



Melton
Borough
Council



Rutland
County Council

Melton & District Furniture Project

Annual Report 2020/2021



Registered Charity Number: 1086010

Company Registration Number: 4105094

Location & Contact Information

Address

The warehouse
3B Park Road
Melton Mowbray
Leicestershire
LE13 1TT

Telephone number

01664 410380

E-mail address

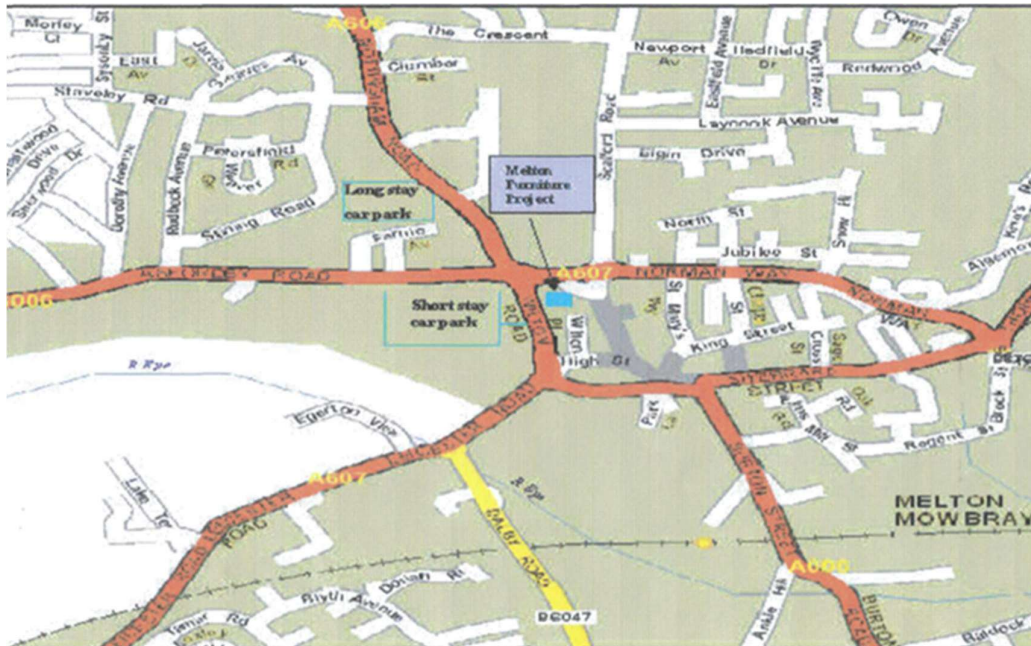
melton@meltonfurnitureproject.co.uk

Website address

www.meltonfurnitureproject.co.uk

Facebook page website address

www.facebook.com/mdfp1987



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Chairman's Report

This past year has had a strange feeling. I have been checking the warehouse regularly and it has no soul without our great volunteers. They have been quick to return to work after every lockdown which we are grateful for.

Like many businesses our future was unknown but thanks to grants and furlough assistance for staff salaries we have made it this far. Our staff make a great team and are irreplaceable, they with the volunteers they make an hard working pro active team.

We are needed more now than ever to help people access low cost pre-loved furniture and household items across Melton and Rutland. Unemployment and people on furlough is still rising and we are frontline for supplying essential items.

This annual report will be slim but we have included the newsletters we sent to volunteers during lockdown to help keep up their spirits and to know we have not abandoned them. I know they enjoy the read.

We did a lot of surveys last year and I have enclosed them to show a lot of great remarks from the public and volunteers. It shows where giving our services users what they need from the project..

Again we have enclosed all the information we need too, e.g. accounts, full statistics are not included as we were closed mostly for the year (statistics available upon request).

We achieved an aim we set ourselves for 2020/2021. We have welcomed a new Director to the board, this is Merelyn Greaves.

We had decided this year to re-structure our staff. We have now promoted our Driver to Project Manager and the Project Manager to Chief Executive Officer. It reflects better what their duties involve. They have settled into their new roles extremely well. The project is a smooth running charity.

The Directors continue to work really well together for the good of the project and I am very grateful for their continued support.

I would like to express a sincere thank you to the CEO and manager. They hold the project together, work extremely hard and provides an excellent environment for those to work and volunteer in.

I am looking forward to a bright future. I know we will beat covid-19 and everything becomes something like normal. I will give you all a hug as soon as we can, hee hee.

I know 2020/2021 will be a good year, we together will make it so.

Yours sincerely

Mr Ivor Ruddle

Chairman

Chief Executive Report

During 2020 the board had a complete staff restructure, the manager was promoted to the above post and the driver was promoted to manager. Our cleaners hours was increased due to the extra cleaning needed for our covid 19 policy. Our vehicle assistant was happy with his title and our administration assistant for myself was changed to reflect her role, she is now my personal assistant.

We also relooked at salaries and now have a workable policy for our yearly salary rises.

Holiday policy was checked and a director has kindly took over the responsibility of monitoring all staff holiday. A new policy was introduced and all staff excepted the changes. They are all inline with the government guidelines.

We also had major improvements in the warehouse, thanks to Mr Ivor Ruddle, all offices and tea bar light fittings was changed to modern led fitted lights. The difference is amazing and is a substantial increase to the wellbeing of everyone at the project. The main warehouse is going to be decided on (if we can afford) to change them in next financial year. Maybe look in January 2022. All work was achieved by Ivor and we all are extremely grateful and I would like the opportunity to thank him.

