



# **Annual Report 2021/21**

**Community Works  
Community House,  
14a Market Place  
Thirsk  
YO7 1LB**

**01845 524494**

**Registered Charity No: 1096518**

**Introduction**

We often get asked ‘what is Community Works?’ and it’s hard to provide a short answer. It’s easier to say what we’re not; we don’t provide emergency accommodation – well not yet we don’t.

We’re a team of people (Trustees, staff, volunteers, members, local people, businesses and community groups) working effectively together to support others. One of the best examples of this was Christmas 2020. In previous years we had collected food and given out between 40 and 50 food parcels for Christmas over several days. This year the demand was huge. It was the first time we had attempted anything on this scale and it’s got to be the best example of the community spirit of Thirsk. Businesses, charities, schools, churches and individuals worked together to make it a success. On one day 192 Christmas food parcels were packed and delivered, benefitting 507 people. Over 50 people volunteered their time to help too.



We start with where members are, building on their strengths, helping them identify what they want to do and where they want to go. We encourage them to make choices offering brighter and broader futures and to achieve their potential. Our

staff specialise in helping those with the most vulnerabilities; many of our members have complex and chaotic lives including mental ill health, addictions, offending behaviours, unemployment and under employment, physical ill health, disabilities, poverty and social isolation. Our work remains user-led, holistic, engaging members in mutual support and volunteering to create shared solutions.

We’re an independent charity and have taken some brave but challenging steps to helping our sustainability and ambitiously said we want to be the ‘go to’ organisation for holistic community support for people by providing opportunities for them to improve their economic, health and social wellbeing. Our five aims are: to support our community to become more resilient, for members to improve their well-being, increase their economic prosperity, increase their social inclusion and for our organisation to be sustainable.

We reinvented ourselves as a Community Support Organisation at the start of the pandemic and very quickly we became the conduit for people in the area. Through our team work we were able to provide essential services to people made vulnerable by the virus and did tasks such as collecting and delivering shopping, walking dogs and making 1000s of welfare phone calls.

**At the start of the pandemic our Meals on Wheels provider closed. In true Community Works spirit, staff members stepped forward to cook the meals in our kitchen. They continued doing this; peeling endless bags of potatoes and creating new menus until the end of June when they were**

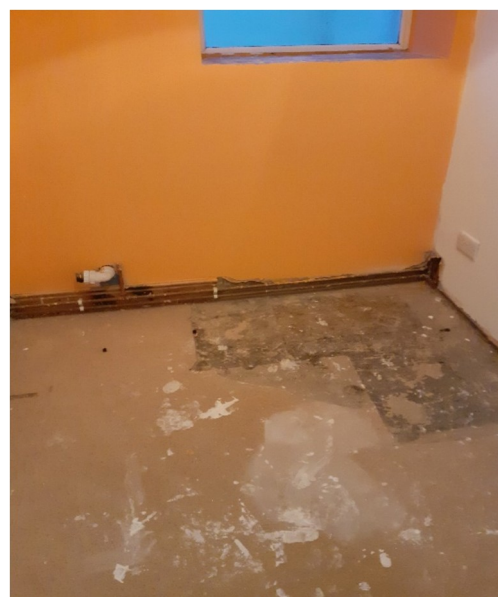
**very happy to hand it back to a local café.**



## The Pandemic

Here's what we delivered over the first 16 weeks of the pandemic.

	total
Total telephone calls made	2087
Telephone calls to caseload	1008
Direct contact for support (phone, email, social media)	1324
Covid 19 grants processed	15
IAG given	373 (13 weeks)
Social distance one to one	245 (6 weeks)
Pet care	66 (13 weeks)
Activities given out (books, jigsaws)	221(13 weeks)
Total number of people helped	2601 (approx. 1050 individuals)
Prescriptions collected and delivered	478
Shopping collected and delivered	522
Food parcels	294
Packed lunches	307
Meals on wheels	1013
Volunteers	91 different volunteers
Total volunteer hours delivered	1261 (over 13 weeks)



We also found time to refurbish some of our buildings

Community Works delivers 25 services to 1400+ people annually. Our long, successful history has embedded us in the community and is the 'Go to' place for most people. We've a highly skilled, dedicated staff team. We love the anecdotes from people who have moved and are disappointed that there isn't a Community Works in their new town.

For many, Thirsk is a lovely place to live; its a small market town in Yorkshire set in incredible surroundings. However it's an expensive place to live and many people are on low incomes with few qualifications. Opportunities to change lifestyles are limited and therefore we believe that our programmes are essential in supporting people to make positive, long lasting changes to their lives.



