed Assets	8	19,838	-	19,838	21,681
<u>Current Assets</u>					
Trade Debtors	9	-	-	-	-
Prepayments	9	145	-	145	324
Cash at bank and in hand	12	32,402	290	32,692	16,346
Total current assets		32,547	290	32,837	16,670
<u>Current Liabilities</u>					
Creditors amounts due within one year	10	955	-	955	6,293
Total assets less current liabilities		51,430	290	51,720	10,377
<u>Liabilities more than one year</u>					
Creditors amounts due after one year	11	-	-	-	14,539
Net assets		51,430	290	51,720	17,519
<u>Funds</u>					
Unrestricted funds	13	51,430		51,430	17,229
Restricted funds	13		290	290	290
Total funds		51,430	290	51,720	17,519

Notes to the financial statements
For the year ended 31 March 2021

1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. They have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities, Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS102.

1.2 Going Concern

The trustees deem the charity to be a going concern for the next twelve months and will continue to monitor this.

2 Accounting Policies

2.1 Recognition of income

All income is included within the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

Trading income is recognised at point of sale for both donated and purchased goods.

The charity has the use of two building in which they are not charged rent and claim for an exemption for rates, these are treated as donation of services and facilities and are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

Accounting Policies (continued)

2.2 Expenditure and liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

2.3 Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	10% on cost
Plant and Machinery	20% on cost
Motor vehicles	20% on cost
Office Equipment & IT	33.33% on cost
Fixtures & Fittings	25% on cost

2.4 Taxation

The charity is exempt from tax on its charitable activities.

2.5 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purpose.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2.6 Reserves Policy

Spruse Stevenage Reuse Scheme reserves policy aims to keep designated funds at a level equal to three months budgeted expenditure with an aim of not falling below six week's budgeted expenditure.

3 Analysis of Income

	Unrestricted funds	Restricted income funds	2021 Total Funds	2020 Total Funds
	£	£	£	£
<u>Donations and legacies</u>				
Donations and Gifts	18	-	18	164
General grants	-	21,386	21,386	4,352
COVID Related Grants	21,590	23,537	45,127	
Donated facilities and services	-	13,077	13,077	13,078
Total	21,608	58,000	79,608	17,594
<u>Other trading activities</u>				
Trading Income	25,087	-	25,087	61,774
<u>Investment income</u>				
Interest income	7	-	7	18
Total Income	46,702	58,000	104,702	79,386

4 Donated goods, facilities and services

	2021	2020
	£	£
Use of property Rent	10,600	10,600
Rates (Discretionary Charitable relief)	2,579	2,579
Total	13,078	13,078

The scheme run from two units of which no rent is charged, and they take charitable relief and discretionary relief from the rates. This is being treated as a gift in kind.

Donations of services and facilities and are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

Donations by way of unpaid volunteers are not recognised in the accounts.

5 Analysis of expenditure

	Unrestricted funds	Restricted funds	2021	2020
	£	£	£	£
<u>Expenditure on raising funds</u>				
Support Costs	12,501	58,000	70,501	73,179
Total	12,501	58,000	70,501	73,179

6 Details of items of expenditure

	2021	2020
	£	£
<u>Fees for the examination of the accounts</u>		
Independent Examiner's Fee	450	450

7 Paid employees

7.1 Staff costs

	2021	2020
	£	£
Salaries and wages	41,512	41,702
Total staff costs	41,512	41,702

No employees received emoluments in excess of £60,000. (2020: none)

7.2 Average headcount in the year

The average number of employees during the year was as follows

	2021	2020
Support staff	4	4

7.3 Ex gratia payments to employees and others

There were no termination payments were made during the year (2020: £Nil).

