

PAPER WORKS (HARROGATE) LIMITED

England & Wales · Charity number 1075963

Details

Other names	PAPERWORKS (HARROGATE) LIMITED
Status	Registered
Legal form	Charitable company
Company number	02895804
Registered	1999-06-11
Register	View on the Charity Commission register

Contact

Address	Paperworks (Harrogate) Ltd Unit 5 Prospect Park Limewood Approach Leeds LS14 1NG
Phone	01133236000
Email	ask@paperworks.org.uk
Website	www.paperworks.org.uk

Activities

Objects: THE RELIEF OF PERSONS WITH LEARNING AND OR PHYSICAL DISABILITIES IN ANY MANNER WHICH IS NOW OR HEREAFTER DEEMED CHARITABLE

Activities: To assist people with learning and/or physical disabilities through educational and vocational training to encourage and enable them to find gainful employment.

Classification

- **How:** Provides Services
- **What:** Education/training, Disability, Economic/community Development/employment
- **Who:** People With Disabilities

Geography

- Leeds City
- North Yorkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£464,637	£441,651	-	-
2024-03-31	£399,342	£359,150	-	-
2023-03-31	£350,617	£346,587	-	-
2022-03-31	£377,776	£356,363	-	-
2021-03-31	£366,862	£345,468	-	-

Trustees

Name	Role	Appointed
Hannah Catherine Varley-Fodden		2024-06-27
Lyndon Paul Cowling		2022-05-26
Martin Baum		2020-09-03
Sandra Helen Overfield		2020-09-03

PAPER WORKS (HARROGATE) LIMITED

England & Wales - Charity number 1075963

Accounts

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

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PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2025**

Trustees	Martin Baum Sandra Overfield Zahid Tarvaz (resigned 29 May 2025) Lyndon Cowling Hannah Varley-Fodden (appointed 27 June 2024)
Company registered number	02895804
Charity registered number	1075963
Registered office	Unit 5 Limewood Approach Leeds West Yorkshire LS14 1NG
Company secretary	Sandra Overfield
Chief executive officer	Jo Forsey
Accountants	Armstrong Watson LLP Chartered Accountants York House Northallerton North Yorkshire DL6 2XQ
Bankers	Lloyds Bank PLC 8-11 Cambridge Crescent Harrogate North Yorkshire HG1 1PQ

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

Review of 2024-2025

Paperworks continues to provide an excellent service to adults with physical and learning disabilities, autism and mental health issues, as witnessed by feedback from our funders, trainees and their families.

Trainees

The demand for our services is higher than ever, with referrals from a variety of sources including colleges, adult social care, GP's, families, occupational therapy and other clinicians. Our reputation is very high, and we are being referred cases which others are finding difficult to support. This requires additional training for staff and has also increased the number of safeguarding concerns. However, our support for all trainees remains of a high level and evidence shows trainees are thriving and developing.

This year we extended our target of trainee numbers from 25 to 27 per day and we have achieved this with a healthy waiting list every day. We are now full to our ideal capacity. To increase slightly more is possible based on adult to trainee ratios, however this may lead to additional behavioural issues, a cramped working environment and we would need to obtain a much higher level of commercial work.

Commercial Work

With this increased number of trainees, we also need to increase the level of commercial work. This year has been difficult as companies take more work in house as costs increase and we are also competing with a seamless service from design to shipping from China. In response we have had to restructure the commercial side of the organisation to be fit for purpose and to rethink how we market ourselves and what kind of customers we need to target. We have also made some changes to our shredding system and reviewed the commercial clients for viability. Despite these challenges our trainees have been kept busy with a good range of work.

Own Brand

During the year we launched our first Paperworks branded gift box - a Christmas box -and alongside this we registered the trademark of 'A Little Bird Told Me' in preparation for expanding our own brand offering. With funding from CABWI to support staffing, we have been able to develop another box with a view to launch in the second half of 2025. Trainees were at the heart of this from conception to research and design and this is ongoing.

Data Management

This year has seen a transformation in our data collection and storage systems. We had external support to scope, design and create a bespoke system which enabled us to gather all trainee and commercial information into one database instead of this all being in different types of documents with minimal reporting capabilities. We were also able to add more technology to trainees by digitalising the drinks list. This has saved time, automated processes such as commercial billing information, increased visibility and transparency and means we can report and add on as the need arises.

30th Birthday

In early 2024 we had our 30th birthday and in May we continued this celebration with a circus themed dinner with performances, dinner and dancing. This was a night trainees will not forget and was supported generously by donations which enabled us to add extras such as live circus performances. At the end of 2024 we also performed a Panto themed around Paperworks castle and the story of Paperworks over the years. This was well attended and received.

Staff and Students

Additional funding this year has enabled us to increase staffing into the training team so we are fully staffed to be able to support the complex needs we face every day but also ensure we can develop and grow individuals to their full potential.

We continue to have a range of students working with us to enhance their skills and education in the sector and have increased our numbers of occupational therapy students. Our reputation is high, and we have been told

PAPERWORKS (HARROGATE) LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

that we are one of the most popular placements for students which is a great honour for us.

In House Training

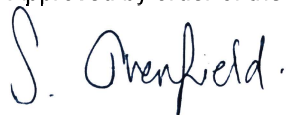
Our in-house training programme continues to excel with training being delivered every day including:

- Product development course funded by CABWI
- Digital skills courses funded by Groundwork to allow trainees to learn about podcasts and then deliver their own monthly podcast called 'Catch up and a Cuppa'. Guests were invited to talk from the local community, and this was a great success.
- Basic first aid and food hygiene delivered by external trainers
- Our successful wellbeing programme offering activities every day from crafts to mindfulness which have enhanced trainees' sense of wellbeing and positivity.

Objectives 2025/2026

- Increase the level and variety of commercial work in line with trainee numbers.
- Launch new products under our own brand.
- Increase commercial staff levels to ensure we can dedicate time to grow this side of the charity and market our services effectively.
- Identify and add projects and training courses to our offer to bridge gaps and fulfil identified needs of trainees.
- Review and streamline the shredding service and pricing systems.
- Create a business plan for the next 3 years to drive improvement and growth in the medium term.

Approved by order of the members of the board of Trustees and signed on their behalf by:



Sandra Overfield

Trustee

Date:

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2025

Independent examiner's report to the Trustees of Paperworks (Harrogate) Limited ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

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

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed: 

Dated: 20 June 2025

Helen Robinson

Armstrong Watson LLP
Northallerton

PAPERWORKS (HARROGATE) LIMITED
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025**

	Note	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £	<i>Total funds 2024 £</i>
Income from:					
Donations and grants	2	-	61,840	61,840	8,489
Charitable activities	3	-	399,443	399,443	381,253
Investments	4	-	938	938	647
Other income		-	2,416	2,416	8,953
Total income		-	464,637	464,637	399,342
Expenditure on:					
Charitable activities	5	1,458	440,193	441,651	360,608
Total expenditure		1,458	440,193	441,651	360,608
Net movement in funds		(1,458)	24,444	22,986	38,734
Reconciliation of funds:					
Total funds brought forward		8,752	126,343	135,095	96,361
Net movement in funds		(1,458)	24,444	22,986	38,734
Total funds carried forward		7,294	150,787	158,081	135,095

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 7 to 18 form part of these financial statements.

PAPERWORKS (HARROGATE) LIMITED

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REGISTERED NUMBER: 02895804

**BALANCE SHEET
AS AT 31 MARCH 2025**

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	9	11,121	10,032
		<u>11,121</u>	<u>10,032</u>
Current assets			
Debtors	10	45,398	71,694
Cash at bank and in hand		123,604	85,655
		<u>169,002</u>	<u>157,349</u>
Creditors: amounts falling due within one year	11	(22,042)	(32,286)
Net current assets		<u>146,960</u>	<u>125,063</u>
Total assets less current liabilities		<u>158,081</u>	<u>135,095</u>
Total net assets		<u>158,081</u>	<u>135,095</u>
Charity funds			
Restricted funds	12	7,294	8,752
Unrestricted funds	12	150,787	126,343
Total funds		<u>158,081</u>	<u>135,095</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

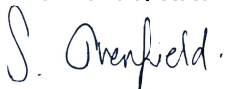
The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on _____ and signed on their behalf by:

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Sandra Overfield

Trustee

Date:

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Paperworks (Harrogate) 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.

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £1.

The exemption has been taken from preparing a cash flow statement on the grounds that the charity is a small charity.

The company is exempt from tax under Sections 466 to 493 Corporation Taxes Act 2010 as long as income is applied for charitable purposes only.

1.2 Going concern

The trustees have prepared a budget for the remainder of the 2025/26 financial year which shows that the budgeted income of the charity is expected to cover its costs, and this stability is expected to continue beyond the end of the 2026 financial year.

The Trustees have considered the level of uncertainty that exists and have concluded that the possibility that the charity cannot pay its debts as they fall due for a period of at least 12 months is remote, and accordingly that no material uncertainty over going concern exists.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1.

1.4 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants receivable are recognised in the statement of Financial Activities when receivable. Grants related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

Bank interest and all other income resources are included when receivable.

PAPERWORKS (HARROGATE) LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

Costs of generating funds include those of generating donations and fundraising activities.

Direct charitable expenditure included the direct costs of the activities and depreciation on related assets. Where such costs relate to more than one functional cost category, they have been split on either an estimated time or floor space, as appropriate.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity.

Costs of generating funds include those of generating donations and fundraising activities.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

1.6 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Long-term leasehold property	- over the period of the lease
Plant and machinery	- 25% straight line basis
Motor vehicles	- 20% straight line basis
Fixtures and fittings	- 33%-100% straight line basis
Office equipment	- 33%-100% straight line basis

1.7 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies (continued)

1.8 Debtors

Trade and other debtors are recognised at the settlement amount 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 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.11 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.12 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

2. Income from donations and grants

	Unrestricted funds 2025 £	Total funds 2025 £
Donations	8,968	8,968
Grants	52,872	52,872
	61,840	61,840
	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Donations	2,681	2,681
Grants	5,808	5,808
	8,489	8,489

3. Income from charitable activities

	Unrestricted funds 2025 £	Total funds 2025 £
Contribution from social care providers	341,814	341,814
Contribution from commercial partners	57,629	57,629
	399,443	399,443
	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Contribution from social care providers	320,062	320,062
Contribution from commercial partners	61,191	61,191
	381,253	381,253

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

4. Investment income

	Unrestricted funds 2025 £	Total funds 2025 £
Investment receivable	938	938

	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Investment receivable	647	647

5. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total 2025 £
Charitable activity	1,458	440,193	441,651

In the opinion of the Trustees charitable activities comprise one activity which is the provision of educational and vocational training for people with physical and learning disabilities.

Included within the charitable expenditure above are unrestricted staff costs of £319,671 (2024: £261,257).

Included within charitable expenditure above is restricted expenditure of £1,458 (2024: £1,458) which relates to depreciation.