Many of our members feel isolated from the community due to their financial situation, mental ill health or other vulnerabilities. Previous negative behaviours affect opportunities for years and family names can be a barrier for many in trying to progress. They describe themselves as 'abandoned' 'lost' 'lonely' 'written off'. A significant number of our members live complex lives with many suffering a past trauma which they have not addressed, contributing to chaotic lives. We believe we can give them time and support to evaluate their lives, make informed decisions, build on their strengths and develop new skills.

Many of our members are in low skilled employment, the top three being: wholesale and retail 19.2%, manufacturing 11.6% and health and social care 11%. There's a similar pattern in occupations as academic attainment. Only 10.8% of our population are employed as managers or directors. There's a strong link between academic attainment and employment, only

48.5% without qualifications are in employment. At the opposite end, 85.3% of graduates were employed. Once again, Thirsk is a tale of two halves, 50% of Thirsk residents are at either end of the scale in achieving qualifications; 26% have none but 24% have achieved level 4 or above.

## **Improving Lives**

Despite the pandemic, our Improving Lives programme has been successful, supporting many to make positive changes to their lives. All members who completed their support said that they had increased their confidence, readiness to learn, resilience and developed new skills. Out of the 50 who have a positive progression so far, 84% are still in that progression. This is a remarkable achievement as most had been long-term unemployed or employed in seasonal or zero hours contracts. One member said 'I'd never had paid work and felt written off because I can't read and write. This project has given me the opportunity to do a basic English course, other training, a volunteer placement which I love and get paid work'. Surprisingly, some self-referrals have been from professionals. One teacher said 'I left teaching due to my mental ill-health and never thought I'd return. Improving Lives has helped me develop new skills and rebuild my confidence and I'm back working in a school'

68% who started on a volunteer placement completed more than a month and 35% completed more than a year. 'Unfortunately due to my addiction I am not ready to return to work, but my placement is helping my mental health, gain skills and

qualifications for when I return to employment'. Over half of those who completed their work placement said that it directly helped them secure appropriate employment. 'My volunteer placement gives me the experience needed to secure my job in hairdressing' We had always intended to have work placements as a significant part of our Improving Lives project, however they have proved invaluable in raising participant's self-esteem and confidence. The reciprocal approach has meant people have felt comfortable receiving the support in return for using their strengths to help others.

Despite a thorough referral process, we get people on projects who once we have started working with them, don't fit the criteria. One of the benefits of Community Works is that we are able to offer them a place on a different project. 6 people who started on our Improving Lives project have moved to other services within the organisation. A member said, 'Improving Lives has given me the opportunity for a new start as my criminal record was holding me back. My placement has made me feel part of the team and I've learnt so much'.

Alongside our Improving Lives programme, we deliver other Employment and Training Programmes, including Action Towards Inclusion (ATI) and Community Grants.

Community Grants provides short term support for unemployed adults who are ready to secure employment but need some support in doing so. ATI is a longer term programme for unemployed adults that are furthest from the job market. They are offered support to help them overcome any barriers that they are facing to help

them move closer to the labor market and become employed. These barriers can include, but not restricted to: mental health, debt, housing, qualifications, financial, lacking confidence, self-esteem etc.

The global pandemic caused significant complications to the running of both the programmes as they were previously entirely face to face. Initially all appointments were transferred to being entirely over the phone and on video calls using Zoom. As soon as we were allowed to meet one other person outside we arranged walk & talks. We even erected a gazebo in the carpark and wrapped up warm to hold our one to one sessions.

Finding appropriate employment vacancies became more difficult as employers were putting staff on furlough and not hiring. The focus then became more about using the time to help use their time in lockdown productively on their skills. It was also an extremely stressful period and more of the focus became around their wellbeing.

The support included helping participants prepare for job interviews, preparing and updating CVs to make sure they best represented their skills. A large proportion of the participants had limited computer skills and this had become an increasing barrier to job search. This was made even worse by the pandemic as they then had to cope with remote job interviews.

A significant number of member's mental health deteriorated; some became scared to leave their home and struggled with further social isolation. Many of the people we were supporting lost confidence and self-esteem. As a staff team we used this time to produce supportive

activity booklets that were sent out in the mail and we ran craft sessions online for those that were comfortable using computers.

During this period we had 22 participants on Community Grants, of which 11 secured employment and 1 progressed into further training. A lot of the support was around enabling them to job search more thoroughly by using our knowledge of the local employment market. We also did a lot of one to one support on how to present themselves at interview.

#### Success Story

X came in having been made redundant by a previous workplace going out of business. He had a lot of experience working in kitchens but had poor literacy and no computer skills. We worked a lot on confidence in job interview, in positively identifying skills and linking him to training to improve his literacy. We were able to secure him employment relatively quickly by aiding him to job search in a wider area than previously. We were also able to help them navigate benefits while isolating which they would have struggled with due to the poor literacy.

