

Registered charity number: 1058584

Spruse Stevenage Reuse Scheme
Report of the trustees,
and unaudited financial statements
for the year ended
31 March 2022

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

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Report of the Trustees

For the year ended 31 March 2022

Spruse Stevenage Reuse Scheme

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. 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)

Peter Sharp (Appointed 20 October 2021)

Christopher Clark (Appointed 20 October 2021)

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 2022
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 2022

Spruse Stevenage Reuse Scheme

Once again this has been a challenging year for the Scheme as due to the continuing covid 19 pandemic it was closed from January 2021 and with phased lifting of lockdown restrictions was fully open by June 2021. Financial support was again received during this time from the Government furlough scheme and grants from Stevenage Borough Council which was a much-needed resource and enabled the Scheme to continue to provide its essential service to the Stevenage community.

Discussions started in February on the question of changing the charitable status from an unincorporated association to an incorporated association, with the subsequent change of liability for the trustees. This was agreed in principle subject to research into the processes involved and the costs which may be incurred if legal advice is necessary. This issue is still ongoing.

As always, the Scheme is only able to continue to provide the service by the efforts of the staff and volunteers who contribute so much of their time and effort. Thanks go to everyone who has been involved during this difficult time in continuing to keep the Scheme running. Regrettably, some volunteers have again not felt able to carry on during this period but new volunteers continue to be recruited and the Scheme has been able to offer paid employment to one volunteer.

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.

On Behalf of the Board:
Richard Brooks (Chair)

A handwritten signature in blue ink, appearing to read 'R-J Brooks', is written over the printed name of the Chair.

Date: 16/11/2022

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

I report on the accounts for the year ended 31 March 2022 set out on pages 8 to 17.

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 are provided with details of control weakness' to support them in continuous improvements.



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

Date: 16/11/2022

Statement of financial Activities

For the year ended 31 March 2022

		Unrestricted	Restricted	2022	2021
	Notes	Funds	Funds	Total	Total
		£	£	Funds	Funds
				£	£
<u>Incoming resources</u>					
Incoming resources generated funds					
Voluntary Income	3	78	12,244	12,322	42,994
Activities for generating funds	3	70,953	17,326	88,273	61,701
Investment Income	3	3	-	3	7
Total Incoming resources		71,034	29,570	100,604	104,702
<u>Resources expended</u>					
Costs of generating funds					
Fundraising trading: costs of goods sold and other costs	5	(53,910)	(29,570)	(83,480)	(71,554)
Net Incoming / (Outcoming) resources		17,124	-	17,124	33,148
<u>Reconciliation of funds</u>					
Total funds brought forward	13	50,377	290	50,667	17,519
Transfer between funds	13	-	-	-	-
Total funds carried forward		67,501	290	67,791	50,667

Spruse Stevenage Reuse Scheme
Unaudited Financial Statements
Year Ended 31 March 2022

Balance Sheet

As at 31 March 2022

		Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
	Notes				
<u>Fixed Assets</u>					
Tangible Fixed Assets	8	13,830	-	13,830	18,848
<u>Current Assets</u>					
Trade Debtors	9	769	-	769	-
Prepayments	9	443	-	443	145
Cash at bank and in hand	11	53,250	290	53,540	32,856
Total current assets		54,462	290	54,752	33,001
<u>Current Liabilities</u>					
Creditors amounts due within one year	10	791	-	791	1,182
Total assets less current liabilities		53,671	290	53,961	31,819
Net assets		67,501	290	67,791	50,667
<u>Funds</u>					
Unrestricted funds	12	67,501		67,501	50,377
Restricted funds	12		290	290	290
Total funds		67,501	290	67,791	50,667

Notes to the financial statements

For the year ended 31 March 2022

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.