8 Tangible fixed assets

	Fixtures & Fittings	Plant and Machiner y	Motor Vehicles	Totals
	£	£	£	£
<u>Cost</u>				
At 1 April 2020	20,873	2,892	19,798	43,563
Additions	130	3,258	-	3,388
Disposals	-	-	-	-
At 31 March 2020	21,003	6,150	19,798	46,951
<u>Depreciation</u>				
At 1 April 2019	18,677	2,793	412	21,882
Depreciation charge for the year	795	476	3,960	5,231
Depreciation eliminated on disposal	-	-	-	-
At 31 March 2020	19,472	3,269	4,372	27,113
<u>Net book value</u>				
At 31 March 2021	1,531	2,881	15,426	19,838
At 1 April 2020	2,196	99	19,386	21,681

During the year an activity was undertaken to review the fixed asset register. Assets that were no longer in use or of any value have been removed from the register.

9 Debtors and prepayments

	2021	2020
Trade Debtors	-	-
Prepayments	145	324
Total Debtors	145	324

10 Creditors and accruals due less than 1 year

	2021	2020
HMRC	-	-
Other creditors	955	6,293
Total creditors	955	6,293

11 Creditors and accruals due more than 1 year

	2021	2020
Other creditors	-	14,539
Total creditors	-	14,539

12 Cash at bank and in hand

	2021	2020
Cash at bank and in hand restricted	290	290
Cash at bank and in hand unrestricted	32,402	16,056
Total cash at bank and in hand	32,692	16,346

13 Post balance sheet events

The charity as with all retail business' were forced to close in March 2020 and a further extensive lockdown in 2021 due to COVID-19 this has had an impact on the operations and the 2021 performance however the charity is well placed to recover and is operating within government guidelines.

14 Movement in funds

	At 31.03.20 £	Net movement in funds £	At 31.03.21 £
<u>Unrestricted funds</u>			
General fund	17,229	34,201	51,430
<u>Restricted funds</u>			
White Stuff	290	-	290
Foundation			
Hertfordshire County Council			
Stevenage Borough Council	-	-	-
	290	-	290
	17,519	34,201	51,720

Net movement in funds, included in the above are as follows:

Transfer of schemed designated funds incorrectly classified as restricted funds.

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	46,702	(12,501)	34,201
Restricted funds	58,000	(58,000)	(-)
	104,702	(70,501)	34,201

A grant of £2,000 was received in the year from Hertfordshire County Council for the re-branding of which was expended in the year.

Donated goods, facilities and services (see note 4) totally £13,078 have been included within restricted funds.

During the year, £23,537 was received in respect of the Government's Job Retention Scheme.

15 Transactions with trustees and related parties

15.1 Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2021. (2020: None).

15.2 Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021. (2020: None).

15.3 Transactions with related parties

There has been no related party transaction in the reporting period (2020: None).

Detailed statement of financial activities for the year ended 31 March 2021

	2021	2020
	£	£
<u>Incoming resources</u>		
<u>Voluntary income</u>		
Donations	18	164
Grants	21,386	4,352
Rents and Rates in kind (SBC)	13,077	13,078
COVID Grants	45,127	
<u>Activities for generating finds</u>		
Shop income	25,087	61,774
<u>Investment income</u>		
Deposit account interest	7	18
Total incoming resources	104,702	61,792
<u>Resources expended Support Costs</u>		
Wages	41,512	41,703
Insurance	2,480	1,681
Light and heat	1,339	2,015
Telephone and Internet	601	661
Printing, Postage and stationery	66	293
Sundries	295	450
Rent and Rates	13,078	13,202
Vehicle running costs	2,644	4,057
Volunteer costs and canteen	1,744	1,834
Entertaining	-	336
Training and SFRS events	-	4,875
IT costs	124	100
Water	25	97
Subscriptions	-	-
Accountancy	480	480
Consultancy and professional fees	672	555
Property related costs	-	442
Bank Charges and interest	210	660
Profit on sale of asset	-	(800)
Depreciation	5,231	538
Total resources expended	71,554	73,179
Net income/(expenditure)	70,501	6,207