## Volunteering

At the beginning of March 2020 we had over 170 volunteers but due to the requirements to isolate and people's own health concerns, by the end of March 2020 we had only 65 active volunteers. We secured funding to employ a part time Volunteer Coordinator to lead on recruiting, training and supporting volunteers to help us deliver essential services. Quite quickly we recruited 34 new regular volunteers and many more who were keen to help off on an ad hoc basis.

I highly recommend taking action by volunteering locally to feel part of your community. I was new to Thirsk and was quite isolated but not anymore, Secondly make sure you enjoy what you do as this gives you more energy to give more.

## Community Transport

The pandemic effected our community transport programme immediately as most of volunteer drivers were required to isolate due to their age. With our usual 'can do' attitude, we decided to do things differently. Because we didn't have the resources to transport our members to places such as shops and chemists, we decided to take things to them, so we started doing and delivering shopping for members who were isolating. We also started collecting and delivering prescriptions, craft materials and library books to people who were unable to leave their homes. We worked closer with one of our partners, Thirsk Minibus Association so that we could provide transport to couples. Here's what we did through the year

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total for Year
Doctors GP	40	28	38	40	36	32	36	32	44	34	42	34	436
Dental/Optician	0	0	0	6	9	4	2	0	0	6	4	10	41
Hospital	0	0	0	16	43	79	62	59	49	43	48	89	488
Other medical	334	190	164	106	65	75	58	66	65	104	84	63	1374
Shopping	18	118	86	30	29	59	41	34	53	123	80	142	813
Day Care/Lunch Club	452	323	214	177	130	146	159	162	119	153	162	155	2352
Total	844	659	502	375	312	395	358	353	330	463	420	493	5504

## Catalyst is Community Works' specialist programme for Women.

During the first 18 months of this programme of the Catalyst Project 21 women have accessed one-to-one life coaching-based support. The programme is delivered in Hambleton and Richmonshire. One-to-one support is provided, both face-to-face and virtually as required, at a variety of accessible community locations. The Women's Wellbeing support groups meet weekly face-to-face, as well as the specific Fibromyalgia group. A craft group has also been initiated as this was a common interest for many of the participants and is something they



can do both as a group and individually. Walk and Talk groups continue, and these are now self-sustaining as the women arrange these between themselves. Virtual support via the Facebook 'safe space' group and now a WhatsApp group is also still a popular source of support. Support is available from volunteer mentors and this is something some women value, over and above the formal one-to-one support.

What is very evident is that the impact of the project for women in terms of their mental health, skills, coping mechanisms, social networks and connectedness has been invaluable. The ongoing benefit of this is that as women move out of one-to-one support the benefits of the project are sustainable as women have formed strong friendship groups as a result of their participation.

Another benefit has been the breadth of support accessible via the wider Community Works offer. As the case study below evidences, the offer of wider family support has had an extremely positive impact on family relationships as young people are able to access the youth work provision. The ability to access support in the form of food parcels, Christmas hampers, furniture and assistance with moving into accommodation has been invaluable to some participants as they stabilise their situation.

What is strongly evident from the data however is the fact that for those women participating in the project the outcomes are strong. The project is achieving outcomes for women which exceed the targets by some margin across nearly all metrics. Additionally, the data is not necessarily reflective of the level of achievement and impact in some areas; although the number into jobs stands at 10, this is 10 individual participants. Moving people into work has been done on a stepped approach, in keeping with the challenges faced by some participants. Some have started work initially on short term or zero hours contracts while they

gain confidence; they have since gone on to more permanent employment.

Catalyst oct 19-mar 21

New participants	2
	1
into volunteering	1
	0
achieved qualifications	4
into non accredited training	1
	1
into adult education	5
increased basic skills	4
into jobs	1
	0
improved safety	1
	3
improved self-esteem/ confidence	1
	8
improved mental health including stress and anxiety	2
	0
reduced isolation and increased support networks	1
	9
improved employability	9
improved living skills	7

I moved to Thirsk in early 2021 during 'lockdown'. I was really struggling with feeling anxious and being isolated - I wasn't working, I didn't know anyone and it was difficult to engage with my new community. In early spring I was able to join the Catalyst women's programme and it has been genuinely life changing. Without the programme I would have remained totally isolated at home, without any friends nearby and with little purpose in my life.

Connecting with other local women through the women's group has really helped to improve my mental health,



given me somewhere to go and helped me to feel part of the community. In women's group I have found support and acceptance, I have learned a lot of new things, I have made some really good friends and I have had fun.

Through the one-to-one sessions I am having, I am learning a lot about myself and how to take better care of my mental health, and we are working on building a better future for me. The support I am getting has boosted my confidence and has helped me to start volunteering, which was one of the goals I had set for myself, but was very daunting to think of when I first joined the programme. Volunteering has brought more purpose into my life, my anxiety has reduced and goals which previously felt out of reach now feel achievable. I feel positive about the future for the first time in a long time.