Included within charitable expenditure above are unrestricted other costs of £120,313 (2024: £96,426) relating to:

Rent and other associated costs £37,197 (2024: £34,609)

Communication and other costs £65,548 (2024: £44,500)

Other property costs £10,797 (2024: £10,431)

Property repairs and flood damage £5,568 (2024: £5,476)

Other direct costs £1,203 (2024: £1,410)

Included within charitable expenditure is £45,375 (2024: £41,747) of support costs, of which approximately £22,000 related to staff costs and £750 was governance costs.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

5. Analysis of expenditure on charitable activities (continued)

Summary by fund type (continued)

	<i>Restricted funds 2024 £</i>	<i>Unrestricted funds 2024 £</i>	<i>Total 2024 £</i>
Charitable activity	1,458	359,150	360,608

6. Independent examiner's remuneration

	2025 £	2024 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	810	750
Fees payable to the Company's independent examiner in respect of: All other services not included above	650	500

7. Staff costs

	2025 £	2024 £
Wages and salaries	234,816	187,473
Social security costs	64,127	55,921
Contribution to defined contribution pension schemes	20,728	17,863
	319,671	261,257

The average number of persons employed by the Company during the year was as follows:

	2025 No.	2024 No.
Average number of employees	17	17

No employee received remuneration amounting to more than £60,000 in either year.

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 March 2025, no Trustee expenses have been incurred (2024 - £NIL).

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

9. Tangible fixed assets

	Long-term leasehold property (Restricted fund) £	Plant and machinery (Unrestrict ed fund) £	Motor vehicles (Unrestrict ed fund) £	Fixtures and fittings (Restricted fund) £	Office equipment (Restricted) £
Cost or valuation					
At 1 April 2024	21,877	10,996	22,550	7,734	2,737
Additions	-	5,053	-	-	-
At 31 March 2025	21,877	16,049	22,550	7,734	2,737
Depreciation					
At 1 April 2024	13,126	9,715	22,550	7,734	2,737
Charge for the year	1,458	2,504	-	-	-
At 31 March 2025	14,584	12,219	22,550	7,734	2,737
Net book value					
At 31 March 2025	7,293	3,830	-	-	-
At 31 March 2024	8,751	1,281	-	-	-

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

Office equipment (Unrestricted) £	Total £
2,975	68,869
-	5,053
<u>2,975</u>	<u>73,922</u>
2,975	58,837
-	3,962
<u>2,975</u>	<u>62,799</u>
-	11,123
<u>-</u>	<u>10,032</u>

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

10. Debtors

	2025	2024
	£	£
Due within one year		
Trade debtors	42,551	59,156
Other debtors	2,481	1,421
Prepayments and accrued income	366	11,117
	45,398	71,694

11. Creditors: Amounts falling due within one year

	2025	2024
	£	£
Trade creditors	8,262	15,239
Other creditors	101	391
Accruals and deferred income	13,679	16,656
	22,042	32,286

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

12. Statement of funds

Statement of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Balance at 31 March 2025 £
Unrestricted funds				
Unrestricted	126,343	464,637	(440,193)	150,787
Restricted funds				
Jimbos	8,752	-	(1,458)	7,294
Total of funds	135,095	464,637	(441,651)	158,081

Statement of funds - prior year

	<i>Balance at 1 April 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2024 £</i>
Unrestricted funds				
Unrestricted	86,151	399,342	(359,150)	126,343
Restricted funds				
Jimbos	10,210	-	(1,458)	8,752
Total of funds	96,361	399,342	(360,608)	135,095

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

13. Summary of funds

Summary of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Balance at 31 March 2025 £
General funds	126,343	464,637	(440,193)	150,787
Restricted funds	8,752	-	(1,458)	7,294
	<u>135,095</u>	<u>464,637</u>	<u>(441,651)</u>	<u>158,081</u>

Summary of funds - prior year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
General funds	86,151	399,342	(359,150)	126,343
Restricted funds	10,210	-	(1,458)	8,752
	<u>96,361</u>	<u>399,342</u>	<u>(360,608)</u>	<u>135,095</u>

14. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £
Tangible fixed assets	7,294	3,829	11,123
Current assets	-	169,002	169,002
Creditors due within one year	-	(22,042)	(22,042)
Total	<u>7,294</u>	<u>150,789</u>	<u>158,083</u>

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

14. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Restricted funds 2024 £</i>	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Tangible fixed assets	8,752	1,280	10,032
Current assets	-	157,349	157,349
Creditors due within one year	-	(32,286)	(32,286)
Total	<u>8,752</u>	<u>126,343</u>	<u>135,095</u>

15. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £20,994 (2024 - £17,863). No contributions were payable to the fund at the balance sheet date in this and the previous year.

16. Operating lease commitments

At 31 March 2025 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2025 £	2024 £
Not later than 1 year	5,312	30,947
Later than 1 year and not later than 5 years	-	5,312
	<u>5,312</u>	<u>36,259</u>

17. Related party transactions

There were no related party transactions to disclose during the year.

18. Controlling relationships

No single Trustee or group of associated Trustees has control of the company,

19. Share capital

The company is limited by guarantee and has no share capital.

PAPER WORKS (HARROGATE) LIMITED

England & Wales - Charity number 1075963

Accounts

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

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PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2024**

Trustees	Paul Almond (resigned 14 August 2023) Martin Baum Sandra Overfield Zahid Tarvaz Lyndon Cowling Hannah Varley-Fodden (appointed 27 June 2024)
Company registered number	02895804
Charity registered number	1075963
Registered office	Unit 5 Limewood Approach Leeds West Yorkshire LS14 1NG
Company secretary	Sandra Overfield
Chief executive officer	Jo Forsey
Accountants	Armstrong Watson Audit Limited Chartered Accountants Third Floor 10 South Parade Leeds West Yorkshire LS1 5QS
Bankers	Lloyds Bank PLC 8-11 Cambridge Crescent Harrogate North Yorkshire HG1 1PQ

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

Achievement and Performance in 2023-2024

Paperworks continues to provide an excellent service to adults with physical and learning disabilities, autism and mental health issues. This year we have achieved our target of 25 trainees per day and have since risen to 26 every day with a waiting list. The demand for our services is higher than ever, with referrals from a variety of sources including colleges, adult social care, GP's, families, Occupation Therapy and other clinicians.

With this increased number of trainees, we also needed to increase the level of commercial work. Whilst we had some successes with this, as the commercial has struggled in the current climate, we did not reach the levels of new clients we had hoped for. However, our trainees have been kept busy with a good range of work from our existing clients and shredding continued to be steady.

We have started in this year with the development of our first Paperworks branded gift box, which is sold online, via craft fairs and through B2B and direct sales. This was a Christmas box and alongside this we registered the trademark of 'A Little Bird Told Me' and developed a basic website for further development next year. Trainees have been involved in all stages of the project, with the pilot box selling 100+ units. Our own products will run alongside our existing commercial work as another element of what we can offer as work experience to trainees.

In February 2024 we had our 30th birthday and we celebrated in style throughout 2024. The first celebration of this was a Funfair day in February where we transformed the workshop over 2 days inviting clients and trainees to enjoy all the fun of the fair. There was food, stalls, racing cars, hook a duck, ball grab, shuffleboard and many more activities. Trainees made scenery, props and there were prizes and medals. A dinner was held in May 2024, with a further show planned for the end of the year. There have been a number of generous donations towards our events to enable our trainees to have a truly amazing celebration of supporting adults with learning disabilities for 30 years.

We continue to have a range of students working with us to enhance their skills and education in the sector and have increased our numbers of Occupational Therapy students, having booked in 3 sets this year. Our reputation is high, and we have been told that we are one of the most popular placements for students which is a great honour for us.

Our in-house training programme continues to excel with training being delivered every day including:

- Internet safety
- Writing a second story book to follow our first successful book which has now been published.
- Relationships including friendships and professional relationships at work
- The 'I can' Summer programme focusing on wellbeing and confidence
- Creating prototypes for the developing of the Christmas box including video making and editing.

Running alongside our commercial work and training we have run a successful wellbeing programme offering activities every day from yoga to crafts which have enhanced trainees' sense of wellbeing and positivity.

Funding from various sources including Liz and Terry Bramall Foundation and the Household Support Grant enabled us to provide lunches for 12 trainees as part of a supportive programme to help with food and fuel poverty. We hope to continue this next year as we know this has made a huge impact on helping these families.

Future plans

- To increase the level and variety of commercial work in line with trainee numbers.
- To increase the range of Paperworks own products.
- To increase training staff levels to increase the number of places available to trainees.
- To add additional projects and training courses to our offer.
- To continue 30th birthday celebrations!

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Approved by order of the members of the board of Trustees on 23 October 2024 and signed on their behalf by:



Sandra Overfield
Trustee

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

Independent examiner's report to the Trustees of Paperworks (Harrogate) Limited ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

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

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed: 

Dated: 23 October 2024

Simon Turner

Armstrong Watson Audit Limited
Leeds

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Income from:					
Donations and legacies	2	-	8,489	8,489	14,841
Charitable activities	3	-	381,253	381,253	335,365
Investments	4	-	647	647	79
Other income		-	8,953	8,953	332
Total income		-	399,342	399,342	350,617
Expenditure on:					
Charitable activities	5	1,458	359,150	360,608	346,587
Total expenditure		1,458	359,150	360,608	346,587
Net movement in funds		(1,458)	40,192	38,734	4,030
Reconciliation of funds:					
Total funds brought forward		10,210	86,151	96,361	92,331
Net movement in funds		(1,458)	40,192	38,734	4,030
Total funds carried forward		8,752	126,343	135,095	96,361

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 7 to 18 form part of these financial statements.

PAPERWORKS (HARROGATE) LIMITED

(A company limited by guarantee)

REGISTERED NUMBER: 02895804

**BALANCE SHEET
AS AT 31 MARCH 2024**

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	9	10,032	12,271
		<u>10,032</u>	<u>12,271</u>
Current assets			
Debtors	10	71,694	49,180
Cash at bank and in hand		85,655	60,607
		<u>157,349</u>	<u>109,787</u>
Creditors: amounts falling due within one year	11	(32,286)	(25,697)
		<u>125,063</u>	<u>84,090</u>
Net current assets		<u>125,063</u>	<u>84,090</u>
Total assets less current liabilities		<u>135,095</u>	<u>96,361</u>
Total net assets		<u>135,095</u>	<u>96,361</u>
Charity funds			
Restricted funds	12	8,752	10,210
Unrestricted funds	12	126,343	86,151
		<u>135,095</u>	<u>96,361</u>
Total funds		<u>135,095</u>	<u>96,361</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 23 October 2024 and signed on their behalf by:

S. Overfield.

Sandra Overfield
Trustee

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Paperworks (Harrogate) 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.

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £1.

The exemption has been taken from preparing a cash flow statement on the grounds that the charity is a small charity.

The company is exempt from tax under Sections 466 to 493 Corporation Taxes Act 2010 as long as income is applied for charitable purposes only.

1.2 Going concern

The trustees have prepared a budget for the remainder of the 2024/25 financial year which shows that the budgeted income of the charity is expected to cover its costs, and this stability is expected to continue beyond the end of the 2025 financial year.

The Trustees have considered the level of uncertainty that exists and have concluded that the possibility that the charity cannot pay its debts as they fall due for a period of at least 12 months is remote, and accordingly that no material uncertainty over going concern exists.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1.

1.4 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants receivable are recognised in the statement of Financial Activities when receivable. Grants related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

Bank interest and all other income resources are included when receivable.

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

Costs of generating funds include those of generating donations and fundraising activities.

Direct charitable expenditure included the direct costs of the activities and depreciation on related assets. Where such costs relate to more than one functional cost category, they have been split on either an estimated time or floor space, as appropriate.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity.