Whilst in lock down Mr Graham Greaves was checking the unit and along with Mrs Mel Greaves was checking our answer phone and returning calls. Our answer phone did inform our customers that we had closed along side other non essential shops but we still had an average of 30 messages per week. I would like to thank them for giving there time to help customers.

Thanks go to Melton Borough Council and the Rutland County Council for their recognition and ongoing support that they gave to the project. It assists us with our running costs and towards the losses we make when offering £200 referrals for a whole households of furniture and household goods. We are a frontline project helping our clients at crisis times in their life.

The surveys I did show we need to get to 16-25/25-35 year old families and individuals that could have a better standing off living with our help.

Our book keeper continued to monitor our petty cash balance. It was especially difficult as electrical items was being purchased and he was working from home. Again a big thanks to Dylan Pugh.

It goes without saying that my personal assistant has been a great help at dealing with applications for government funding during the lock down. it has kept the project in a financial stable place. Again a big thank you to Issy Ruddle.

Our future is bright and I personally think that the project is going from strength to strength. New volunteers are coming forward, our partners are using us more and our presence in the areas that we serve is good as always.

Yours sincerely Mrs Angela Dawson

Chief Executive Officer

Company's Report

Project Report on Behalf Of The Directors

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statement of the charity for the year ended 31st March 2020. The trustees have adopted the provisions of 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 January 2015).

Objectives & Activities

Objectivities & Aims

The company is a charity and its objectives are to relieve, either generally or individually, persons resident in the borough of Melton District and Rutland County Council who are in condition of need, hardship and distress arising from: -

- the provision of furniture and other household accessories calculated to reduce the need, hardship or distress of such persons; and
- the relief of unemployment by provision of training, advice and support.

To achieve these objectives, the company operates a furniture recycling project, utilising the services of volunteers and trainees on placement schemes. Furniture and household items are collected from all over the Melton Borough and County of Rutland, cleaned and restored as necessary and re-distributed to qualifying people in the area. At the same time, volunteers and trainees receive experience and instruction on dealing with the public, handling goods and warehouse duties and office responsibilities.

The directors have taken due account of the guidelines laid down by the Charity Commission in meeting the requirements as described in principles 1 and 2 regarding identifiable public benefits and feel that this Project meets with them. This Project additionally assists the donating public to make a significant contribution to the local authority targets, in its area of benefit, to meet their "waste stream" obligations.

Achievements & Performances

Charitable activities

Total incoming resources for the year amounted to £81,226 with total resources expended of £77,956 resulting in net incoming resources of £3,270 (2019: net expenditure of £3,270). The total value of services provided by volunteers and work experience placements has not been included, but is calculated to be in the region of £68,232 for the year. General reserves stood at £36,361 at 31st March 2021.

The Rutland Project showed net outgoing resources for the year with no balance brought forward therefore gave rise to the transfer from the general fund to support it. The directors are looking at ways to improve the position of the Rutland Project including grants available and improving awareness in the area.

Financial Review

Investment Policy & Objectives

The directors have considered the most appropriate policy for investing funds and maintain high interest bank accounts for this purpose.

Reserves Policy

The directors have established a policy whereby reserves are set aside for capital asset replacement for staff costs in case emergency cover is required and for redundancies.

Structure, Governance & Management

Governing Document

The charity is controlled by its governing document, a deed of trust and constitutes a limited company, limited by guarantee, as defined by Companies Act 2006.

Recruitment & Appointment of New Trustees

The methods adopted for the recruitment of new directors are by seeking from the volunteer pool persons with interest, expertise and / or time to give for this purpose and to actively encourage their participation as directors of the Project.

Members

Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up. The total number of such guarantees on 31 March 2021 was 5.

Induction & Training of New Trustees

New directors are given written guidance on trustee duties and responsibilities.

Approved by order of the board of trustees and signed on its behalf by:

Mr I Ruddle
Chairman

Trustees and Staff

Melton and District Furniture Project

Volunteer voting board members of the board

Chairman

Ivor Ruddle

Vice Chairman

Dylan Pugh

Company secretary

Brenda Calsela

Directors

Merelyn Greaves

Audrey Ruddle

Graham Greaves – Volunteer Representative

Bookkeeper

Sarah Amos

Foxwise Accountancy limited

22a Burton Street

Melton Mowbray

Leicestershire

LE13 1AF

Staff

Chief Executive Officer - Staff

Project Manager – 22 hours

Driver Assistant – 22 hours

Personal Assistant – 6 hours

Cleaner – 1.5 hours

Melton Borough Council Representative member

Councillor – Pat Cumbers

Statement of intent on equal opportunities

The Melton & District Furniture Project recognises that everyone has a contribution to make to our society and a right to equality. We aim to ensure that no job applicant, staff member, volunteer, organisation or individual to whom we provide services will be discriminated against, by us on the grounds of: -

- Age;
- Class;
- Disability;
- Employment status;
- Political belief, religion;
- Race, colour, nationality, ethnic or national origins;
- Sex, marital status, childcare responsibilities; or
- Sexuality.

Introduction

The project was established in 1987, at a time when the idea of giving pre-loved furniture, household and small electrical items to a second home was sweeping the county. We have gone on to provide thousands of items every year to low income families/individuals, reducing items no longer wanted from filling landfill. We established a referral system, to allow us to work with other charities and help those in dire need who have nothing.