I am finding the tools and techniques for improving my wellbeing, which I am learning both in women's group and in one-to-one sessions, to be really helpful. For example, I was feeling in particularly low mood recently and in the past this would prevent me from completing necessary tasks, cause a negative thought spiral and last for many days. However, in women's group sessions and my one-to-ones, we have talked about the importance of being kind to ourselves, taking time to rest and recharge, doing things we enjoy, and being aware of, and trying to change, the negative things we say to ourselves. Based on this, I made a conscious decision to be kind to myself, instead of beating myself up. I told myself it was ok to take a bit of time to look after myself, I made a cup of tea and put on some of my favourite music and really listened to it. Then I thought about some of my happiest memories, which made me smile. I spoke to myself gently and with compassion, and I did not feel guilty for taking some time for myself. My mood lifted quickly, so much so, I was able to complete the tasks I had set aside that morning. It felt empowering to be able to break my normal pattern of thinking and make a positive change to my day. Applying this new technique, along with other techniques I have learned through Catalyst, really makes a difference to my life, and I can continue to use these tools in future to support my long term wellbeing.

## **Dementia Day Care**

Our Dementia Day Care service had to fully close at the start of the pandemic. With a great deal of work behind the scenes from Trustees and NYCC. By December 2020 we felt confident that we could restart safely; albeit with smaller numbers. Fortunately we had secured funding to refurbish rooms at Community House which provided a suitable venue for our Day Care. By

rethinking the way we deliver, we were able to provide a much needed service.

## **Youth Work**

The delivery of our youth work funded by Broadacres was the same as our other services. Staff, volunteers and young people were very flexible as we changed quickly from youth clubs for large numbers of young people, to targeted groups for smaller numbers. At times, the

group sessions were delivered

outside and sometimes on zoom. The one to one work was similar.

## Enterprises

The store we opened in November 2018 was closed for large periods of the year due to the restrictions on non-essential retail. We had also opened a pop up shop two doors down from our Reuse store. Small hobby businesses rented tables in the shop. It provided a much needed opportunity for start-up businesses to test the market. Unfortunately we had to close it after a year as we were unable to social distance the stalls sufficiently during the pandemic.



We leased a warehouse and bought a van. The Re:use store is so popular that we needed a second van and a warehouse for storage



We created workshops for our 'Made in Thirsk' brand. We run a number of weekly support groups in the workshops where service users come along to make things or fix things to sell in the store. The people who attend the groups suffer with mental ill health and participation helps them feel more positive and less isolated.



## What next

The time is right for us to start looking to the future and we have agreed a three year strategic plan.

## Our Mission

To be the 'go to' organisation for holistic community support for people by providing opportunities for them to improve their economic, health and social wellbeing

**Strategic Priorities:** To enhance community life by supporting individuals, families and community groups

To be a dynamic and sustainable organisation

## Strategic Objectives:

Be a leading Community Anchor Organisation providing thought leadership and service delivery	Develop dynamic and engaged volunteers who gain as well as give	Maintain excellence in the delivery of services and enterprises	Being an employer of choice with a strong and skilled staff team	Maximise existing and future resources
--	---	---	--	--

## Join us

As we said at the beginning of this report, Community Works is a team of Trustees, staff, volunteers, members, businesses, community groups and individuals. We always need new volunteers. Some roles require a weekly commitment but others are ad hoc. We currently have vacancies for volunteers to:

<b>Lead</b> groups such as: <ul style="list-style-type: none"><li>• Hobby/interest groups</li><li>• Practical groups in our workshop</li></ul>	<b>Support</b> staff to deliver groups including: <ul style="list-style-type: none"><li>• Youth Clubs</li><li>• Dementia Day Care</li></ul>
Be part of our Enterprise <b>Team</b> including: <ul style="list-style-type: none"><li>• Working in our shop</li><li>• Upcycling furniture</li><li>• Fixing bikes</li></ul>	Be <b>behind the scenes:</b> <ul style="list-style-type: none"><li>• Collect and sort donations for the foodbank</li><li>• Help maintain the skate park</li><li>• Reception duties</li></ul>
Provide weekly <b>One to One</b> Support including: <ul style="list-style-type: none"><li>• Mentoring adults and older people</li></ul>	<b>Please contact us for more information about</b>
<b>Drive:</b> <ul style="list-style-type: none"><li>• As part of our Community Transport Scheme</li></ul>	

- Our van with furniture collections and deliveries
- As part of our Meals on Wheels service