Costs of generating funds include those of generating donations and fundraising activities.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

1.6 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Long-term leasehold property	- over the period of the lease
Plant and machinery	- 25% straight line basis
Motor vehicles	- 20% straight line basis
Fixtures and fittings	- 33%-100% straight line basis
Office equipment	- 33%-100% straight line basis

1.7 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies (continued)

1.8 Debtors

Trade and other debtors are recognised at the settlement amount 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 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.11 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.12 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

2. Income from donations and legacies

	Unrestricted funds 2024 £	Total funds 2024 £
Donations	2,681	2,681
Legacies	5,808	5,808
	8,489	8,489
	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Donations	8,841	8,841
Legacies	6,000	6,000
	14,841	14,841

3. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £
Contribution from social care providers	320,062	320,062
Contribution from commercial partners	61,191	61,191
	381,253	381,253
	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Contribution from social care providers	265,650	265,650
Contribution from commercial partners	69,715	69,715
	335,365	335,365

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

4. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Investment receivable	647	647

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Investment receivable	79	79

5. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total 2024 £
Charitable activity	1,458	359,150	360,608

In the opinion of the Trustees charitable activities comprise one activity which is the provision of educational and vocational training for people with physical and learning disabilities.

Included within the charitable expenditure above are unrestricted staff costs of £261,257 (2023: £243,464).

Included within charitable expenditure above is restricted expenditure of £1,458 (2023: £1,458) which relates to depreciation.

Included within charitable expenditure above are unrestricted other costs of £96,426 (2023: £99,490) relating to:

Rent and other associated costs £34,609 (2023: £33,295)

Communication and other costs £44,500 (2023: £41,393)

Other property costs £10,431 (2023: £10,423)

Property repairs and flood damage £5,476 (£9,319)

Other direct costs £1,410 (2023: £5,060)

Included within charitable expenditure is £41,747 (2023: £40,309) of support costs, of which approximately £22,000 related to staff costs and £750 was governance costs.

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

5. Analysis of expenditure on charitable activities (continued)

Summary by fund type (continued)

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total 2023 £</i>
Charitable activity	1,458	345,129	346,587

6. Independent examiner's remuneration

	2024 £	2023 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	750	750
Fees payable to the Company's independent examiner in respect of: All other services not included above	500	500

7. Staff costs

	2024 £	2023 £
Wages and salaries	187,473	173,393
Social security costs	55,921	53,384
Contribution to defined contribution pension schemes	17,863	16,687
	261,257	243,464

The average number of persons employed by the Company during the year was as follows:

	2024 No.	2023 No.
Average number of employees	17	9

No employee received remuneration amounting to more than £60,000 in either year.

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, no Trustee expenses have been incurred (2023 - £NIL).

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

9. Tangible fixed assets

	Long-term leasehold property (Restricted fund) £	Plant and machinery (Unrestricted fund) £	Motor vehicles (Unrestricted fund) £	Fixtures and fittings (Restricted fund) £
Cost or valuation				
At 1 April 2023	21,877	10,311	22,550	7,734
Additions	-	685	-	-
At 31 March 2024	<u>21,877</u>	<u>10,996</u>	<u>22,550</u>	<u>7,734</u>
Depreciation				
At 1 April 2023	11,668	8,249	22,550	7,734
Charge for the year	1,458	1,466	-	-
At 31 March 2024	<u>13,126</u>	<u>9,715</u>	<u>22,550</u>	<u>7,734</u>
Net book value				
At 31 March 2024	<u>8,751</u>	<u>1,281</u>	<u>-</u>	<u>-</u>
At 31 March 2023	<u>10,209</u>	<u>2,062</u>	<u>-</u>	<u>-</u>

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

Office equipment (Restricted) £	Office equipment (Unrestricted) £	Total £
2,737	2,975	68,184
-	-	685
<u>2,737</u>	<u>2,975</u>	<u>68,869</u>
2,737	2,975	55,913
-	-	2,924
<u>2,737</u>	<u>2,975</u>	<u>58,837</u>
-	-	10,032
<u>-</u>	<u>-</u>	<u>12,271</u>

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

10. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	59,156	47,916
Other debtors	1,421	696
Prepayments and accrued income	11,117	568
	<u>71,694</u>	<u>49,180</u>

11. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	15,239	2,187
Other taxation and social security	-	3,624
Deferred grant income	391	-
Accruals and deferred income	16,656	19,886
	<u>32,286</u>	<u>25,697</u>

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

12. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Unrestricted funds				
Unrestricted	86,151	399,342	(359,150)	126,343
Restricted funds				
Jimbos	10,210	-	(1,458)	8,752
Total of funds	96,361	399,342	(360,608)	135,095

Statement of funds - prior year

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2023 £</i>
Unrestricted funds				
Unrestricted	80,663	350,617	(345,129)	86,151
Restricted funds				
Jimbos	11,668	-	(1,458)	10,210
Total of funds	92,331	350,617	(346,587)	96,361

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

13. Summary of funds

Summary of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
General funds	86,151	399,342	(359,150)	126,343
Restricted funds	10,210	-	(1,458)	8,752
	<u>96,361</u>	<u>399,342</u>	<u>(360,608)</u>	<u>135,095</u>

Summary of funds - prior year

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2023 £</i>
General funds	80,663	350,617	(345,129)	86,151
Restricted funds	11,668	-	(1,458)	10,210
	<u>92,331</u>	<u>350,617</u>	<u>(346,587)</u>	<u>96,361</u>

14. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	8,752	1,280	10,032
Current assets	-	157,349	157,349
Creditors due within one year	-	(32,286)	(32,286)
Total	<u>8,752</u>	<u>126,343</u>	<u>135,095</u>

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

14. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	10,210	2,061	12,271
Current assets	-	109,787	109,787
Creditors due within one year	-	(25,697)	(25,697)
Total	10,210	86,151	96,361

15. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £17,863 (2023 - £16,687). No contributions were payable to the fund at the balance sheet date in this and the previous year.

16. Operating lease commitments

At 31 March 2024 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Not later than 1 year	30,947	31,080
Later than 1 year and not later than 5 years	5,312	36,259
	36,259	67,339

17. Related party transactions

There were no related party transactions to disclose during the year.

18. Controlling relationships

No single Trustee or group of associated Trustees has control of the company,

19. Share capital

The company is limited by guarantee and has no share capital.

PAPER WORKS (HARROGATE) LIMITED

England & Wales - Charity number 1075963

Accounts

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

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PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2023**

Paul Almond (resigned 14 August 2023)
Martin Baum
Sandra Overfield
Zahid Tarvaz
Lyndon Cowling (appointed 26 May 2022)

**Company registered
number**

2895804

**Charity registered
number**

1075863

Registered office

Unit 5 Limewood Approach
Leeds
West Yorkshire
LS14 1NG

Company secretary

Sandra Overfield

Chief executive officer

Jo Forsey

Accountants

Armstrong Watson Audit Limited
Chartered Accountants
Third Floor
10 South Parade
Leeds
West Yorkshire
LS1 5QS

Bankers

Lloyds Bank PLC
8-11 Cambridge Crescent
Harrogate
North Yorkshire
HG1 1PQ

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report together with the financial statements of the Company for the year 1 April 2022 to 31 March 2023. The Annual report serves the purposes of both a Trustees' report and a Directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, Governance and Management

The company was incorporated on 8 February 1994 as a private company limited by guarantee without share capital. The company was registered as a charity under the Charities Act 1993 on 11 June 1999. The directors of the company are the trustees of the charity for the purposes of charity law.

Paperworks has a Board of Trustee Directors whose role is to provide strategic direction, set the budget and business plan for the year and approve financial and business decisions where this falls outside the agreed budget and business plan. Operational decision making within the agreed budget and business plan is delegated to the Paperworks Chief Executive and their staff team.

Responsibilities of the Trustees

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable law. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of the affairs of the company and of the profit and loss of the company for that period. In preparing the financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2018 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in operation.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence to taking reasonable steps for the prevention and detection of fraud and other irregularities.

Recruitment and Appointment of Trustees

The current trustees are shown on page 1.

Trustees who served during the year were as follows:

Paul Almond (resigned 14 August 2023)
Martin Baum
Lyndon Cowling (appointed 26 May 2022)
Sandra Overfield
Zahid Tarvaz

PAPERWORKS (HARROGATE) LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Trustees are appointed to the Board following a discussion with at least one trustee, attendance at a meeting of the directors. References are taken up where appropriate. All appointments are approved by a meeting of the Trustees.

All new Trustees are supplied with a director's pack of information which details their responsibilities and duties.

They attend the premises both before and after appointment to gain an understanding of the activities and working practices of the company.

The Trustees confirm that the major risks, to which the company is exposed, as identified by the trustees, have been reviewed and systems established to mitigate those risks. It is the policy of the company that a full risk assessment is carried out for every new contract or initiative that the company enters into. This includes the acceptance of any new trainee.

Objectives and Activities

The objective of the company is to assist people with learning or physical disabilities through educational and vocational training to improve their skills.

Trainees are referred for placements with the company through Social Services, Jobcentre Plus and other referral sources. They receive training in a working environment and work together with staff to deliver a variety of services to our commercial partners. The trainees are assisted by several volunteers.

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit, when reviewing the charity's aims and objectives and in planning future activities, and they consider these activities are for public benefit. There are enough potential trainees in the area within reach of our premises and local authority funding enables training for those who could not personally pay the charges.

Achievements and Performance in 2022/23

Paperworks continues to provide training, learning opportunities and work experience for adults with learning disabilities, autism, and other complex needs. We do this through real work for real customers as well as a range of wellbeing activities and project work.

Last year, we sadly had to close the Harrogate site, so we are now focusing on our Leeds site. There is still a longer-term possibility of partnering with another provider and re-opening in Harrogate, this was not a possibility this year. Trainees who previously attended our Harrogate site now attend at Leeds.

Our aim last year was to increase capacity to be able to offer 22-25 sessions per day. This year has been a year of very rapid growth on the training side and at the end of this year we had 22 sessions per day with a waiting list. This is because we are providing a holistic service which offers a range of experiences and we support trainees needs, enabling them to develop, as evidenced by the outcomes they achieve. The reason to not increase this to 25 immediately was due to the higher needs of trainees coming through the system, which we would require another staff member to support, which is now planned for the coming year. The demand is certainly there for our services and our reputation is strong. Referrals continue to come through local colleges but also from social workers, directly from trainees' families and other clinicians. This varied route is vital to our ongoing sustainability.

In order to accommodate the increased numbers and differing needs of our trainees we undertook a large refurbishment of the workshop and kitchen area to create a wellbeing room and larger kitchen space. We were supported through kind donations from our commercial partners to enable much of this to happen and it has made a real difference to the trainees' daily experience.

We made significant links with some of our clients who offered us additional support and advice as part of our partnership working. Our relationship continues to strengthen with other providers and supporters, and this continues to grow our reputation and referral stream for both training and work.

Our status as a quality placement for Social Work and Occupational Therapy students continues to expand. We supported 6 social care students and 3 occupational therapy students over the year with 6 more of each planned for next year. Feedback has been outstanding from both the students themselves and Leeds University.

PAPERWORKS (HARROGATE) LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Commercial work experience for the trainees has been varied, with a range of fulfilment work and an increased number of laser-cutting jobs. We now need to significantly increase the level of our commercial work to ensure we have enough to support the increased numbers of trainees. To address this, we have begun to develop our own products to sell both online and in person, this will continue to be developed in the coming financial year.