Our project has grown over the last three decades, from one person with a van, to a community that welcomes volunteers of varying ages and skills. Our volunteer programme caters to those with mental health issues, physical disabilities and provides a place for people to support their community.

The Melton Borough Council has funded our project since its conception. We are very grateful that they understand our purpose and values.

The Volunteers

Volunteers are at the heart of our project. Without their support we wouldn't be able to function as we do. Our volunteers have varied backgrounds. We have volunteers with learning challenges, mental health issues, drug and alcohol dependency and other disabilities.

We are able to provide training for our valued volunteers to aid them in getting back to paid employment or offer them a place of sanctuary and a chance to excel in a safe environment with a friendly team of colleagues. For some, this is their only social interaction and we pride ourselves on forming a community where everyone is welcome and feel part of the team.

This year we have had many retired people join our team. It is an honour to welcome those who wish to give their time from wherever they are in life. Our aim will always be to encourage and give opportunity to those who need it. Many of this year's new starters and long-term volunteers are over 65 and upwards.

Training

Many of the long-standing volunteers 'buddy train' our new starters in the roles they wish to do at the project. We always encourage them to try every department.

We offer training and experience in

Warehouse

Retail / sales / using tills / filling in forms / interacting with customers / locating and selling items / answering enquiries / marking items that are sold (these are coloured coded for anyone facing any challenges.)

Bric a brac department

Bric a brac shop sales / calculating totals / wrapping items / answering enquiries / pricing items / sorting out items for sale / cash handling.

Reception

Taking money from customers (cash handling) / arranging delivery dates / using a Barclays card machine / some village delivery, colour coordinated red/blue delivery data base usage. Telephone answering / using phones for arranging collections / taught how to speak to customers / using collection data base / a 4 weekly wipe delivery board for vehicle and volunteers to use to organise routes.

Office duties

Photocopying / writing up letters on a laptop / filing paper work / designing forms. Volunteers can also assist with helping with petty cash book / testing electrical items / sorting and pricing bric a brac items / sweeping and polishing / tidying the unit.

Vehicle

Driving the vehicle / assisting / introducing themselves to the public / interacting with the public / ensuring correct trained manual handling / following polices.

The project will help with: -

- Building confidence
- Offer support
- Reduce isolation
- Improve skills
- Offer learning opportunities
- Offer help and advice with access to work and references
- Increase help in the community
- Provide more opportunities for people to socialise
- Above all reason to get up and go out where they are valued as a person.

Work. Live. Leicestershire

We have teamed up with Work Live Leicestershire to offer our volunteers a chance to have more in-depth training, if they choose.

This service provides access to holistic tailored support, based on individual needs and can be accessed by anyone. It can help with financial issues, the benefits system, and helping those who would like to move into paid employment, opportunity for training.

Job centre

We work very closely with the Job Centre and have a good working relationship with their job coaches. Sometimes we receive referrals for those who are unemployed to experience volunteering as a starting point to gaining paid employment. We can provide training for this as well as an opportunity to learn new skills or develop current skills further. We also help with and references if they need one. Many of our volunteers have been successful in finding work with our help and our partners

Statistics

If volunteers were paid £13 an hour, they have saved the funding stream £90,545 in unpaid work and given their skills and commitment over the April 1st 2020 to 31st March 2021 period. Our volunteers gave every hour for free. They work hard and endure stress at times but they all believe in, 'Working for a common goal-The community'.

Those involved with the Melton & district furniture Project During 2019/2020

Current volunteers

Brenda Calsela	Dylan Pugh
Darren Mclean	Ivor Ruddle
Lynne Hewitt	Neil Close
Scott Cooper	Audrey Ruddle
Leanda Smalley	Vernon Calsela
Emma Reeder	Charlie Chaplin
Darren Hazelwood	

Volunteers who joined us

Merelyn Greaves	Daniel Martin
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Volunteers we said goodbye too

Les Naylor	Dave Darrington
Helen Watchhorn	

Outcomes

We have 3 first aiders, 2 health and safety, 2 fire marshals and 1 volunteer representative.

What our volunteers said why they volunteer and their experiences

"I volunteered because I didn't want to sit in my four wall. I enjoy volunteers and have a laugh."

"I joined mainly to help the Project and also try to pay back for assistance I have received over the years from various sources. However I have found it to be great fun all due to the people I work with and the added bonus it is also rewarding helping members of the public. Everyday is filled with new challenges but also a day to look forward to."

"I enjoy working at the project because I get to help people in need and serve the community of Melton in providing affordable furniture for all and a community hub for our regulars. A happy and friendly environment to work in is also a huge plus."

"I volunteered originally for something to do, but found it very enjoyable. I really like the other volunteers as they are very friendly and helpful. I have made a lot of friends and really like it."

"being retired, this voluntary work gives us the opportunity to meet lovely people and also feel useful to others – keeps 'the ole grey matter working'"

Customer survey when we deliver

How did you hear about the project?

1.	Just knew	14
2.	Live in Melton	4
3.	Family and Friends	11
4.	Seen vehicle	1
5.	Word of mouth	5
6.	Online	7
7.	Passing by	4
8.	Adult social care	1
9.	Saw advert	1
10.	Citizens advice bureau	1

Have you used the project before?

1.	Yes	25
2.	No	25

Are you male or female?

1.	Male	12
2.	Female	14
3.	Other	1
4.	Prefer not to say	23

What age group are you?