**volunteering with us  
or to ask for an  
application form**

**Community Works CIO**  
**Trustees' report and financial statements**  
**for the year ended 31 March 2021**  
  
**Charity number: 1096518**

**THE BARKER PARTNERSHIP**  
Chartered Accountants and Statutory Auditors  
Thirsk

# **Community Works CIO**

## **Contents**

	<b>Page</b>
Chair's report	<b>1</b>
Legal and administrative information	<b>2</b>
Trustees report	<b>3 - 5</b>
Independent examiners' report	<b>6</b>
Statement of financial activities	<b>7</b>
Balance sheet	<b>8</b>
Notes to the financial statements	<b>9 - 19</b>



# **Community Works CIO**

## **Chair's Report**

### **for the year ended 31 March 2021**

Our first full year of being Community Works has certainly been interesting. At the risk of repeating things, the pandemic has fundamentally affected how we work and the people we help.

I'm proud to say that our proactive stance along with the ability to adapt and change at short notice have created not only a responsive but very dynamic organisation which has achieved an incredible amount. Especially when you consider the size of the staff team, which is relatively small.

From a staffing perspective they have demonstrated their loyalty to the organisation and commitment to our members. They altered their working practices numerous times to ensure that our members received the best possible service during the pandemic. When you consider they did this alongside delivering high quality existing services, as well as developing new ones, you can see why we value our staff as much as we do and I can't thank them enough.

Of course our amazing staff team is brilliantly supported by our equally amazing volunteers who have gone above and beyond expectations on many occasions, taking on tasks from dog walking to delivering the most vulnerable in our communities their weekly shopping.

Several things need to be in place to make all the above happen and partnerships is an integral part of that. Community Works became a focal point for the community; both for those who needed help (practical and emotional) and those who wanted to help. Throughout the year those strong partnerships have developed even further (statutory partners, schools, community groups, businesses) and have ensured the people of Thirsk and villages received the support they needed.

Of course the year has created a significant amount of adversity and the assumption that everyone can do everything online was quickly debunked. Not only did staff and volunteers identify that not everyone has the resources to have the internet at home or even devices which can access the internet but also that some of the very vulnerable in the community didn't have the skills required to stay safe. Issues we dealt with included supporting members updating Universal Credit Journals, schoolwork and applying for jobs. In addition the work we have done has also helped identify a significant number of our community for whom home isn't a safe place. Our services have highlighted this to partners and through this advocacy we are helping improve the lives of some very vulnerable individuals.

In addition to the amazing work the staff and volunteers have done I would like to highlight some of the work the Trustees have done over the year. Not only have they adeptly guided the staff through an extremely challenging and ever changing year, they have supported staff to make informed decisions quickly and take risks in managed ways and just by way of ensuring Community Works becomes even better, they have set an ambitious three year strategic plan. It has been a pleasure to work with you over the year.

My final thanks has to go to Abigail who as always gets on with the tasks in hand, seeming to produce things from thin air and ensuring the local community get the support they need when they need it.

I hope this report not only gives you a flavour of our work but helps to shed light on the amazing staff, volunteers and Trustees we have. As a team we have achieved some phenomenal things this year and with our plans for the future we hope to build on this success and continue to meet the needs of the local community - whatever gets thrown at us!

Mr D I Sharp  
Chair of the trustees  
26 January 2022

## Community Works CIO

### Legal and administrative information

<b>Charity number</b>	1096518	
<b>Registered office</b>	Church Hall St James Green Thirsk North Yorkshire YO7 1AQ	
<b>Trustees</b>	Mr D Adamson (resigned 24 May 2021) Ms S Burton Mrs L A Ford Mr M Johnson (resigned 25 January 2021) Mrs R E Lawson-Tancred A P Naughton Mr D I Sharp Chairperson Mr D Shorrocks Mr C Snowden M Sollitt Mrs G Turton Mr T Ward (appointed 25 January 2021) Mr D R Tucker (appointed 25 January 2021) Mrs R A Robertson (appointed 24 May 2021)	
<b>Chief Executive</b>	Miss A C Homer	
<b>Accountants</b>	The Barker Partnership Chartered Accountants & Statutory Auditors 17 Central Buildings Market Place Thirsk North Yorkshire YO7 1HD	
<b>Bankers</b>	Lloyds Bank plc 39 Market Place Thirsk North Yorkshire YO7 1HB	Nationwide Building Society Nationwide House Pipers Way Swindon SN38 1NW

## **Community Works CIO**

### **Report of the trustees for the year ended 31 March 2021**

The trustees present their report and the financial statements for the year ended 31 March 2021. The trustees who served during the year and up to the date of this report are set out on page 2.

#### **Structure, governance and management**

##### *Governing document*

The organisation converted to a charitable incorporated organisation (CIO) from a charitable company limited by guarantee on 30 September 2019. The charity was registered at the Charities Commission on 14 March 2003.

The CIO was established under a constitution dated 27 November 2019.