Our in-house training programme, which began last year, now runs every day, with additional afternoon wellbeing sessions. Courses have included –

- Literacy Through Storytelling - trainees have written their first book which we are seeking to have published as a fundraising stream, showcasing the adventures of a multicoloured rabbit called Alice
- Craftivism - Creating artwork through recycled and natural materials
- Business and Enterprise - trainees have designed and made products to sell at our events, ranging from laser-cut items to sweet treats.

The training sessions have resulted in some incredible results including trainees reading more generally, becoming more involved in their own finances, and taking part in performing.

The courses all worked towards two large events. At Christmas we put on our first Pantomime, where trainees not only wrote the script but made scenery, props and costumes. Our second event in February was a large open day with an interactive 'Easter Eggstravaganza' egg hunt and celebration showcasing all the trainee's work. Parents carers and supported were invited and it was very well received by all.

Future plans

- To increase the level and variety of commercial work in line with trainee numbers.
- To create our own brand and a range of own built product boxes.
- To increase staffing levels, funding allowing so that we can continue to increase to full capacity of 25 sessions per day.
- To continue to develop our range of training courses.
- To strengthen and make new links with external partners.
- To celebrate our 30th anniversary in February of 2024

Financial review

The charity recorded a surplus for the year of £4,030. This compares with a surplus of £21,414 in the previous year. Our income was marginally lower than the previous year at £350,617 (2021: £377,776), due mainly to the inclusion in the previous year of an historic insurance settlement (£25,709) relating to property damage at the Harrogate site.

Contribution from Social Care Providers:

Income from the provision of training activities was significantly up on 2022, despite the move to one site, at £265,651 (2022: £240,209). More sessions were added, and more spaces in each sessions were increased, to meet the growing demand for high quality placements from our social care partners.

Contribution from Commercial Partners:

Operational income was down in the year at £70,043 (2022: £85,458) following the slow down in demand for online retail following the Covid peak. A key priority moving in to the next financial year is to secure a broader base of commercial partners. The margins for this type of work were up on 2022 levels as the work which was performed was at a more profitable level.

Grants, Donations and Legacies:

Grants and donations received of £14,841 (2022 £6,096) included grants of -

- £5,000 from the Sir George Martin Trust - the team came to visit us and were really interested in our offer of supporting trainees with work, wellbeing, and learning. We used some of the funding to purchase a Smartboard for our training room to enhance what we could deliver. Trainees are now able to see their work on a large scale, they can research topics together on the internet, and learn as a group using different media. We have also been able to use this in our staff training. The remainder of the funding has been used to purchase smaller laptops for trainees to use to learn admin and typing skills

PAPERWORKS (HARROGATE) LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

- within the workshop
- £1,000 from Arnold Clark - this grant was used to support the kitchen refurbishment and went towards purchasing some much needed tables and chairs for the area

Overall expenditure of £346,587 (2022: £356,362) was marginally lower than previous years reflecting the closure of the Harrogate.

Key risks

The Trustees consider the key risks facing the charity and its reserves policy annually. The review incorporates a consideration of the financial impact of risks that the charity is exposed to and seeks to set a reserves level that protects Paperworks against a realistic assessment of the likelihood of the identified risks materialising. In considering the reserves policy, the Trustees also have regard for the need to balance risk protection against maximising charitable output in line with the objectives of Paperworks.

The key risks identified include:

- loss of commercial contribution income from work with commercial partners
- a change in government policy in relation to income from social care providers
- inability to raise funds through donations required to balance the budget
- the ability of Paperworks to accommodate complex trainee needs impacting on trainee levels
- cash flow issues caused by late payment from customers and partners
- income from social care providers; and reputational damage arising from a failure in service delivery
- inflationary pressures, particularly increased utility costs

Reserves policy

Careful overall cost management and continued support by funders has enabled us to rebuild reserves in recent years which provides a more sustainable base to operate the charity from and gives opportunity for future potential investment where we believe prudent and effective to do so, and will allow us to weather the current cost of living crisis.

The Trustees have quantified the risks outlined above based on a consideration of the likelihood and impact of the risk arising and have determined that the charity should target a reserves level of £50,000. The year end free reserves position (excluding restricted funds and any funds held as fixed assets) was above this, at £86,151.

Going concern

The financial statements are prepared on a going concern basis under the historical cost convention. In making the assessment around going concern the Trustees have considered the financial position of the charity, the risks that the charity faces, and the level of reserves held. Further information is in the Going Concern Accounting Policy on page 10.

Approved by order of the members of the board of Trustees on
and signed on their behalf by:

Sandra Overfield
Trustee

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2023

Independent examiner's report to the Trustees of Paperworks (Harrogate) Limited ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

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

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:

Dated:

Simon Turner

Armstrong Watson Audit Limited
Leeds

PAPERWORKS (HARROGATE) LIMITED
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	2	-	14,841	14,841	6,096
Charitable activities	3	-	335,365	335,365	328,161
Investments	4	-	79	79	8
Other income		-	332	332	43,511
Total income		-	350,617	350,617	377,776
Expenditure on:					
Charitable activities		1,458	345,129	346,587	356,362
Total expenditure		1,458	345,129	346,587	356,362
Net movement in funds		(1,458)	5,488	4,030	21,414
Reconciliation of funds:					
Total funds brought forward		11,668	80,663	92,331	70,917
Net movement in funds		(1,458)	5,488	4,030	21,414
Total funds carried forward		10,210	86,151	96,361	92,331

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 9 to 20 form part of these financial statements.

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 2895804

BALANCE SHEET
AS AT 31 MARCH 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	9	12,271	15,904
		<u>12,271</u>	<u>15,904</u>
Current assets			
Debtors	10	49,180	40,607
Cash at bank and in hand		60,607	60,417
		<u>109,787</u>	<u>101,024</u>
Creditors: amounts falling due within one year	11	(25,697)	(24,597)
		<u>84,090</u>	<u>76,427</u>
Net current assets		<u>84,090</u>	<u>76,427</u>
Total assets less current liabilities		<u>96,361</u>	<u>92,331</u>
Total net assets		<u><u>96,361</u></u>	<u><u>92,331</u></u>
Charity funds			
Restricted funds	12	10,210	11,668
Unrestricted funds	12	86,151	80,663
		<u>96,361</u>	<u>92,331</u>
Total funds		<u><u>96,361</u></u>	<u><u>92,331</u></u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on and signed on their behalf by:

Steven Williams
Trustee

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Paperworks (Harrogate) 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.

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £1.

The exemption has been taken from preparing a cash flow statement on the grounds that the charity is a small charity.

The company is exempt from tax under Sections 466 to 493 Corporation Taxes Act 2010 as long as income is applied for charitable purposes only.

1.2 Going concern

The financial statements are prepared on a going concern basis under the historical cost convention. In making this assessment the Directors have considered the financial risks, and the impact of the Covid-19 pandemic, summarised on pages 3 and 4.

The Trustees' Report summarises the financial position of the charity at 31 March 2022, the impact of the Covid-19 pandemic during the accounting year and the future prospects for the charity. Through careful cost management the charity has been able to further add to reserves in the year ended 31 March 2022.

The Trustees have prepared a budget for the remainder of the 2022/23 financial year which shows that the budgeted income of the charity is expected to cover its costs, and this stability is expected to continue beyond the end of the 2023 financial year.

The Trustees have considered the level of uncertainty that exists and have concluded that the possibility that the charity cannot pay its debts as they fall due for a period of at least 12 months is remote, and accordingly that no material uncertainty over going concern exists.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1.

1.4 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants receivable are recognised in the statement of Financial Activities when receivable. Grants related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

Bank interest and all other income resources are included when receivable.

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

Costs of generating funds include those of generating donations and fundraising activities.

Direct charitable expenditure included the direct costs of the activities and depreciation on related assets. Where such costs relate to more than one functional cost category, they have been split on either an estimated time or floor space, as appropriate.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity.

Costs of generating funds include those of generating donations and fundraising activities.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

1.6 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Long-term leasehold property	- over the period of the lease
Plant and machinery	- 25% straight line basis
Motor vehicles	- 20% straight line basis
Fixtures and fittings	- 33%-100% straight line basis
Office equipment	- 33%-100% straight line basis

1.7 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

1.8 Debtors

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

PAPERWORKS (HARROGATE) LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies (continued)

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 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.11 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.12 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. Income from donations and legacies

	Unrestricted funds 2023 £	Total funds 2023 £
Donations	8,841	8,841
Legacies	6,000	6,000
	14,841	14,841

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

2. Income from donations and legacies (continued)

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Donations	96	96
Legacies	6,000	6,000
	<u>6,096</u>	<u>6,096</u>

3. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £
Contribution from social care providers	265,650	265,650
Contribution from commercial partners	69,715	69,715
	<u>335,365</u>	<u>335,365</u>

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Contribution from social care providers	240,209	240,209
Contribution from commercial partners	87,952	87,952
	<u>328,161</u>	<u>328,161</u>

4. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £
Investment receivable	79	79

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

4. Investment income (continued)

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Investment receivable	8	8

5. Independent examiner's remuneration

	2023 £	2022 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	750	750
Fees payable to the Company's independent examiner in respect of: All other services not included above	500	500

6. Staff costs

	2023 £	2022 £
Wages and salaries	173,393	160,955
Social security costs	53,384	43,798
Contribution to defined contribution pension schemes	16,687	14,855
	243,464	219,608

The average number of persons employed by the Company during the year was as follows:

	2023 No.	2022 No.
Average number of employees	9	9

No employee received remuneration amounting to more than £60,000 in either year.

7. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, no Trustee expenses have been incurred (2022 - £NIL).

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

8. Analysis of expenditure by expenditure type

	Staff costs	Depreciation	Other costs	Total	<i>Total</i>
	2023	2023	2023	2023	2022
	£	£	£	£	£
Costs of raising funds:					
Expenditure on raising voluntary income	-	-	-	-	-
Costs of raising funds	-	-	-	-	-
Charitable activities:					
Charitable activity	243,464	3,633	99,490	346,587	356,363
Other expenditure	-	-	-	-	-
	243,464	3,633	99,490	346,587	356,363
<i>Total 2022</i>	219,608	4,230	132,525	356,363	

	2023	2022
	£	£
Other costs		
Rent and other associated costs	33,295	40,027
Marketing and bad debts	-	-
Communication & other costs	41,393	62,251
Other property costs	10,423	13,874
Recruitment, Consultancy and other staff related costs	-	600
Loan and hire purchase interest	-	(492)
Property repairs and flood damage	9,319	7,693
Exceptional lease costs	-	1,259
Other direct costs	5,060	7,313
	99,490	132,525

In the opinion of the Trustees charitable activities comprise one activity which is the provision of educational and vocational training for people with physical and learning disabilities.

Included within charitable expenditure above is restricted expenditure of £1,458 (2022: £1,460) which relates to depreciation.

Included within charitable expenditure is £40,309 (2022: £41,536) of support costs, of which approximately £22,000 related to staff costs and £750 was governance costs.