- | | | |
|----|-------------------|----|
| 1. | 16-25 | 1 |
| 2. | 25-35 | 35 |
| 3. | 45-65 | 5 |
| 4. | 65+ | 23 |
| 5. | Prefer not to say | 3 |

Statistics

month	Volunteer hours	Items collected	Items delivered	Bric a brac	Rutland milage	Melton milage
April 2020	*	*	*	*	*	*
May 2020	*	*	*	*	*	*
June 2020	254*	157*	193*	236*	51*	180*
July 2020	637	381	223	764	157	568
August 2020	570	333	115	448	210	488
September 2020	254*	284*	253*	596*	210*	457*
October 2020	618	300	278	766	185	68
November 2020	34*	106*	55*	83*	65*	198*
December 2020	437	147	172	332	113	420
January 2021	*	*	*	*	*	*
February 2021	*	*	*	*	*	*
March 2021	*	*	*	*	*	*
Total	2,864	1,708	1,289	3,225	991	2,379

*Closed or part closed due to lock down and covid restrictions.

Unable to produce tonnage of items saved from landfill due to new form used for recycling credits, goes by how many items now.

If volunteers who gave their time free was paid £15 per hour, it would total of £42,960 for the year. This shows the value of their time they give freely.

Main objectives of the organisation

To relieve, either generally or individually, persons who reside in the Borough of Melton and the County of Rutland (areas of benefit) who are in need, due to hardship or distress, by : -

- Providing furniture and other household accessories, including electrical appliances, which in turn reduce landfill and offer the residents of both an alternative to tipping thus reducing potential pollution and waste.
- Relieving the needs, hardship or distress of such persons in need by providing furniture, household accessories and bric-a-brac. A referral scheme, which is linked into local social service and charity providers, ensures help is available for the neediest to access this as an emergency service.
- The relief of unemployment by the provision of work experience, training, support, guidance and help back into work.
- To provide a supportive educational environment for special needs, mental health, and other groups who for any reason have a temporary or permanent inability to maintain an effective role in mainstream employment.

Current Services

- Re-use and testing of electrical goods.
- Re-use of furniture and household accessories and furnishings.
- Bric-a-brac shop
- Volunteer opportunities
- Training of volunteers and preparation for work
- To source companies that could help us re-use large electrical items that are always in need. We are unable to do this ourselves due to age of building and cost of setting up.

Anticipated Developments

- Build on our training and record keeping
- More training for staff and volunteers
- Apply for big lottery fund for disability needs- reached stage 2. On hold due to covid 19.
- To keep updating the warehouse members of staff
- Continue to apply for further funding for Project running costs
- Encourage more Re-use donations
- To continue to develop the relationship with Melton Borough Council and Rutland County Council to try to meet their waste stream policy targets

Families and individuals can come in and purchase our items that start at £5 for small furniture items, i.e. coffee tables. We aim to provide a service in which our clients are able to experience a shop/retail environment.

Many people on benefits or low income lose the ability to choose. We ensure that when they enter, they are feeling like they are entering a furniture shop, but the prices are within their range.

To better advertise our referral systems. We emailed them all and also sent leaflets and poster. If we are successful with the lottery bid the CEO is going out into the community we serve and increase awareness of our essential services as she will have more time to do some out reach work.

Brand-new three-piece suites can be too much for some individuals/families to afford and due to the amazing support we receive, we are able to offer them with prices starting from £30. In order to maintain this we do not make profit at the end of each year.

Our prices reflect what we are able to budget for each year and by doing so, our Committee insist we are following our core aims. We have been able to help 2,769 individuals and families to access low cost items, reducing waste and offering an alternative for those on low income.

Referral Agents

We have 33 agencies available to request emergency help. These are listed and those in need are able to use our referral forms and packs to obtain items. We are able to provide a whole house pack which includes furniture, pots and pans, tea sets, mugs, cutlery and bedding, quilt covers, blankets and curtains, towels, bowls, sponges and tea towel, pictures, ornaments etc.

The cost of this via referral is £200 for all the furniture, with all other household accessories at £50 for a large box full.

Stock take

Bric a Brac Department

We also stock items to brighten up homes or to use when being re-homed:-

Cookware	Saucepans etc	Tea sets
Glasses	Cooking utensils	Cutlery
Jugs	Clothes airers	Ironing boards
Table cloths	Napkins	Suitcases
Toys	Jigsaws	Pictures/frames
Quilts	Quilt covers	Pillows
Cushions	Towels	Curtains
Ornaments	Mirrors	Electrical items
Lamps	Kettles	Hair dryers
Electric fires	Hoovers	Microwave
Food processors/juicers	Table top cookers	

All electrical items are PAT tested by our PAT tester who is also our chairman.