##### *Appointment of trustees*

Under the constitution, a trustee must be appointed by the charity's members. Also the constitution requires at the annual general meetings one third of the trustees shall retire by rotation.

##### *Trustee induction and training*

Most trustees are already familiar with the practical work of the charity. New trustees are invited to meet with the chair in order to familiarise themselves with the charity, in areas such as:

- The obligation of the board of trustees
- The main documents which set out the operational framework for the charity
- Resourcing and financial position
- Future plans and objectives.

Trustees are encouraged to attend external training events where these will facilitate the undertaking of their role.

##### *Organisation*

The charity's constitution states that there can be a minimum of 3 trustees and a maximum of 12 trustees.

Sub groups of the board of trustees cover specific issues such as human resources, events and health and safety.

##### *Volunteers*

The charity values the help and support the volunteers provide. Volunteers are encouraged to participate in internal and external training programmes.

##### *Risk review*

The trustees have conducted a review of the major risks to which the charity is exposed, particularly those related to the operations and finances of the charity. They are satisfied that systems are in place to mitigate exposure to the major risks.

## **Community Works CIO**

### **Report of the trustees for the year ended 31 March 2021**

#### **Objectives and activities**

##### **Objectives**

Community Works CIO's charitable objects are as follows:

1) The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage (primarily in the county of North Yorkshire):

(a) by providing premises and support services for young people and adults to support their development and to increase their potential for playing a full part in the social and economic life of the community;

(b) by providing support services and care in their own home or in the local community for persons whose lifestyle is limited by age or disability;

(c) by such other means (being charitable in law) as the trustees may from time to time consider appropriate.

2) To advance such other charitable purposes under the laws of England and Wales as the Trustees shall from time to time consider expedient.

##### **Our Mission**

We will facilitate partnerships to support people in North Yorkshire, particularly from Thirsk to connect with and contribute to their community by providing opportunities for them to improve their economic, health and social wellbeing. In particular, our work will help make the following differences:

Increase Social Inclusion

Increase Community Resilience

Improve Well-being

Increase Economic Prosperity

The trustees have referred to the guidance contained in the Charity's Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set.

#### **Achievements and performance**

The achievements and performance of the charity are explained in detail in the chair's report on page 1.

##### **Financial review**

The charity depends almost entirely on grants and donations for its incoming resources. These resources have increased during the year by £102,626. Resources expended during the year were £681,352. The charity has £617,225 of funds at the year end.

As stated in the Chair's report these are the first full years accounts of the combined charity and the prior year figures have been amended where necessary to assist with comparability, notwithstanding the inherent differences due to external factors such as the pandemic. This had no effect on reserves.

##### *Investment powers and policy*

The trustees have the power to invest in such assets as they see fit.

## **Community Works CIO**

### **Report of the trustees for the year ended 31 March 2021**

#### *Reserves policy*

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets are held as general funds at such a level that there are free reserves to provide financial flexibility over the next financial period.

New funding streams are continually being identified for this purpose.

#### **Statement of trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for maintaining proper accounting records which disclose with responsible accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011 the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board

Ms S Burton  
**Trustee**

26 January 2022

## **Community Works CIO**

### **Independent examiner's report to the trustees on the unaudited financial statements of Community Works CIO.**

I report on the accounts of Community Works CIO for the year ended 31 March 2021 set out on pages 3 to 19.

#### **Respective responsibilities of trustees and independent examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
- state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

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

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
**Bill Pearson FCA FCCA**

The Barker Partnership  
Chartered Accountants & Statutory Auditors  
17 Central Buildings  
Market Place  
Thirsk  
North Yorkshire  
YO7 1HD

26 January 2022

## Community Works CIO

### Statement of financial activities

For the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
<b>Incoming and endowments</b>					
Donations and legacies	2	83,922	-	83,922	360,243
Investment income	3	528	-	528	839
Incoming resources from charitable activities	4	426,496	279,418	705,914	330,341
Other income	5	6,363	-	6,363	2,678
<b>Total income</b>		<u>517,309</u>	<u>279,418</u>	<u>796,727</u>	<u>694,101</u>
<b>Expenditure</b>					
Expenditure on charitable activities	6	<u>450,026</u>	<u>231,326</u>	<u>681,352</u>	<u>448,806</u>
<b>Total expenditure</b>		<u>450,026</u>	<u>231,326</u>	<u>681,352</u>	<u>448,806</u>
<b>Net income/(expenditure) for the year</b>		67,283	48,092	115,375	245,295
Total funds brought forward		320,706	181,144	501,850	256,555
<b>Total funds carried forward</b>		<u>387,989</u>	<u>229,236</u>	<u>617,225</u>	<u>501,850</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 9 to 19 form an integral part of these financial statements.