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

9. Tangible fixed assets

	Long-term leasehold property (Restricted fund) £	Plant and machinery (Unrestricted fund) £	Motor vehicles (Unrestricted fund) £	Fixtures and fittings (Restricted fund) £	Office equipment (Restricted) £	Office equipment (Unrestricted) £	Total £
Cost or valuation							
At 1 April 2022	21,877	10,311	22,550	7,734	2,737	2,975	68,184
At 31 March 2023	21,877	10,311	22,550	7,734	2,737	2,975	68,184
Depreciation							
At 1 April 2022	10,209	6,996	22,550	7,734	2,737	2,054	52,280
Charge for the year	1,459	1,253	-	-	-	921	3,633
At 31 March 2023	11,668	8,249	22,550	7,734	2,737	2,975	55,913
Net book value							
At 31 March 2023	10,209	2,062	-	-	-	-	12,271
At 31 March 2022	11,668	3,315	-	-	-	921	15,904

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

10. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	47,916	39,565
Other debtors	696	118
Prepayments and accrued income	568	924
	<u>49,180</u>	<u>40,607</u>

11. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	2,187	5,993
Other taxation and social security	3,624	3,071
Accruals and deferred income	19,886	15,533
	<u>25,697</u>	<u>24,597</u>

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

12. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
Unrestricted funds				
Unrestricted	80,663	350,617	(345,129)	86,151
Restricted funds				
Jimbos	11,668	-	(1,458)	10,210
Total of funds	92,331	350,617	(346,587)	96,361

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

12. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2022 £</i>
Unrestricted funds				
Unrestricted	57,789	377,777	(354,903)	80,663
Restricted funds				
Jimbos	13,128	-	(1,460)	11,668
Total of funds	<u>70,917</u>	<u>377,777</u>	<u>(356,363)</u>	<u>92,331</u>

13. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Balance at 31 March 2023 £
General funds	80,663	350,617	(345,129)	86,151
Restricted funds	11,668	-	(1,458)	10,210
	<u>92,331</u>	<u>350,617</u>	<u>(346,587)</u>	<u>96,361</u>

Summary of funds - prior year

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2022 £</i>
General funds	57,789	377,777	(354,903)	80,663
Restricted funds	13,128	-	(1,460)	11,668
	<u>70,917</u>	<u>377,777</u>	<u>(356,363)</u>	<u>92,331</u>

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

14. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	10,210	2,061	12,271
Current assets	-	109,787	109,787
Creditors due within one year	-	(25,697)	(25,697)
Total	<u>10,210</u>	<u>86,151</u>	<u>96,361</u>

Analysis of net assets between funds - prior year

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	-	15,904	15,904
Current assets	11,668	89,356	101,024
Creditors due within one year	-	(24,597)	(24,597)
Total	<u>11,668</u>	<u>80,663</u>	<u>92,331</u>

15. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £16,687 (2022 - £14,855). No contributions were payable to the fund at the balance sheet date in this and the previous year.

16. Operating lease commitments

At 31 March 2023 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	31,080	31,080
Later than 1 year and not later than 5 years	36,259	67,339
	<u>67,339</u>	<u>98,419</u>

PAPERWORKS (HARROGATE) LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

17. Related party transactions

There were no related party transactions to disclose during the year.

18. Controlling relationships

No single Trustee or group of associated Trustees has control of the company,

19. Share capital

The company is limited by guarantee and has no share capital.

PAPER WORKS (HARROGATE) LIMITED

England & Wales - Charity number 1075963

Accounts

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

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PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022**

Trustees Steven Williams (resigned 29 March 2022)
Paul Almond
Martin Baum
Caroline Foster (resigned 15 December 2021)
Sandra Overfield
Zahid Tarvaz (appointed 22 April 2021)
Lyndon Cowling (appointed 26 May 2022)

Company registered number 2895804

Charity registered number 1075863

Registered office Unit 5 Limewood Approach
Leeds
West Yorkshire
LS14 1NG

Company secretary Sandra Overfield

Chief executive officer Jo Forsey

Accountants Armstrong Watson Audit Limited
Chartered Accountants
Third Floor
10 South Parade
Leeds
West Yorkshire
LS1 5QS

Bankers Lloyds Bank PLC
8-11 Cambridge Crescent
Harrogate
North Yorkshire
HG1 1PQ

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report together with the financial statements of the Company for the year 1 April 2021 to 31 March 2022. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, Governance and Management

The company was incorporated on 8 February 1994 as a private company limited by guarantee without share capital. The company was registered as a charity under the Charities Act 1993 on 11 June 1999.

The directors of the company are the trustees of the charity for the purposes of charity law.

Paperworks had a Board of Trustee Directors whose role is to provide strategic direction, set the budget and business plan for the year and approve financial and business decisions where this falls outside the agreed budget and business plan. Operational decision making within the agreed budget and business plan is delegated to the Paperworks Chief Executive and their staff team.

Responsibilities of the Trustees

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable law. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of the affairs of the company and of the profit and loss of the company for that period. In preparing the financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2018 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in operation.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence to taking reasonable steps for the prevention and detection of fraud and other irregularities.

Recruitment and Appointment of Trustees

The current trustees are shown on page 1.

Trustees who served during the year were as follows:

Steven Williams
Caroline Foster
Paul Almond

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Martin Baum
Sandra Overfield
Zahid Tarvaz (appointed 22 April 2021)

Trustees are appointed to the Board following an discussion with at least one trustee, attendance at a meeting of the directors. References are taken up where thought appropriate. All appointments are approved by a meeting of the Trustees.

All new Trustees are supplied with a director's pack of information which details their responsibilities and duties. They attend on the premises both before and after appointment to gain an understanding of the activities and working practices of the company.

The Trustees confirm that the major risks, to which the company is exposed, as identified by the trustees, have been reviewed and systems established to mitigate those risks. It is the policy of the company that a full risk assessment is carried out for every new contract or initiative that the company enters into. This includes the acceptance of any new trainee.

Objectives and Activities

The objective of this company is to assist people with learning or physical disabilities through educational and vocational training to improve their skills.

Trainees are referred for placements with the company through Social Services, Jobcentre Plus and other referral sources. They receive training in a working environment and work together with staff to deliver a variety of services to our commercial partners. The trainees are assisted by a number of volunteers.

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit, when reviewing the charity's aims and objectives and in planning future activities, and they consider these activities are for public benefit. There are a sufficient number of potential trainees in the area within reach of our premises and local authority funding enables training for those who could not personally pay the charges.

Achievements and Performance in 2021/22

Paperworks continues to provide training, learning opportunities and work experience for adults with learning disabilities, autism and other complex needs. We do this through real work for real customers as well as a range of wellbeing activities and project work.

Covid

After a difficult year in 2020, and with the go ahead to open, albeit in a reduced capacity, this year felt positive and hopeful at the start of April 2021. Over the year, Covid restrictions were gradually eased and this meant we could return to full capacity, with more independent working, socialising and group work. This enabled trainees to engage with all the jobs, activities and most importantly each other. By the end of the year although all restrictions were removed by the government, the staff team decided to keep some sensible restrictions such as temperature checking, face masks for staff members and visitors, and hand sanitising, in order to keep everyone as safe as possible.

Harrogate Site

Following the closure of the Harrogate site, which was no longer deemed financially viable, we opened our temporary site in a village hall in Copt Hewick and supported 12 trainees three days per week. The long term aim was to move to a larger shared site with another provider. This was dependent on the provider building an extension to their current property, but unfortunately the building work was slow to progress and now looks like it will not complete until 2023. Changes in funding, and the ability to offer our service from Copt Hewick Hall long term, meant that the situation was no longer tenable and in March 2022 it was decided to close this site as a pause of provision in North Yorkshire until we could move somewhere more permanent. With support from NYCC, 50% of the current trainees were able to move to the Leeds site from May 2022.

Leeds Site

Leeds site was growing in numbers towards the target number of 20 per day and had a waiting list for two days

PAPERWORKS (HARROGATE) LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

per week at the start of the year. Throughout the year the numbers continued to grow with a through flow of referrals from our partnership with Leeds City College and Swarthmore offering site visits and taster sessions to people leaving college so that there would be a smooth transition between child and adult care. At the end of March 2022 the waiting list had grown to cover 3/5 days.

Partnerships with Educational Establishments

We supported a number of university student placements over the year, including Occupational Therapy and Social Work students for both 10 and 70 day placements. We have had excellent feedback from the students and universities on the quality of support and opportunities we provide and our reputation is constantly growing.

Service Provision

A range of new opportunities were added to our service provision over the year. The aim continues to be to extend the work and wellbeing elements of our service so that we have a range of activities to be able to support trainees achieve their goals.

As an example, at the end of the previous year we received a grant from Leeds Community Foundation to purchase a lazer cutter. During this year we learned how to design and create objects using different materials. A local printer supplied Perspex offcuts free of charge for us and we were able to also obtain plywood. Some of our clients purchased objects for their businesses and we made signs and other resources to use internally. We have also created a range of products we plan to sell on our e-bay site.

Last year we received a groundsman contract for East Leeds Cricket club to be able to take trainees down to the cricket field and use the equipment to prepare and maintain the pitch for the Summer months. As there were still several restrictions in place during Summer 2021, we had limited capacity to support this but in Spring of 2022, this changed. Trainees were able to roll and cut the grass, mark out the pitch and follow set procedures for keeping the ground prepared for games.

We have also launched a training programme delivered by a staff member training to become a teacher. By the end of 2021, we were running a training course every morning working in partnership with another training provider who ran 2/5 sessions per week. Courses have included money management, literacy through poetry, digital skills through movement, media studies and video editing. 6 trainees attend per day and each course lasts between 6-12 weeks. Feedback from this has been fantastic and we will continue to develop courses on an ongoing basis.

During the year we transformed our monitoring and recording processes to include work certificates for all clients. Trainees learn each part of the client process and then work through until they feel confident. This approach allows each step of the process and achievement to be celebrated so that everyone can participate in the work we deliver for every client. We also increased the number of commercial supporters we have and took on new types of business fulfilment with a range of different products.

Our website was revamped to showcase our service and our communication through social media was scaled up and revitalised. This has helped boost our presence generally and we have been able to reach new markets and people.

This has been a very exciting year for everyone, not only because we now have some sense of normality but because we have so much to offer trainees and this will continue to expand and develop as trainees share their ideas and thoughts.

Future plans

To increase capacity to be able to offer 22-25 sessions per day.

To continue to create our own products to sell and expand into other markets.

Refurbishment of the workshop and kitchen area to create a wellbeing room and larger kitchen space to accommodate our growing numbers and needs of trainees.

Further development of courses and projects.

PAPERWORKS (HARROGATE) LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Further development of our links with East Leeds Cricket club and weekly groundskeeping.

Financial review

The charity recorded a surplus for the year of £21,413. This compares with a surplus of £21,394 in the previous year and follows several years where deficits were incurred which eroded the reserves position.

Our income was marginally higher than the previous year at £377,776 (2021: £366,862). However, the composition was quite different in 2022 following the Covid-19 pandemic with a reduction in income from Government Grants of £23,802 (2021: £104,433) being offset by increases in income from charitable activities and other areas. As the pandemic continued we were able to continue to provide remote services to trainees in both the Leeds and North Yorkshire areas, both funded by local authorities, followed by a phased return to our normal on site provision. Contributions from commercial partners recovered as the country unlocked as we were once more able to return to our normal service provision.

Expenditure of £356,363 (2021: £345,468) was marginally higher in 2021 compared with the prior year, and is in line with the increase in operational income.

The year end financial position is shown in the balance sheet on page 9. Overall reserves were £92,330 at 31 March 2022. Unrestricted reserves were £80,663, which includes £4,236 of unrestricted tangible fixed assets, resulting in free reserves of £76,427.

In light of the pandemic we took out a Covid Bounceback loan of £20,000 early in the 2021 financial year, this was paid back in the 2022 financial year as it was felt it was no longer needed as services returned to normal.