Areas that we service with deliveries and collection

Melton and Borough

Village name	Post code	Day
Ab Kettleby	LE14	Friday
Asfordby	LE14	Thurs/Fri
Asfordby Hill	LE14	Thurs/Fri
Asfordby Valley	LE14	Thurs/Fri
Ashby Folville	LE14	Thursday
Barkstone-Le-Vale	NG13	Wednesday
Barsby	LE7	Thursday
Bascasby	LE14	Wednesday
Belvoir	NG32/33	Wednesday
Bottesford	NG13	Wednesday
Branston	NG32	Wednesday
Brentingby	LE14	Wednesday
Brooksby	LE14	Thursday
Buckminster	NG33	Wednesday
Burton Lazars	LE14	Tuesday
Burrough-on-the-hill	LE14	Thursday
Chadwell	LE14	Wednesday
Cold Overton	LE14	Tuesday
Coston	LE14	Wednesday
Croxton Kerrial	NG31	Wednesday
Eastwell	LE14	Wednesday
Eaton	NG32	Wednesday
Easthorpe	NG13	Wednesday
Edmondthorpe	LE14	Wednesday

Eye Kettleby	LE14	Thurs/Fri
Freeby	LE14	Wednesday
Frisby-on-the-wreake	LE14	Thursday
Gaddesby	LE7	Thursday
Garthorpe	LE14	Wednesday
Goadby Marwood	LE14	Wednesday
Great Dalby	LE14	Thursday
Grimston	LE14	Friday
Harby	LE14	Wednesday
Harston	NG32	Wednesday
Hickling	LE14	Friday
Hoby	LE14	Thursday
Holwell	LE14	Wednesday
Hose	LE14	Wednesday
John'o'Gaunt	LE14	Thursday
Kirby Bellars	LE14	Thursday
Knipton	NG32	Wednesday
Leesthorpe	LE14	Tuesday
Little Dalby	LE14	Tuesday
Long Clawson	LE14	Wednesday
Muston	NG13	Wednesday
Nether Broughton	LE14	Friday
Normanton	NG13	Wednesday
Old Dalby	LE14	Friday
Owston	LE14	Thursday
Pickwell	LE14	Tuesday
Plunger	NG13	Wednesday
Potters Hill	LE14	Friday
Ragdale	LE14	Friday
Rearsby	LE7	Thursday
Redmile	NG13	Wednesday
Rotherby	LE14	Thursday
Saltby	LE14	Wednesday
Saxby	LE14	Wednesday
Saxleby	LE14	Friday
Scalford	LE14	Wednesday
Sewstern	NG33	Wednesday
Shoby	LE14	Friday
Somerby	LE14	Tuesday
Sproxton	LE14	Wednesday
Stapleford	LE14	Wednesday
Stathern	LE14	Wednesday
Stonesby	LE14	Wednesday
South Croxton	LE7	Thursday
Tilton-on-the-Hill	LE7	Thursday
Thurussington	LE7	Thursday
Thorpe Arnold	LE14	Wednesday
Thorpe Satchville	LE14	Thursday
Twyford	LE14	Thursday
Upper Broughton	LE14	Friday

Waltham- on-the-wolds	LE14	Wednesday
Wartnaby	LE14	Friday
Wycombe	LE14	Wednesday
Wyfordby	LE14	Wednesday
Wiloughby-on-the-wolds	LE14	Friday
Wymondham	LE14	Wednesday

We alternate the access to villages as shown in the table by being highlighted in blue or red. This helps us to minimise fuel costs which is part of our Green policy and commitment to reducing carbon emissions.

Rutland areas we cover

Rutland is always on a Tuesday due to the Melton market and traffic.

VILLAGE	POST CODE
Ashwell	LE15
Ayston	LE15
Barley Thorpe	LE15
Barrow	LE15
Barrowden	LE15
Bisbrooke	LE15
Belton In Rutland	LE15
Brooke	LE15
Burley On The Hill	LE15
Braunstone In Rutland	LE15
Caldecot	LE16
Cottesmore	LE15
Collyweston	LE15
Clipsham	LE15
Edith Western	LE15
Eggleton	LE15
Empingham	LE15
Essendine	PE9
Exton	LE15
Glaston	LE15
Great Casterton	PE9
Greetham	LE15
Hambleton	LE15
Ketton	PE9
Knossington	LE15
Langham	LE15
Little Casterton	PE9
Lyddington	LE15
Lyndon	LE15
Manton	LE15
Market Overton	LE15
Morcott	LE15
Normanton	LE15

North Luffenham	LE15
Oakham	LE15
Ranks Borough	LE15
Pickworth	PE9
Pilton	LE15
Preston	LE15
Ridlington	LE15
Ryhall	PE9
Seaton	LE15
South Luffenham	LE15
Stoke Dry	LE15
Streeton	LE15
Teigh	LE15
Thistleton	LE15
Thorpe By The Water	LE15
Tickencote	PE9
Tinwell	PE9
Tixover	LE15
Uppingham	LE15
Upper Hambleton	LE15
Wardley	LE15
Whissendine	LE15
Whitwell	LE15
Wing	LE15
Wakley	LE15

Volunteer of the quarter voted by the volunteers.

Dylan Pugh received the most votes. He is a good, loyal, funny and a very very hard worker. Everyone loves him and is always there to help others. He will turn his hands to any jobs needed in the retail and admin side of the operations. This is the first time we have presented a trophy. It is going to be part of our quarterly meetings. Hopefully when things calm down, I will re start them.



Newsletters

We needed to keep all our volunteers and staff involved during lockdown. Myself and my personal assistant produced monthly newsletters this year and tried to keep their grey matter working with crosswords, word searches and picture quiz. We hoped the picture quiz (if they wasn't shielding) would encourage people to go out and get some exercise and help their wellbeing and mindfulness



Our winner of picture quiz was Emma who won a food hamper.