## Community Works CIO

### Balance sheet as at 31 March 2021

	Notes	£	2021 £	£	2020 £
<b>Fixed assets</b>					
Tangible assets	11		313,761		299,748
<b>Current assets</b>					
Debtors	12	45,582		7,271	
Cash at bank and in hand		268,446		203,134	
		<u>314,028</u>		<u>210,405</u>	
<b>Creditors: amounts falling due within one year</b>	13	(10,564)		(8,303)	
<b>Net current assets</b>			<u>303,464</u>		<u>202,102</u>
<b>Net assets</b>			<u>617,225</u>		<u>501,850</u>
<b>Funds</b>	14				
Restricted income funds			229,236		181,144
Unrestricted income funds			<u>387,989</u>		<u>320,706</u>
<b>Total funds</b>			<u>617,225</u>		<u>501,850</u>

The financial statements were approved by the trustees on 26 January 2022 and signed on its behalf by

**Mr D I Sharp**  
**Trustee**

The notes on pages 9 to 19 form an integral part of these financial statements.

# Community Works CIO

## Notes to financial statements for the year ended 31 March 2021

### 1. Accounting policies

The charity is a Charitable Incorporated Organisation (Company number CE020578) having solely charitable objectives, and registered as a charity (number 1096518). The registered office is Church Hall, St James Green, Thirsk, North Yorkshire, YO7 1AQ.

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

#### 1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and 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) (effective 1 January 2019) and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### 1.2. Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Gifts in kind are recorded at fair value of the items.
- Donated services and facilities are included at the value to the charity, being the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market. The value of services provided by volunteers has not been included.
- Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.
- Investment income is included when receivable.

#### 1.3. Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	0%
Leasehold property improvements	-	Straight line over the life of the lease
Fixtures, fittings and equipment	-	33% straight line
Office equipment	-	33% straight line
Motor vehicles	-	25% reducing balance
Skate Park	-	5% straight line

#### 2. Donations and legacies

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
General donations and fundraising	83,922	-	83,922	103,009
Gifts in kind	-	-	-	257,234
	<u>83,922</u>	<u>-</u>	<u>83,922</u>	<u>360,243</u>

The gift in kind last year was the assets transferred from Thirsk Community Care.

Property	-	-	-	202,140
Fixtures and fittings	-	-	-	68
Debtors and prepayments	-	-	-	19,748
Cash at bank and in hand	-	-	-	56,352
Creditors and accruals	-	-	-	(21,074)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>257,234</u>

#### 3. Investment income

	Unrestricted funds £	2021 Total £	2020 Total £
Bank interest receivable	528	528	839
	<u>528</u>	<u>528</u>	<u>839</u>

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 4. Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Re: use	44,839	-	44,839	67,573
Your Consortium	61,271	-	61,271	84,229
Broadacres	-	30,817	30,817	26,808
Methodist Circuit	-	6,000	6,000	18,000
Catalyst (lottery)	-	30,833	30,833	-
Two Ridings Community Foundation (Activity)	-	15,000	15,000	-
Two Ridings Community Foundation (Volunteer)	-	16,345	16,345	-
The Henry Smith Charity	-	57,480	57,480	56,300
The Tudor Trust	-	22,000	22,000	20,000
Reaching communities/Hambleton together	-	15,458	15,458	16,359
Brelms Trust (Women's Group)	-	5,000	5,000	-
Foodbank	-	18,749	18,749	-
Government Grants re Covid	172,272	-	172,272	-
Buffer	-	33,300	33,300	-
NY Sport (Happy New Year)	-	5,016	5,016	-
Library	-	5,818	5,818	-
Scrubs	-	9,190	9,190	-
Carers (older)	-	8,412	8,412	-
Individual service contracts	-	-	-	589
Client income	140,675	-	140,675	10,028
Other grants	7,439	-	7,439	30,456
	<u>426,496</u>	<u>279,418</u>	<u>705,914</u>	<u>330,342</u>

#### 5. Other income

	Unrestricted funds £	2021 Total £	2020 Total £
Room hire	2,936	2,936	949
Gift aid income	1,335	1,335	1,729
Equipment hire	2,092	2,092	-
	<u>6,363</u>	<u>6,363</u>	<u>2,678</u>

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 6. Costs of charitable activities - by fund type

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Community Works (note 7)	320,042	218,799	538,841	289,722
Core costs (note 8)	129,984	12,527	142,511	159,083
	<u>450,026</u>	<u>231,326</u>	<u>681,352</u>	<u>448,805</u>