Careful overall cost management and continued support by funders has enabled us to rebuild reserves over the past three years which provides a more sustainable base to operate the charity from and gives opportunity for future potential investment where we believe prudent and effective to do so, and will allow us to weather the current cost of living crisis. .

Further information on our reserves policy is given on page 5 and on the current financial position is given in the going concern accounting policy on page 10.

Key risks

The Trustees consider the key risks facing the charity and its reserves policy annually. The review incorporates a consideration of the financial impact of risks that the charity is exposed to and seeks to set a reserves level that protects Paperworks against a realistic assessment of the likelihood of the identified risks materialising. In considering the reserves policy, the Trustees also have regard for the need to balance risk protection against maximising charitable output in line with the objectives of Paperworks.

The key risks identified include:

- loss of commercial contribution income from work with commercial partners;
- the ongoing COVID-19 pandemic;
- a change in government policy in relation to income from social care providers;
- inability to raise funds through donations required to balance the budget
- the ability of Paperworks to accommodate complex trainee needs impacting on trainee levels;
- cash flow issues caused by late payment from customers and partners; and
- income from social care providers; and reputational damage arising from a failure in service delivery;
- inflationary pressures, particularly increased utility costs

Reserves policy

The Trustees have quantified the risks outlined above based on a consideration of the likelihood and impact of the risk arising and have determined that the charity should target a reserves level of £50,000. The year end free reserves position (excluding restricted funds and any funds held as fixed assets) was above this, at £80,663.

PAPERWORKS (HARROGATE) LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Going concern

The financial statements are prepared on a going concern basis under the historical cost convention. In making the assessment around going concern the Trustees have considered the financial position of the charity, the risks that the charity faces and the level of reserves held. Further information is in the Going Concern Accounting Policy on page 10.

Approved by order of the members of the board of Trustees on
and signed on their behalf by:

Sandra Overfield
Trustee

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2022

Independent examiner's report to the Trustees of Paperworks (Harrogate) Limited ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

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

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:

Dated:

Simon Turner

Armstrong Watson Audit Limited
Leeds

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	2	-	6,096	6,096	104,878
Charitable activities	3	-	328,161	328,161	260,384
Investments	4	-	8	8	9
Other income		-	43,511	43,511	1,591
Total income		-	377,776	377,776	366,862
Expenditure on:					
Charitable activities		1,460	354,903	356,363	345,468
Total expenditure		1,460	354,903	356,363	345,468
Net movement in funds		(1,460)	22,873	21,413	21,394
Reconciliation of funds:					
Total funds brought forward		13,128	57,789	70,917	49,523
Net movement in funds		(1,460)	22,873	21,413	21,394
Total funds carried forward		11,668	80,662	92,330	70,917

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 10 to 21 form part of these financial statements.

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 2895804

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	9	15,904	16,423
		<u>15,904</u>	<u>16,423</u>
Current assets			
Debtors	10	40,607	40,938
Cash at bank and in hand		60,417	69,091
		<u>101,024</u>	<u>110,029</u>
Creditors: amounts falling due within one year	11	(24,597)	(36,535)
		<u>76,427</u>	<u>73,494</u>
Net current assets			
		<u>92,331</u>	<u>89,917</u>
Total assets less current liabilities			
Creditors: amounts falling due after more than one year	12	-	(19,000)
		<u>92,331</u>	<u>70,917</u>
Total net assets			
		<u>92,331</u>	<u>70,917</u>
Charity funds			
Restricted funds	13	11,668	13,128
Unrestricted funds	13	80,663	57,789
		<u>92,331</u>	<u>70,917</u>
Total funds			
		<u>92,331</u>	<u>70,917</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on and signed on their behalf by:

Sandra Overfield
Trustee

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Paperworks (Harrogate) 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.

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £1.

The exemption has been taken from preparing a cash flow statement on the grounds that the charity is a small charity.

The company is exempt from tax under Sections 466 to 493 Corporation Taxes Act 2010 as long as income is applied for charitable purposes only.

1.2 Going concern

The financial statements are prepared on a going concern basis under the historical cost convention. In making this assessment the Directors have considered the financial risks, and the impact of the Covid-19 pandemic, summarised on pages 3 and 4.

The Trustees' Report summarises the financial position of the charity at 31 March 2022, the impact of the Covid-19 pandemic during the accounting year and the future prospects for the charity. Through careful cost management the charity has been able to further add to reserves in the year ended 31 March 2022.

The Trustees have prepared a budget for the remainder of the 2022/23 financial year which shows that the budgeted income of the charity is expected to cover its costs, and this stability is expected to continue beyond the end of the 2023 financial year.

The Trustees have considered the level of uncertainty that exists and have concluded that the possibility that the charity cannot pay its debts as they fall due for a period of at least 12 months is remote, and accordingly that no material uncertainty over going concern exists.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1.

1.4 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants receivable are recognised in the statement of Financial Activities when receivable. Grants related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

Bank interest and all other income resources are included when receivable.

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

Costs of generating funds include those of generating donations and fundraising activities.

Direct charitable expenditure included the direct costs of the activities and depreciation on related assets. Where such costs relate to more than one functional cost category, they have been split on either an estimated time or floor space, as appropriate.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity.

Costs of generating funds include those of generating donations and fundraising activities.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

1.6 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Long-term leasehold property	- over the period of the lease
Plant and machinery	- 25% straight line basis
Motor vehicles	- 20% straight line basis
Fixtures and fittings	- 33%-100% straight line basis
Office equipment	- 33%-100% straight line basis

1.7 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

1.8 Debtors

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

PAPERWORKS (HARROGATE) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

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 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.11 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.12 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. Income from donations and legacies

	Unrestricted funds 2022 £	Total funds 2022 £
Donations	96	96
Legacies	6,000	6,000
	6,096	6,096

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

2. Income from donations and legacies (continued)

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Donations	445	445
Grants	104,433	104,433
	<u>104,878</u>	<u>104,878</u>

3. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £
Contribution from social care providers	240,209	240,209
Contribution from commercial partners	87,952	87,952
	<u>328,161</u>	<u>328,161</u>

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Contribution from social care providers	214,220	214,220
Contribution from commercial partners	46,164	46,164
	<u>260,384</u>	<u>260,384</u>

4. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £
Investment receivable	8	8
	<u>8</u>	<u>8</u>

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

4. Investment income (continued)

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Investment receivable	9	9

5. Independent examiner's remuneration

	2022 £	2021 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	750	750
Fees payable to the Company's independent examiner in respect of: All other services not included above	500	-

6. Staff costs

	2022 £	2021 £
Wages and salaries	160,955	177,208
Social security costs	43,798	14,757
Contribution to defined contribution pension schemes	14,855	15,240
	219,608	207,205

The average number of persons employed by the Company during the year was as follows:

	2022 No.	2021 No.
Average number of employees	9	10

No employee received remuneration amounting to more than £60,000 in either year.

7. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

8. Analysis of expenditure by expenditure type

	Staff costs	Depreciation	Other costs	Total	<i>Total</i>
	2022	2022	2022	2022	2021
	£	£	£	£	£
Costs of raising funds:					
Expenditure on raising voluntary income	-	-	-	-	-
Costs of raising funds	-	-	-	-	-
Charitable activities:					
Charitable activity	219,608	4,230	132,525	356,363	345,468
Other expenditure	-	-	-	-	-
	219,608	4,230	132,525	356,363	343,468
<i>Total 2021</i>	208,209	4,583	132,676	345,468	

	2022	<i>2021</i>
	£	£
Other costs		
Rent and other associated costs	40,027	46,970
Marketing and bad debts	-	(760)
Communication & other costs	62,251	38,171
Other property costs	13,874	15,544
Recruitment, Consultancy and other staff related costs	600	6
Loan and hire purchase interest	(492)	616
Property repairs and flood damage	7,693	4,682
Exceptional lease costs	1,259	16,000
Other direct costs	7,313	11,447
	132,525	132,676

In the opinion of the Trustees charitable activities comprise one activity which is the provision of educational and vocational training for people with physical and learning disabilities.

Included within charitable expenditure above is restricted expenditure of £1,460 (2021: £1,458) which relates to depreciation.

Included within charitable expenditure is £41,536 (2021: £39,010) of support costs, of which approximately £22,000 related to staff costs and £750 was governance costs.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

9. Tangible fixed assets

	Long-term leasehold property (Restricted fund) £	Plant and machinery (Unrestricted fund) £	Motor vehicles (Unrestricted fund) £	Fixtures and fittings (Restricted fund) £	Office equipment (Restricted) £	Office equipment (Unrestricted) £	Total £
Cost or valuation							
At 1 April 2021	21,877	6,600	22,250	7,734	2,737	2,975	64,173
Additions	-	3,711	-	-	-	-	3,711
At 31 March 2022	21,877	10,311	22,250	7,734	2,737	2,975	67,884
Depreciation							
At 1 April 2021	8,749	5,279	22,250	7,734	2,737	1,001	47,750
Charge for the year	1,460	1,717	-	-	-	1,053	4,230
At 31 March 2022	10,209	6,996	22,250	7,734	2,737	2,054	51,980
Net book value							
At 31 March 2022	11,668	3,315	-	-	-	921	15,904
At 31 March 2021	13,128	1,321	-	-	-	1,974	16,423

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

10. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	39,565	30,075
Other debtors	118	9,098
Prepayments and accrued income	924	1,765
	<u>40,607</u>	<u>40,938</u>

11. Creditors: Amounts falling due within one year

	2022 £	2021 £
Other loans	-	2,449
Trade creditors	5,993	9,693
Other taxation and social security	3,071	797
Deferred grant income	-	3,536
Accruals and deferred income	15,533	20,060
	<u>24,597</u>	<u>36,535</u>

12. Creditors: Amounts falling due after more than one year

	2022 £	2021 £
Other loans	-	19,000
	<u>-</u>	<u>19,000</u>

Included within the above are amounts falling due as follows:

	2022 £	2021 £
Between one and two years		
Other loans	-	4,000
	<u>-</u>	<u>4,000</u>
Between two and five years		
Other loans	-	13,000
	<u>-</u>	<u>13,000</u>
Over five years		
Other loans	-	2,000
	<u>-</u>	<u>2,000</u>

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

13. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Unrestricted funds				
Unrestricted	57,789	377,777	(354,903)	80,663
Restricted funds				
Jimbos	13,128	-	(1,460)	11,668
Total of funds	70,917	377,777	(356,363)	92,331

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

13. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2021 £</i>
Unrestricted funds				
Unrestricted	34,937	366,862	(344,010)	57,789
Restricted funds				
Jimbos	14,586	-	(1,458)	13,128
Total of funds	<u>49,523</u>	<u>366,862</u>	<u>(345,468)</u>	<u>70,917</u>

14. Summary of funds

Summary of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
General funds	57,789	377,777	(354,903)	80,663
Restricted funds	13,128	-	(1,460)	11,668
	<u>70,917</u>	<u>377,777</u>	<u>(356,363)</u>	<u>92,331</u>

Summary of funds - prior year

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2021 £</i>
General funds	34,937	366,862	(344,010)	57,789
Restricted funds	14,586	-	(1,458)	13,128
	<u>49,523</u>	<u>366,862</u>	<u>(345,468)</u>	<u>70,917</u>

PAPERWORKS (HARROGATE) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	15,904	15,904
Current assets	11,668	89,356	101,024
Creditors due within one year	-	(24,597)	(24,597)
Total	11,668	80,663	92,331

Analysis of net assets between funds - prior year

	<i>Restricted funds 2021 £</i>	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	13,128	3,295	16,423
Current assets	-	110,029	110,029
Creditors due within one year	-	(36,535)	(36,535)
Creditors due in more than one year	-	(19,000)	(19,000)
Total	13,128	57,789	70,917

16. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £14,855 (2021 - £15,240). No contributions were payable to the fund at the balance sheet date in this and the previous year.