Melton and District Furniture Project
Statement of Financial Activities for the year ended
31 MARCH 2021

		Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
		£	£	£	£
<u>Incoming Resources</u>					
Incoming and endowments from					
Donations and Legacies	1	11887	5,600	17,487	14706
Other trading activities	2	76944	5,546	82,490	66484
Investment Income	3	10	0	10	36
		88841	11146	99987	81226
<u>Resources Expended</u>					
Costs of Generating Funds					
Establishment expenses		23458	4140	27598	22020
Staff costs		33710	4,972	38682	36608
Vehicle running costs		2658	1,054	3712	8941
Volunteer / placement costs		723	128	850	1092
Administration		8,516	1,503	10019	9218
Cost of goods sold		21	4	25	78
Total Resources Expended		69,086	11,800	80,886	77,956
Net Income/(Expenditure)		19,755	-654	19,101	3,270
Reconciliation of Funds					
Total funds brought forward		15,120	21,511	36,631	33,361
Total funds carried forward		34,875	20,857	55,732	36,631

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Melton and District Furniture Project
Balance Sheet as at 31 March 2021

			2021	2020
	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
Fixed Assets				
Tangible Assets	5683	0	5683	7360
Current Assets				
Debtors	198	0	198	3752
Cash at bank and in hand	31124	20356	51480	27472
	31321	20356	51677	31224
Current Liabilities				
Creditors - amounts falling due within one year	1626	0	1626	1951
Net Current Assets	29695	20356	50051	29273
Total Net Assets	35378	20356	55732	36631
Funds				
Unrestricted			35,378	16,277
Restricted			20,356	20,356
Total Funds			55732	36,631

**Melton and District Furniture Project
Trustees' Report and Financial Statements
For the year ended 31 March 2021**

Charity No 1086010

**Melton and District Furniture Project
Contents of the Financial Statements
for the year ended 31 March 2021**

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Melton and District Furniture Project
Report of the Trustees for the year ended 31 March 2021

The Trustees present their report and financial statements for the year ended 31 March 2021.

Reference and Administrative information

Charity Name	Melton and District Furniture Project
Charity Registration Number	1086010
Operational Address & Trust Office	The Warehouse 3b Park Road Park Road Melton Mowbray LE13 1TT

Trustees

Trustees as at 31 March 2021

Mr I Ruddle
Mrs A S Ruddle
Mr D Pugh
Mrs B Calsela
Mr G Greaves
Mrs M Greaves

Independent Examiners

Foxwise Accountancy Ltd, 22a Burton Street, Melton Mowbray, Leics LE13 1AF

Bankers

Barclays Bank Plc
Wilton Road
Melton Mowbray
Leicestershire
LE13 0TZ

Melton and District Furniture Project

Trustee Report 2021

The trustees who are also the directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The company is a charity and its objects are to relieve, either generally or individually, persons resident in the borough of Melton District and Rutland County Council who are in a condition of need, hardship and distress arising therefrom by:-

- the provision of furniture and other household accessories calculated to reduce the need, hardship or distress of such persons; and
- the relief of unemployment by the provision of training, advice and support.

To achieve these objectives, the company operates a furniture recycling project, utilising the service of volunteers and trainees on placement schemes. Furniture and household items are collected from all over the Melton Borough and County of Rutland, cleaned and restored as necessary and re-distributed to qualifying people in the area. At the same time, volunteers and trainees receive experience and instruction on dealing with the public, handling goods and warehouse duties, and office responsibilities.

The directors have taken due account of the guidance laid down by the Charity Commission in meeting the requirements as described in principles 1 and 2 regarding identifiable public benefits and feel that this Project meets with them. The Project additionally assists the donating public to make a significant contribution to the local targets, in its area of benefit, to meet their 'water stream' obligations.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Total incoming resources for the year amounted to £99,987 with total resources expended of £79,956 resulting in net incoming resources of £20,031 (2020: net incoming resources of £3,270). The total value of services provided by volunteers and work experience placements has not been included, but is calculated to be in the region of £42,960 for the year. General reserves stood at £56,692 at 31 March 2021.

FINANCIAL REVIEW

Investment policy and objectives

The directors have considered the most appropriate policy for investing funds and maintain high interest bank accounts for this purpose.

Reserves policy

The directors have established a policy whereby reserves are set aside for capital asset replacement, for staff costs in case emergency cover is required and for redundancies.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The method adopted for the recruitment and appointment of new directors are by seeking from the volunteer pool persons with interest, expertise and/or time to give for this purpose and to actively encourage their participation as directors in the Project.

Members

Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2021 was 6.

Induction and training of new trustees

New directors are given written guidance on trustee duties and responsibilities.

REFERENCE AND ADMINISTRATION DETAILS**Registered Company Number**

04105094 (England and Wales)

Independent Examiner's Report on the Accounts of Melton and District Furniture Project

We report to the charity trustees on the examination of the accounts of the Company for the year ended 31 March 2021

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is our responsibility to

Examine the accounts (under Section 145 of the Charities Act) to follow the procedures laid down by the general directions given by the Charity Commission (under Section 145 (b) of the Charities Act), and to state whether particular matters have come to our attention.

