

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

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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.

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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

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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
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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
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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
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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.

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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
	<hr/> 14,841 <hr/>	<hr/> 14,841 <hr/>

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**NOTES TO THE FINANCIAL STATEMENTS
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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

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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).

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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.

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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

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**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>

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**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
	<hr/>	<hr/>	<hr/>	<hr/>
Restricted funds				
Jimbos	11,668	-	(1,458)	10,210
	<hr/>	<hr/>	<hr/>	<hr/>
Total of funds	92,331	350,617	(346,587)	96,361
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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**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>

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**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	10,210	86,151	96,361

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	11,668	80,663	92,331

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
	67,339	98,419

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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.