17. Operating lease commitments

At 31 March 2022 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	31,080	35,830
Later than 1 year and not later than 5 years	67,339	98,418
	98,419	134,248

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

18. Related party transactions

There were no related party transactions to disclose during the year.

19. Controlling relationships

No single Trustee or group of associated Trustees has control of the company,

20. Share capital

The company is limited by guarantee and has no share capital.

PAPER WORKS (HARROGATE) LIMITED

England & Wales - Charity number 1075963

Accounts

Company Registration Number: 2895804
Charity number: 1075863

PAPERWORKS (HARROGATE) LIMITED

UNAUDITED
FINANCIAL STATEMENTS

31 MARCH 2021

(A company limited by guarantee)

PAPERWORKS (HARROGATE) LIMITED

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PAPERWORKS (HARROGATE) LIMITED

(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees

Steven Williams, Acting Chairman
Paul Almond
Martin Baum
Caroline Foster
Sandra Overfield
Zahid Tarvaz

Company registered number

2895804

Charity registered number

1075863

Registered office

Unit 5 Limewood Approach, Leeds, West Yorkshire, England, LS14

Company secretary

Caroline Foster

Chief executive officer

Jo Forsey

Accountants

Armstrong Watson Audit Limited, Third Floor, 10 South Parade, Leeds, West Yorkshire, LS1 5QS

Bankers

Lloyds Bank PLC, 8-11 Cambridge Crescent, Harrogate, North Yorkshire, HG1 1PQ

PAPERWORKS (HARROGATE) LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and 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' (FRS 102) in preparing the Trustees' Annual Report and financial statements.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, the Charities Act 2011, the Companies Act 2006, and Charities SORP (FRS 102): 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.

Structure, Governance and Management

The company was incorporated on 8 February 1994 as a private company limited by guarantee without share capital. The company was registered as a charity under the Charities Act 1993 on 11 June 1999.

The directors of the company are the trustees of the charity for the purposes of charity law.

Paperworks had a Board of Trustee Directors whose role is to provide strategic direction, set the budget and business plan for the year and approve financial and business decisions where this falls outside the agreed budget and business plan. Operational decision making within the agreed budget and business plan is delegated to the Paperworks Chief Executive and their staff team.

Responsibilities of the Trustees

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable law. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of the affairs of the company and of the profit and loss of the company for that period. In preparing the financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2018 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in operation.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence to taking reasonable steps for the prevention and detection of fraud and other irregularities.

Recruitment and Appointment of Trustees

The current trustees are shown on page 1.

PAPERWORKS (HARROGATE) LIMITED

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Trustees who served during the year were as follows:

Steven Williams
Caroline Foster
John Robinson (resigned 3 September 2020)
Paul Almond (appointed 3 September 2020)
Martin Baum (appointed 3 September 2020)
Sandra Overfield (appointed 3 September 2020)
Zahid Tarvaz (appointed 22 April 2021)

Trustees are appointed to the Board following an discussion with at least one trustee, attendance at a meeting of the directors. References are taken up where thought appropriate. All appointments are approved by a meeting of the Trustees.

All new Trustees are supplied with a director's pack of information which details their responsibilities and duties. They attend on the premises both before and after appointment to gain an understanding of the activities and working practices of the company.

The Trustees confirm that the major risks, to which the company is exposed, as identified by the trustees, have been reviewed and systems established to mitigate those risks. It is the policy of the company that a full risk assessment is carried out for every new contract or initiative that the company enters into. This includes the acceptance of any new trainee.

Objectives and Activities

The objective of this company is to assist people with learning or physical disabilities through educational and vocational training to improve their skills.

Trainees are referred for placements with the company through Social Services, Jobcentre Plus and other referral sources. They receive training in a working environment and work together with staff to deliver a variety of sources to our commercial partners. The trainees are assisted by a number of volunteers.

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit, when reviewing the charity's aims and objectives and in planning future activities, and they consider these activities are for public benefit. There are a sufficient number of potential trainees in the area within reach of our premises and local authority funding enables training for those who could not personally pay the charges.

Achievements and Performance in 2021

Paperworks continues to provide training, learning opportunities and work experience for adults with learning disabilities, autism and other complex needs. We do this through real work for real customers as well as a range of wellbeing activities and project work.

This year was unprecedented with a number of lockdowns the first of which began the year as the Covid pandemic hit at the end of March 2020. Paperworks closed on both sites as advised by the local authority and government. However, our first thoughts as always were to how to adapt and continue to provide support in some form so that the effects of this would be minimised for those we support. We therefore set up weekly phone calls and Zoom chats. We also developed a weekly pack of activities which were sent home and really provided a lifeline. This worked so well that we also supported others in the community such as supported living and community groups. We reopened for commercial clients in June, working on a skeleton staff through accessing the furlough scheme to deliver work. In September the Leeds site was able to open. A comprehensive Risk assessment was provided for the Local Authority as evidence we were Covid secure and this enabled us to open for trainees, all be it on a graduated basis of one day per week. Unfortunately, in December there was another lockdown but we were able to open again in the New Year. Our risk assessments and approach has been used as a benchmark in the sector of how things should be done which is a great credit to the team. North Yorkshire County Council, working under different guidelines granted our opening in the next financial year.

During lockdown we were unable to open for more places due to social guideline restrictions. However, once this was lifted fully towards the end of the financial year we received a number of new referrals with very solid predictions of numbers for Leeds site. Our reputation has increased considerably and there is now a regular flow of communication between local colleges and social care. This is bridging the gap between child and adult

PAPERWORKS (HARROGATE) LIMITED

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funding. Our Harrogate site had a change of premises, moving from our Hammerain House site to a temporary site in Copton Hewick until 2022 when a more permanent base will be found. This allows for more activities and space to increase trainee numbers.

We are grateful to North Yorkshire County Council and Leeds City Council and other funders that have provided funding for remote services during periods of lockdown, enabling us to continue to support trainees and to open on site services again when safe to do so.

Even though lockdown for many businesses was difficult, the clients we currently have were able to adapt and orders continued to come through. New ranges were introduced which have continued to thrive. We also had a number of new clients increasing the range of experiences we can offer trainees. Our right first time rate again reaches 99.7% and is a testament to the diligence of staff and the processes in place.

Future plans

- Early April 2021 a waiting list was being set up for the first time in the Leeds site.
- During the summer months we received a contract for grounds maintenance at the local cricket club for trainees to learn how to be grounds people.
- Funding received this year will enable us to purchase a laser cutter for our trainees to undertake designs of prototypes and for us to develop our own products as well as bespoke items for our clients. A partnership with another local charity whereby the Paperworks work experience is taken to their site.
- In Feb 2022 we aim to move our temporary site in Ripon to a more permanent one. The site has been agreed and will be officially announced in the New Year.
- Further monitoring systems will be in place recording impact on work skills and a training programme of courses is planned.

Financial review

The charity recorded a surplus for the year of £21,394. This compares with a surplus of £14,638 in the previous year and follows several years where deficits were incurred which eroded the reserves position.

Our income was marginally higher than the previous year at £366,862 (2020: £358,065). However, the composition was quite different in 2021 due to the Covid-19 pandemic with income from Government Grants of £104,433 offsetting reductions in income from charitable activities and other areas. We were able to continue to provide remote services to trainees in both the Leeds and North Yorkshire areas, both funded by local authorities. However, contributions from commercial partners were reduced as our many of partners experienced operational difficulties in lockdown and we were restricted to remote service provision.

Expenditure of £345,468 (2020: £343,427) was overall marginally higher in 2021 compared with the prior year. However, included in these costs in 2020/2021 is £16,000 of exceptional lease related costs which will not recur. The majority of these costs related to the exit of the lease of premises in Harrogate. We chose to not renew the lease in Harrogate. New arrangements for our Harrogate/North Yorkshire services provide a more flexible operating base which should deliver cost savings in the future whilst still maintaining an effective service provision.

The year-end financial position is shown in the balance sheet on page 8. Overall reserves were £70,917 at 31 March 2021. Unrestricted reserves were £57,789, which includes £3,297 of unrestricted tangible fixed assets, resulting in free reserves of £54,492.

In light of the pandemic we took out a Covid Bounceback loan of £20,000 early in the financial year in the event that the charity was unable to provide funded services for a prolonged period. Whilst the loan was drawn down we were able to carry on providing funded remote services during lockdown, albeit with reduced contributions from commercial partners, and cash balances have never been lower than the loan amount. As services have returned to more normal levels we now do not anticipate needing the loan. A decision will be taken on early repayment in due course.

Careful overall cost management and continued support by funders has enabled us to rebuild reserves over the past two years which provides a more sustainable base to operate the charity from and gives opportunity for future potential investment where we believe prudent and effective to do so.

Further information on our reserves policy is given on page 5 and on the current financial position is given in the

PAPERWORKS (HARROGATE) LIMITED

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going concern accounting policy on page 9.

Key risks

The Trustees consider the key risks facing the charity and its reserves policy annually. The review incorporates a consideration of the financial impact of risks that the charity is exposed to and seeks to set a reserves level that protects Paperworks against a realistic assessment of the likelihood of the identified risks materialising. In considering the reserves policy, the Trustees also have regard for the need to balance risk protection against maximising charitable output in line with the objectives of Paperworks.

The key risks identified include:

- loss of commercial contribution income from work with commercial partners;
- the ongoing COVID-19 pandemic;
- a change in government policy in relation to income from social care providers;
- inability to raise funds through donations required to balance the budget
- the ability of Paperworks to accommodate complex trainee needs impacting on trainee levels;
- cash flow issues caused by late payment from customers and partners; and
- income from social care providers; and reputational damage arising from a failure in service delivery.

Reserves policy

The Trustees have quantified the risks outlined above based on a consideration of the likelihood and impact of the risk arising and have determined that the charity should target a reserves level of £50,000. The year-end free reserves position (excluding restricted funds and any funds held as fixed assets) was marginally above this, at £54,492.

Going concern

The financial statements are prepared on a going concern basis under the historical cost convention. In making the assessment around going concern the Trustees have considered the financial position of the charity, the risks that the charity faces and the level of reserves held. Further information is in the Going Concern Accounting Policy on page 9.



Steven Williams
Acting Chairman
15 December 2021

PAPERWORKS (HARROGATE) LIMITED

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**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PAPERWORKS (HARROGATE) LIMITED
(the 'company')**

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2021.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

INDEPENDENT EXAMINER'S STATEMENT

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

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act;
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated: 15 December 2021

Simon Turner
Armstrong Watson Audit Limited
Leeds

PAPERWORKS (HARROGATE) LIMITED

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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	<i>Total funds 2020 £</i>
INCOME FROM:					
Donations and legacies	2				
Donations		445	-	445	529
Government Grants and Support		104,433		104,433	16,494
Charitable activities:	3				
Contribution from social care providers		214,220	-	214,220	244,147
Contribution from commercial partners		46,164	-	46,164	67,649
Investments:	4				
Interest receivable		9	-	9	10
Other income		1,591	-	1,591	29,236
TOTAL INCOME		366,862	-	366,862	358,065
EXPENDITURE ON:					
Costs of generating funds:					
Fundraising		-	-	-	-
Charitable activities:					
Training programme	5	344,010	1,458	345,468	343,427
Other expenditure:		-	-	-	-
TOTAL EXPENDITURE		344,010	1,458	345,468	343,427
NET EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES		22,852	(1,458)	21,394	14,638
NET MOVEMENT IN FUNDS		22,852	(1,458)	21,394	14,638
RECONCILIATION OF FUNDS:					
Total funds brought forward		34,937	14,586	49,523	34,885
TOTAL FUNDS CARRIED FORWARD		57,789	13,128	70,917	49,523

The notes on pages 9 to 20 form part of these financial statements.