Basis of Independent Examiner's Statement

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

Independent Examiner's statement

In the course of our examination no matter has come to our attention

- which gives us reasonable cause to believe that in any material respect, the trustees have not met the requirements to ensure that proper accounting records are kept in accordance with Section 130 of the Charities Act
and
accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act.
- to which in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Foxwise Accountancy Ltd., 22a Burton Street, Melton Mowbray, Leics LE13 1AF

Melton and District Furniture Project
Statement of Financial Activities for the year ended
31 MARCH 2021

		Unrestricted	Restricted	2021	2020
		Funds	Funds	Total	Total
		£	£	Funds	Funds
				£	£
<u>Incoming Resources</u>					
Incoming and endowments from					
Donations and Legacies	1	11887	5,600	17,487	14706
Other trading activities	2	76944	5,546	82,490	66484
Investment Income	3	10	0	10	36
		88841	11146	99987	81226
<u>Resources Expended</u>					
Costs of Generating Funds					
Establishment expenses		23458	4140	27598	22020
Staff costs		33710	4,972	38682	36608
Vehicle running costs		2658	1,054	3712	8941
Volunteer / placement costs		723	128	850	1092
Administration		8,516	1,503	10019	9218
Cost of goods sold		21	4	25	78
Total Resources Expended		69,086	11,800	80,886	77,956
Net Income/(Expenditure)		19,755	-654	19,101	3,270
Reconciliation of Funds					
Total funds brought forward		15,120	21,511	36,631	33,361
Total funds carried forward		34,875	20,857	55,732	36,631

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**Melton and District Furniture Project
Balance Sheet as at 31 March 2021**

			Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
Fixed Assets	Notes					
Tangible Assets	8		5683	0	5683	7360
Current Assets						
Debtors	9		198	0	198	3752
Cash at bank and in hand			31124	20356	51480	27472
			31321	20356	51677	31224
Current Liabilities						
Creditors - amounts falling due within one year			1626	0	1626	1951
Net Current Assets			29695	20356	50051	29273
Total Net Assets			35378	20356	55732	36631
Funds						
Unrestricted					35,378	16,277
Restricted					20,356	20,356
Total Funds					55732	36,631

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records that comply with Section 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These statements have been prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the board of Trustees on 13th May 2021 and were signed on its behalf by:

Mr I Ruddle - Trustee

MELTON AND DISTRICT FURNITURE PROJECT
NOTES AND ACCOUNTING POLICIES FOR THE YEAR ENDED
31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

These accounts have been prepared with the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all the cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

Tangible fixed assets

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

Equipment	- 25% on reducing balance
Motor Vehicles	- 25% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular and restricted purposes within the charity. Restrictions arise when specified by the donor or when funds are raised for restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits.

The charitable company operates defined contributions pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Melton and District Furniture Project
Notes and Accounting Policies for the Year ended 31 March 2021

1 Donations and Gifts	2021	2020
	£	£
Donations	530	368
Grants	16957	13470
Gift Aid	0	869
	<u>17487</u>	<u>14706</u>

2 Other Trading Activities	2021	2020
	£	£
Self Generated Income	36973	64620
Recycling Credits	2088	1863
Covid Grants	43429	-
	<u>82490</u>	<u>66483</u>

3 Investment Income		
To Organisations		
Deposit Account Interest	<u>10</u>	<u>36</u>

4 Net Income/(Expenditure)

Net Income/(Expenditure) is stated after chargeing/(crediting)

Depreciation on own assets	1677	2236
Loss on disposal of fixed asset	0	0

5 Trustee Remuneration Benefits and Expenses

None for the year ended 31 March 2021 (2020 - None)

6 Staff Costs

The average monthly number of employees during the year was	5	5
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No employee received emoluments in excess of £65000

Melton and District Furniture Project
Notes and Accounting Policies for the year ended 31 March 2021

7 Comparatives for the Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10806	3900	14706
Other trading activities	56790	9693	66484
Investment income	36	0	36
Total	67633	13593	81226
EXPENDITURE ON			
Charitable activities			
Establishment expenses	18717	3303	22020
Staff costs	31689	4918	36608
Vehicle running costs	6402	2539	8941
Volunteer/placement costs	928	164	1092
Administration	7,845	1374	9,218
Cost of goods sold	66	12	78
Total	65646	12310	77956
Net Income/(Expenditure)	1987	1283	3270
Reconciliation of Funds			
Funds brought forward	13133	20228	33361
Net Income	1987	1283	3270
Funds carried forward	15120	21511	36631

Melton and District Furniture Project
Notes and Accounting Policies for the Year ended 31 March 2021

8 Tangible Fixed Assets

	Improvements to Property Equipment		Total
Cost			
At 1 April 2020	11451	28823	40274
Additions (Vehicle)			
Disposals			
At 31 March 2021	11451	28823	40274
Depreciation			
At 1 April 2020	10800	22113	32913
Charge for the year		1677	
Disposals			
At 31 March 2021	10800	23790	34590
Net Book Value			
At 31 March 2021	651	5032	5683
At 31 March 2020	651	6710	7361

	2021 £	2020 £
9 Debtors: Amounts falling due within one year	198	3752

10 Creditors: Amounts falling due within one year

Social Security and other taxes	444	164
Other Creditors	0	987
Accrual and deferred income	1182	800
	1626	1951

Melton and District Furniture Project
Notes and Accounting Policies for the Year ended 31 March 2021

11 Movement in Funds continued

	At 01-Apr-19 £	Net Movement £	At 31-Mar-20 £
Unrestricted Funds			
General Operating Fund	1756	1,987	3,743
Capital asset fund	2	0	2
Emergency Staff Costs Fund	11375	0	11,375
	<hr/> 13133	<hr/> 1987	<hr/> 15120
Restricted Funds			
Rutland Project	6761	1,283	8,044
Ragdale Hall Fund	170	0	170
Redundancy Costs Fund	13297	0	13,297
	<hr/> 20228	<hr/> 1283	<hr/> 21511
Total Funds	<hr/> 33361	<hr/> 3270	<hr/> 36631

