

Registered charity number: 1058584

Spruse Stevenage Reuse Scheme  
Report of the trustees,  
and unaudited financial statements  
for the year ended  
31 March 2023

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

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Report of the Trustees

For the year ended 31 March 2023

Spruse Stevenage Reuse Scheme

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. 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)

Lorraine Bell (Vice Chair) Resigned September 2022

Jenny Wilson (Secretary)

Peter Sharp

Christopher Clark

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 2023  
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 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 passing them on to anyone. Those on a proven low income pay a discounted price and approximately 80% of sales were made to such customers.

Additionally, the scheme helps to protect the environment by promoting reuse of items which otherwise are very likely to go to landfill. Donors often comment that this is the only sustainable and affordable to disposing of items that are no longer wanted and customers say that they do not know what they would do without the services of 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 2023

Spruse Stevenage Reuse Scheme

Once again, Spruse is only able to continue to provide its much-needed services by the highly valued efforts of dedicated staff and volunteers who continue to contribute so much of their time and energy. Without their efforts the scheme would be unable to carry on and as always, thanks go to everyone who has been involved in allowing the scheme to keep running. Unfortunately, some volunteers have not been able to continue and have left the scheme, one to pursue paid employment, but new volunteers continue to be recruited and the scheme has been able to continue to offer paid employment to one individual.

After many discussions and employing the initial services of a qualified solicitor it was decided not to proceed with the change of charitable status from an unincorporated charity to an incorporated charity and the subsequent formalities as it was felt the existing provisions in the unlikely event of the charity having to be dissolved were satisfactory. As a result of this decision, the vice-chair resigned in September and was not replaced.

In December, a donation of £500 in food and £250 in toys was made to the Food Shed and the Toy shed respectively. The scheme continues to donate various baby and child items to this charity. Additionally, a donation was gratefully received from the Lions Club Stevenage.

In January, the scheme featured briefly on the BBC "Morning Live" program as part of their campaign to provide beds for children who needed them. It was hoped this would raise the profile of the scheme and increase donations and usage, as the scheme was subsequently included in the BBC's charity website.

The scheme also attended two awareness events, the first organised by a local business in conjunction with other Stevenage charities and the second at Stevenage library, both to help promote the scheme and attract new customers and volunteers.

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.



Report of the Trustees (continued)  
For the year ended 31 March 2023  
Spruse Stevenage Reuse Scheme

Report of the Trustees (continued)  
For the year ended 31 March 2023  
Spruse Stevenage Reuse Scheme

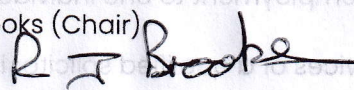
Risk management

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)

Date: 13-09-2023



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.

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

I report on the accounts for the year ended 31 March 2023 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 Certified Chartered Accountant (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  
20-22 Wenlock Road  
London  
N1 7GU

Date: 13 September 2023



Statement of financial Activities

For the year ended 31 March 2023

		Unrestricted	Restricted	2023	2022
		Funds	Funds	Total	Total
	Notes	£	£	Funds	Funds
				£	£
<u>Incoming resources</u>					
Incoming resources generated funds					
Voluntary Income	3	7,561	-	7,561	12,322
Activities for generating funds	3	95,691	13,078	108,769	88,273
Investment Income	3	129	-	129	3
Total Incoming resources		103,381	13,078	116,459	100,604
<u>Resources expended</u>					
Costs of generating funds					
Fundraising trading: costs of goods sold and other costs	5	94,287	13,078	107,365	(83,480)
Net Incoming / (Outcoming) resources		9,094	-	9,094	17,124
<u>Reconciliation of funds</u>					
Total funds brought forward	13	67,501	290	67,791	50,667
Transfer between funds	13	-	-	-	-
Total funds carried forward		76,595	290	76,885	67,791

Spruse Stevenage Reuse Scheme  
Unaudited Financial Statements  
Year Ended 31 March 2023

Balance Sheet

As at 31 March 2023

		Unrestricted	Restricted	2023	2022
		Funds	Funds	Total	Total
	Notes	£	£	Funds	Funds
				£	£
<u>Fixed Assets</u>					
Tangible Fixed Assets	8	7,748	-	7,748	13,830
<u>Current Assets</u>					
Trade Debtors	9	693	-	693	769
Prepayments & Accrued Income	9	1,747	-	1,747	443
Cash at bank and in hand	11	67,404	290	67,694	53,540
Total current assets		69,844	290	70,134	54,752
<u>Current Liabilities</u>					
Creditors amounts due within one year	10	997	-	997	791
Total current assets less current liabilities		68,847	290	69,137	53,961
Net assets		76,595	290	76,885	67,791
<u>Funds</u>					
Unrestricted funds	12	76,595		76,595	67,501
Restricted funds	12		290	290	290
Total funds		76,595	290	76,885	67,791