PAPERWORKS (HARROGATE) LIMITED

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

**BALANCE SHEET
AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible assets	8	16,423	20,807
CURRENT ASSETS			
Debtors	9	40,938	25,304
Cash at bank and in hand		69,091	21,351
		110,029	46,655
CREDITORS: amounts falling due within one year	10	(36,535)	(17,939)
NET CURRENT ASSETS		73,494	28,716
TOTAL ASSETS LESS CURRENT LIABILITIES		89,917	49,523
CREDITORS: amounts falling due after more than one year	11	(19,000)	-
NET ASSETS		70,917	49,523
CHARITY FUNDS			
Restricted funds	12	13,128	14,586
Unrestricted funds	12	57,789	34,937
TOTAL FUNDS		70,917	49,523

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 15 December 2021 and signed on their behalf, by:



Steven Williams, Acting Chairman

The notes on pages 9 to 20 form part of these financial statements.

PAPERWORKS (HARROGATE) LIMITED

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

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) (2018) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Paperworks (Harrogate) 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.

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £1.

The exemption has been taken from preparing a cash flow statement on the grounds that the charity is a small charity.

The company is exempt from tax under Sections 466 to 493 Corporation Taxes Act 2010 as long as income is applied for charitable purposes only.

1.2 Going concern

The financial statements are prepared on a going concern basis under the historical cost convention. In making this assessment the Directors have considered the financial risks, and the impact of the Covid-19 pandemic, summarised on pages 4 and 5.

The Trustees' Report summarises the financial position of the charity at 31 March 2021, the impact of the Covid-19 pandemic since the year end and the future prospects for the charity. Through careful cost management the charity has been able to further add to reserves since 31 March 2021.

The Trustees have prepared a budget for the remainder of the 2021/22 financial year which shows that the budgeted income of the charity is expected to cover its costs, and this stability is expected to continue beyond the end of the 2022 financial year.

The Trustees have considered the level of uncertainty that exists and have concluded that the possibility that the charity cannot pay its debts as they fall due for a period of at least 12 months is remote, and accordingly that no material uncertainty over going concern exists.

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1.

1.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants receivable are recognised in the statement of Financial Activities when receivable. Grants related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

Bank interest and all other income resources are included when receivable.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

Costs of generating funds include those of generating donations and fundraising activities.

Direct charitable expenditure included the direct costs of the activities and depreciation on related assets. Where such costs relate to more than one functional cost category, they have been split on either an estimated time or floor space, as appropriate.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity.

Costs of generating funds include those of generating donations and fundraising activities.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

1.6 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Long-term leasehold property	-	over the period of the lease
Plant and machinery	-	25% straight line basis
Motor vehicles	-	20% straight line basis
Fixtures and fittings	-	33%-100% straight line basis
Office equipment	-	33%-100% straight line basis

1.7 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

1.8 Debtors

Trade and other debtors are recognised at the settlement amount 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.

PAPERWORKS (HARROGATE) LIMITED

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.11 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.12 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

PAPERWORKS (HARROGATE) LIMITED

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	445	-	445	529
Grants	104,433	-	104,433	16,494
Total donations and legacies	104,878	-	104,878	17,023
<i>Total 2020</i>	529	16,494	17,023	

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Contribution from social care providers	214,220	-	214,220	244,147
Contribution from commercial partners	46,164	-	46,164	67,649
	260,384	-	260,384	311,796
<i>Total 2020</i>	311,796	-	311,796	

4. INVESTMENT INCOME

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Investment receivable	9	-	9	10
<i>Total 2020</i>	10	-	10	

PAPERWORKS (HARROGATE) LIMITED

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

5. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs 2021 £	Depreciation 2021 £	Other costs 2021 £	Total 2021 £	Total 2020 £
Costs of raising funds:					
Expenditure on raising voluntary income	-	-	-	-	-
Costs of raising funds	-	-	-	-	-
Charitable activities:					
Charitable activity	208,209	4,583	132,676	345,468	343,427
Other expenditure	-	-	-	-	-
	208,209	4,583	132,676	345,468	343,427
<i>Total 2020</i>	<u>198,710</u>	<u>3,545</u>	<u>141,172</u>	<u>343,427</u>	

Other costs

	2021 £	2020 £
Rent and other associated costs	46,970	41,153
Marketing and bad debts	(760)	846
Communication & other costs	38,171	41,689
Other property costs	15,544	13,527
Recruitment, Consultancy and other staff related costs	6	10,200
Loan and hire purchase interest	616	1,026
Property Repairs and flood damage	4,682	12,592
Exceptional lease costs	16,000	-
Other direct costs	11,447	20,139
Total	<u>132,676</u>	<u>141,172</u>

In the opinion of the Trustees charitable activities comprise one activity which is the provision of educational and vocational training for people with physical and learning disabilities.

Included within charitable expenditure above is restricted expenditure of £1,458 (2020: £17,952) comprising staff costs of £nil (2020: £16,494) and depreciation of £1,458 (2020: £1,458).

Included within charitable expenditure is £39,010 (2020: 54,293) of support costs, of which approximately £21,000 related to staff costs and £750 was governance costs.

PAPERWORKS (HARROGATE) LIMITED

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

6. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2021 £	2020 £
Depreciation of tangible fixed assets:		
- owned by the charity	4,584	3,545
Independent examination fees	750	1,200

During the year, no Trustees received any remuneration (2020 - £NIL).

During the year, no Trustees received any benefits in kind (2020 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2020 - £NIL).

7. STAFF COSTS

Staff costs were as follows:

	2021 £	2020 £
Wages and salaries	177,208	175,327
Social security costs	14,757	13,935
Other pension costs	15,240	9,839
	207,205	199,101

The average number of persons employed by the company during the year was as follows:

	2021 No.	2020 No.
Average number of employees	10	10

No employee received remuneration amounting to more than £60,000 in either year.

PAPERWORKS (HARROGATE) LIMITED

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. TANGIBLE FIXED ASSETS

	Long-term leasehold property (Restricted fund) £	Plant and machinery (Unrestricted fund) £	Motor vehicles (Unrestricted fund) £	Fixtures and fittings (Restricted fund) £
Cost				
At 1 April 2020	21,877	6,600	22,250	7,734
Additions	-	-	-	-
At 31 March 2021	21,877	6,600	22,250	7,734
Depreciation				
At 1 April 2020	7,291	3,078	22,250	7,734
Charge for the year	1,458	2,201	-	-
At 31 March 2021	8,749	5,279	22,250	7,734
Net book value				
At 31 March 2021	13,128	1,321	-	-
At 31 March 2020	14,586	3,522	-	-
		Office equipment (Restricted) £	Office equipment (unrestricted) £	Total £
Cost				
At 1 April 2020		2,737	2,775	63,973
Additions		-	200	200
At 31 March 2021		2,737	2,975	64,173
Depreciation				
At 1 April 2020		2,737	76	43,166
Charge for the year		-	925	4,584
At 31 March 2021		2,737	1,001	47,750
Net book value				
At 31 March 2021		-	1,974	16,423
At 31 March 2020		-	2,699	20,807

PAPERWORKS (HARROGATE) LIMITED

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

9. DEBTORS

	2021	2020
	£	£
Trade debtors	30,075	21,279
Other debtors	9,098	1,766
Prepayments and accrued income	1,765	2,259
	40,938	25,304

10. CREDITORS: Amounts falling due within one year

	2021	2020
	£	£
Other loans	2,449	3,753
Trade creditors	9,693	4,339
Other taxation and social security	797	9,247
Accruals and deferred income	20,060	600
Deferred Grants income	3,536	-
	36,535	17,939

The other loans include loans secured over the property of the company by way of fixed and floating charges.

11. CREDITORS: Amounts falling due after more than one year

	2021	2020
	£	£
Other loans	19,000	-

Included within the above are amounts falling due as follows:

	2021	2020
	£	£
Between one and two years	4,000	-
Between two and five years	13,000	-
Over five years	2,000	-
	19,000	-

The other loans include loans secured over the property of the company by way of fixed and floating charges.

PAPERWORKS (HARROGATE) LIMITED

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

12. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Unrestricted funds				
Unrestricted	34,937	366,862	(344,010)	57,789
	<u>34,937</u>	<u>366,862</u>	<u>(344,010)</u>	<u>57,789</u>
Restricted funds				
Jimbos	14,586	-	(1,458)	13,128
	<u>14,586</u>	<u>-</u>	<u>(1,458)</u>	<u>13,128</u>
Total of funds	<u>49,523</u>	<u>366,862</u>	<u>(345,468)</u>	<u>70,917</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

12. STATEMENT OF FUNDS (continued)

STATEMENT OF FUNDS - PRIOR YEAR

	<i>Balance at 1st April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2020 £</i>
Unrestricted funds	18,841	341,571	(325,475)	34,937
	18,841	341,571	(325,475)	34,937
Restricted funds				
Jimbos	16,044	-	(1,458)	14,586
Awards for All	-	16,494	(16,494)	-
	16,044	16,494	(17,952)	14,586
Total of funds	34,885	358,065	(343,427)	49,523

Overview of restricted funds

The Jimbo funds have been invested in equipment and improvements for the new building, which has been capitalised and the net book value of these items is carried forward as restricted funds.

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
General funds	34,937	366,862	(344,010)	57,789
Restricted funds	14,586	-	(1,458)	13,128
Total of funds	49,523	366,862	(345,468)	70,917

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

12. STATEMENT OF FUNDS (continued)

	<i>Balance at 1 April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2020 £</i>
General funds	18,841	341,571	(325,475)	34,937
Restricted funds	16,044	16,494	(17,952)	14,586
Total of funds	34,885	358,065	(343,427)	49,523

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	3,295	13,128	16,423
Current assets	110,029	-	110,029
Creditors due within one year	(35,535)	-	(35,535)
Creditors due in more than one year	(20,000)	-	(20,000)
Total	57,789	13,128	70,917

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Tangible fixed assets	6,221	14,586	20,807
Current assets	46,655	-	46,655
Creditors due within one year	(17,939)	-	(17,939)
Creditors due in more than one year	-	-	-
Total	34,937	14,586	49,523

14. PENSION COMMITMENTS

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £15,240 (2020 - £9,893). No contributions were payable to the fund at the balance sheet date in this and the previous year.

PAPERWORKS (HARROGATE) LIMITED

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

15. OPERATING LEASE COMMITMENTS

At 31 March 2021 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2021	2020
	£	£
Amounts payable:		
Within 1 year	35,830	41,750
Between 1 and 5 years	98,418	114,750
After 5 years	-	4,583
Total	134,248	161,083

16. RELATED PARTY TRANSACTIONS

There were no related party transactions to disclose during the year.

17. CONTROL RELATIONSHIPS

No single Trustee or group of associated Trustees has control of the company.

18. SHARE CAPITAL

The company is limited by guarantee and has no share capital.