Net movement in Funds included in the above, are as follows:-

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted Funds			
General operating fund	67633	65646	1987
Restricted Funds			
Rutland project	13593	12310	1283
	<hr/> 81226	<hr/> 77956	<hr/> 3270

Melton and District Furniture Project
Notes and Accounting Policies for the Year ended 31 March 2021

11 Movement in Funds continued

	At 01-Apr-19 £	Net Movement £	At 31-Mar-20 £
Unrestricted Funds			
General Operating Fund	1756	1,987	3,743
Capital asset fund	2	0	2
Emergency Staff Costs Fund	11375	0	11,375
	<u>13133</u>	<u>1987</u>	<u>15120</u>
Restricted Funds			
Rutland Project	6761	1,283	8,044
Ragdale Hall Fund	170	0	170
Redundancy Costs Fund	13297	0	13,297
	<u>20228</u>	<u>1283</u>	<u>21511</u>
Total Funds	<u>33361</u>	<u>3270</u>	<u>36631</u>

Net movement in Funds included in the above, are as follows:-

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted Funds			
General operating fund	67633	65646	1987
Restricted Funds			
Rutland project	13593	12310	1283
	<u>81226</u>	<u>77956</u>	<u>3270</u>

Melton and District Furniture Project
Notes and Accounting Policies for the year ended 31 March 2021

13. RELATED PARTY DISCLOSURES

There are no related party transactions for the year ended 31 March 2021.

14. PURPOSES OF FUNDS

Rent and insurance fund

This fund comprises a grant from Melton Borough Council towards rent and insurance costs.

Rutland Project

This fund originated from grants from the Welland Catalyst Fund, Henry Smith Charity and the Social Capital Small Grants Programme, which were received specifically to assist with funding expansion of the work of the Project across the County of Rutland, together with capital equipment purchased. This venture actively began in April 2006, and the relevant proportions of income and expenditure for the year have been allocated to the fund.

DESIGNATED FUNDS

Capital Asset Replacement Fund

The directors have designated funds for the purchase of new equipment and provision of motor vehicles for the project in the future. All the designated funds have been utilized.

Emergency Staff Costs Fund

This fund is designated to meet the costs of redundancy should the project be forced to close in the future, and the cost of emergency staff cover, should it be required.

Melton and District Furniture Project
Detailed Statement of Financial Activities
For the Year ended 31 March 2021

	2021	2020
	£	£
Income and Endowments		
Donations and legacies		
Donations	530	368
Grants	16957	13470
Gift Aid	0	869
	<u>17487</u>	<u>14706</u>
Other trading activities		
Self generated income	36973	64,620
Recycling credits	2088	1,863
Covid grants	43429	
	<u>82490</u>	<u>66,484</u>
Investment income		
Deposit account interest	<u>10</u>	<u>36</u>
Total incoming resources	<u>99,987</u>	<u>81,226</u>
Expenditure		
Raising donations and legacies		
Bought in purchases	<u>25</u>	<u>78</u>
Depreciation and other amounts written off		
Depreciation	1677	2236
Loss on disposal of fixed assets	<u>0</u>	<u>0</u>
	<u>1677</u>	<u>2236</u>
Charitable activities		
Wages and salaries	37879	36,158
Pensions	228	242
Rent	19841	15332
Rates	690	1028
Light and heat	1635	2,128
Cleaning	657	215
Telephone	4453	2109
Postage and stationery	1544	1206
Advertising and PR	0	60
Insurance	377	1,377
IT expenses	257	532

Melton and District Furniture Project
Detailed Statement of Financial Activities
For the Year ended 31 March 2021

Continued	£	£
Repairs and maintenance	3938	1329
Volunteer expenses	638	867
Protective clothing	0	0
Refreshments	212	224
Insurance, repairs and road tax	1,561	2635
Diesel and oil	933	1682
Van Lease	0	3000
Sundry expenses	1314	1511
Charitable Activities	<u>76157</u>	<u>71,634</u>
Support costs		
Finance		
Bank charges	595	1451
Governance costs		
Accountancy and legal fees	2432	2558
Support Costs	<u>3027</u>	<u>4008</u>
Total resources expended	<u>80886</u>	<u>77956</u>
Net Income/(Expenditure	<u>19,101</u>	<u>3,270</u>

Independent Examiner's Report on the Accounts of Melton and District Furniture Project

We report to the charity trustees on the examination of the accounts of the Company for the year ended 31 March 2021

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is our responsibility to

Examine the accounts (under Section 145 of the Charities Act) to follow the procedures laid down by the general directions given by the Charity Commission (under Section 145 (b) of the Charities Act), and to state whether particular matters have come to our attention.

Basis of Independent Examiner's Statement

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

Independent Examiner's statement

In the course of our examination no matter has come to our attention

- which gives us reasonable cause to believe that in any material respect, the trustees have not met the requirements to ensure that proper accounting records are kept in accordance with Section 130 of the Charities Act
and
accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act.
- to which in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Foxwise Accountancy Ltd., 22a Burton Street, Melton Mowbray, Leics LE13 1AF