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

			2022	2021
	Unrestricted funds	Restricted income funds	Total Funds	Total Funds
	£	£	£	£
<u>Donations and legacies</u>				
Donations and Gifts	78	-	78	18
General grants	-	16,492	16,492	42,976
Donated facilities and services	-	13,078	13,078	13,078
Total	78	29,570	29,570	56,072
<u>Other trading activities</u>				
Trading Income	70,953	-	70,953	25,087
<u>Investment income</u>				
Interest income	3	-	3	7
Total Income	71,034	29,570	100,604	81,166

4 Donated goods, facilities and services

	2022	2021
	£	£
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	2022	2021
	£	£	£	£
<u>Expenditure on raising funds</u>				
Support Costs	53,911	29,570	83,481	48,018
Total	53,911	29,570	83,481	48,018

6 Details of items of expenditure

	2022	2021
<u>Fees for the examination of the accounts</u>	£	£
Independent Examiner's Fee	600	480

7 Paid employees

7.1 Staff costs

	2022	2021
	£	£
Salaries and wages	49,847	41,512
Total staff costs	49,847	41,512

No employees received emoluments in excess of £60,000. (2021: none)

7.2 Average headcount in the year

The average number of employees during the year was as follows

	2022	2021
Support staff	5	4

7.3 Ex gratia payments to employees and others

There were no termination payments were made during the year (2021: £Nil).

8 Tangible fixed assets

	Fixtures & Fittings £	Plant and Machinery £	Motor Vehicles £	Totals £
<u>Cost</u>				
At 1 April 2021	21,003	6,150	19,798	46,951
Additions	824	247	-	1,072
Disposals	-	-	-	-
At 31 March 2022	21,827	6,397	19,798	48,023
<u>Depreciation</u>				
At 1 April 2021	19,472	3,269	5,362	28,103
Depreciation charge for the year	960	1,169	3,960	6,089
Depreciation eliminated on disposal	-	-	-	-
At 31 March 2022	20,432	4,438	9,322	34,192
<u>Net book value</u>				
At 31 March 2022	1,395	1,959	10,476	13,830
At 1 April 2021	1,531	2,881	14,436	18,848

9 Debtors and prepayments

	2022	2021
Trade Debtors	769	-
Prepayments	443	145
Total Debtors	1,212	145

10 Creditors and accruals due less than 1 year

	2022	2021
HMRC	-	-
Other creditors	792	1,182
Total creditors	792	1,182

11 Cash at bank and in hand

	2022	2021
Cash at bank and in hand restricted	290	290
Cash at bank and in hand unrestricted	53,250	32,566
Total cash at bank and in hand	53,540	32,856

12 Movement in funds

	At 31.03.21 £	Net movement in funds £	At 31.03.21 £
<u>Unrestricted funds</u>			
General fund	50,377	17,124	67,501
<u>Restricted funds</u>			
White Stuff Foundation	290	-	290
	290	-	290
	50,667	17,124	67,791

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	71,034	(53,910)	17,124
Restricted funds	29,570	(29,570)	(-)
	100,604	(83,480)	17,124

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

Grants were received of £12,244 to support the business through the COVID 19 Pandemic.

During the year, £4,248 (2020: £23,537) was received in respect of the Government's Job Retention Scheme.

13 Transactions with trustees and related parties

13.1 Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2022. (2021: None).

13.2 Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022. (2021: None).

13.3 Transactions with related parties

There has been no related party transaction in the reporting period (2021: None).

Detailed statement of financial activities for the year ended 31 March 2022

	2022	2021
	£	£
<u>Incoming resources</u>		
<u>Voluntary income</u>		
Donations	78	18
Grants	16,492	66,512
Rents and Rates in kind (SBC)	13,078	13,078
<u>Activities for generating funds</u>		
Shop income	70,953	25,087
<u>Investment income</u>		
Deposit account interest	3	7
Total incoming resources	100,604	104,702
<u>Resources expended Support Costs</u>		
Distribution expenses	1,279	-
Wages	49,847	41,512
Clothing Costs	414	-
Insurance	2,635	2,480
Light and heat	705	1,396
Telephone and Internet	623	601
Printing, Postage and stationery	147	66
Sundries	4	301
Rent and Rates	13,078	13,078
Premises Costs	97	-
Vehicle running costs	3,778	2,644
Volunteer costs and canteen	2,194	1,600
IT costs	146	124
Water	202	25
Accountancy	673	480
Consultancy and professional fees	761	816
Bank Charges and interest	808	210
Depreciation	6,089	6,221
Total resources expended	83,480	71,554
Net income/(expenditure)	17,124	33,148