## Notes to the financial statements

For the year ended 31 March 2023

# 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

			2023	2022
	Unrestricted funds	Restricted income funds	Total Funds	Total Funds
	£	£	£	£
<u>Donations and legacies</u>				
Donations and Gifts	6,791	-	6,791	78
General grants	-	-	-	16,492
Donated facilities and services	-	13,078	13,078	13,078
Total	6,791	13,078	19,869	29,570
<u>Other trading activities</u>				
Trading Income	96,461	-	94,461	70,953
<u>Investment income</u>				
Interest income	129	-	129	3
Total Income	103,381	13,078	116,459	100,604

## 4 Donated goods, facilities and services

	2023	2022
	£	£
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	2023	2022
<u>Expenditure on raising funds</u>	£	£	£	£
Support Costs	94,287	13,078	107,365	83,481
Total	94,287	13,078	107,365	83,481

## 6 Details of items of expenditure

	2023	2022
<u>Fees for the examination of the accounts</u>	£	£
Independent Examiner's Fee	600	600

## 7 Paid employees

### 7.1 Staff costs

	2023	2022
	£	£
Salaries and wages	63,958	49,847
Total staff costs	63,958	49,847

No employees received emoluments in excess of £60,000. (2022: none)

## 7.2 Average headcount in the year

The average number of employees during the year was as follows

	2023	2022
Support staff	5	5

## 7.3 Ex gratia payments to employees and others

There were no termination payments were made during the year (2022: £Nil).

## 8 Tangible fixed assets

	Fixtures & Fittings £	Plant and Machinery £	Motor Vehicles £	Totals £
<u>Cost</u>				
At 1 April 2022	21,827	6,397	19,798	48,023
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2023	21,827	6,397	19,798	48,023
<u>Depreciation</u>				
At 1 April 2022	20,432	4,438	9,322	34,192
Depreciation charge for the year	1,126	996	3,960	5,086
Depreciation eliminated on disposal	-	-	-	-
At 31 March 2023	21,558	5,434	13,282	40,274
<u>Net book value</u>				
At 31 March 2023	269	963	6,516	7,748
At 1 April 2022	1,395	1,959	10,476	13,830

## 9 Debtors and prepayments

	2023	2022
Trade Debtors	693	769
Prepayments & Accrued Income	1,747	443
Total Debtors	2,440	1,212



## 10 Creditors and accruals due less than 1 year

	2023	2022
HMRC	-	-
Other creditors	997	792
Total creditors	997	792

## 11 Cash at bank and in hand

	2023	2022
Cash at bank and in hand restricted	290	290
Cash at bank and in hand unrestricted	67,404	53,250
Total cash at bank and in hand	67,694	53,540

## 12 Movement in funds

	At 31.03.22 £	Net movement in funds £	At 31.03.23 £
<u>Unrestricted funds</u>			
General fund	67,501	9,094	76,595
<u>Restricted funds</u>			
White Stuff Foundation	290	-	290
	290	-	290
	67,791	9,094	76,885

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	103,381	(94,287)	9,094
Restricted funds	13,078	(13,078)	(-)
	116,459	(107,365)	9,094

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

No Grants were received (2022: £12,244).

No funds were received under the governments job retention scheme (2022: £4,248).

## Transactions with trustees and related parties

### 12.1 Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2023. (2022: None).

### 12.2 Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023. (2022: None).

### 12.3 Transactions with related parties

There has been no related party transaction in the reporting period (2022: None).

Detailed statement of financial activities for the year ended 31 March 2023

	2023	2022
	£	£
<u>Incoming resources</u>		
<u>Voluntary income</u>		
Donations	6,791	78
Grants	-	16,492
Rents and Rates in kind (SBC)	13,078	13,078
<u>Activities for generating funds</u>		
Shop income	96,461	70,953
<u>Investment income</u>		
Deposit account interest	129	3
Total incoming resources	116,459	100,604
<u>Resources expended Support Costs</u>		
Distribution expenses	911	1,279
Wages	63,958	49,847
Training	138	
Clothing Costs	153	414
Insurance	2,935	2,635
Light and heat	2,595	705
Telephone and Internet	752	623
Printing, Postage and stationery	530	147
Sundries	18	4
Rent and Rates	13,078	13,078
Premises Costs	1,289	97
Vehicle running costs	6,825	3,778
Volunteer costs and canteen	2,538	2,194
IT costs	216	146
Water	175	202
Accountancy	1,664	673
Consultancy and professional fees	1,302	761
Subscriptions	133	-
Bank Charges and interest	1,297	808
Depreciation	6,081	6,089
Charitable Donation	777	-
Total resources expended	107,365	83,480
Net income/(expenditure)	9,094	17,124