#### 7. Analysis of expenditure on charitable activities

	Community Works £	2021 Total £	2020 Total £
Direct costs	71,056	71,056	-
Wages and salaries	311,254	311,254	191,775
Staff - other costs	14,160	14,160	8,092
Rent	41,511	41,511	22,075
Utilities	5,298	5,298	5,485
Repairs and maintenance	30,176	30,176	4,855
Insurance	9,255	9,255	2,394
Motor and travelling costs	20,274	20,274	17,274
Accountancy charges	4,792	4,792	-
Other professional fees	2,756	2,756	19,397
Other office expenses	25,245	25,245	3,382
Telephone	118	118	604
Sundry expenses	2,007	2,007	7,212
Events	939	939	7,177
	<u>538,841</u>	<u>538,841</u>	<u>289,722</u>

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 8. Core costs

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Wages and salaries	74,939	-	74,939	90,250
Staff - other costs	6,414	-	6,414	1,119
Rent	9,248	-	9,248	12,088
Utilities	1,325	-	1,325	2,877
Repairs & maintenance	7,586	-	7,586	1,510
Insurance	7,221	-	7,221	10,089
Motor and travelling costs	4,067	-	4,067	1,015
Accountancy charges	1,198	-	1,198	5,640
Other professional fees	-	-	-	6,256
Other office expenses	5,656	-	5,656	3,952
Telephone	232	-	232	3,603
Bank interest and charges	428	-	428	-
Sundry expenses	5,529	-	5,529	9,303
Depreciation	4,938	12,527	17,465	8,607
Depreciation on office equipment	-	-	-	67
Events	1,203	-	1,203	2,707
	<u>129,984</u>	<u>12,527</u>	<u>142,511</u>	<u>159,083</u>

#### 9. Net incoming resources for the year

	2021 £	2020 £
Net incoming resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	<u>17,465</u>	<u>8,674</u>

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 10. Employees

Employment costs	2021 £	2020 £
Wages and salaries	353,158	251,975
Social security costs	22,666	15,971
Pension costs	10,369	14,079
Other costs	20,574	9,211
	<u>406,767</u>	<u>291,236</u>

No employee received emoluments of more than £60,000 (2020 : None).

#### Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2021 Number	2020 Number
Trustees	12	9
Administration	1	1
Staff and development workers	38	17
	<u>51</u>	<u>27</u>

Trustees received no remuneration and were not reimbursed for any of their expenses.



## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

11. Tangible fixed assets	Land and buildings freehold £	Leasehold property improvements £	Fixtures, fittings and equipment £	Computer equipment £	Motor vehicles £	Skate Park £	Total £
<b>Cost</b>							
At 1 April 2020	202,140	28,058	18,829	14,212	3,000	113,254	379,493
Additions	-	-	10,373	6,783	14,322	-	31,478
Disposals	-	-	(17,072)	(8,628)	-	-	(25,700)
At 31 March 2021	<u>202,140</u>	<u>28,058</u>	<u>12,130</u>	<u>12,367</u>	<u>17,322</u>	<u>113,254</u>	<u>385,270</u>
<b>Depreciation</b>							
At 1 April 2020	-	28,058	18,829	14,212	2,466	16,180	79,745
Charge for the year	-	-	3,423	2,238	3,714	8,090	17,465
On disposals	-	-	(17,072)	(8,628)	-	-	(25,700)
At 31 March 2021	<u>-</u>	<u>28,058</u>	<u>5,180</u>	<u>7,822</u>	<u>6,180</u>	<u>24,270</u>	<u>71,510</u>
<b>Net book values</b>							
At 31 March 2021	<u>202,140</u>	<u>-</u>	<u>6,950</u>	<u>4,545</u>	<u>11,142</u>	<u>88,984</u>	<u>313,761</u>
At 31 March 2020	<u>202,140</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>534</u>	<u>97,074</u>	<u>299,748</u>

### 12. Debtors

	2021 £	2020 £
Trade debtors	32,318	5,493
Other debtors	13,264	1,778
	<u>45,582</u>	<u>7,271</u>

### 13. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	5,294	-
Accruals and deferred income	5,270	8,303
	<u>10,564</u>	<u>8,303</u>

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 14. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2021 as represented by:			
Tangible fixed assets	215,765	97,996	313,761
Current assets	182,788	131,240	314,028
Current liabilities	(10,564)	-	(10,564)
	<u>387,989</u>	<u>229,236</u>	<u>617,225</u>

#### 15. Unrestricted funds

	At 1 April 2020 £	Incoming resources £	Outgoing resources £	At 31 March 2021 £
General Funds	<u>320,706</u>	<u>517,309</u>	<u>(450,026)</u>	<u>387,989</u>

#### Purposes of unrestricted funds

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 16. Restricted funds

	At 1 April 2020 £	Incoming resources £	Outgoing resources £	At 31 March 2021 £
<b>Community Works</b>				
The Henry Smith Charity	36,504	57,480	(43,809)	50,175
Broadacres Housing Association	-	30,817	(22,019)	8,798
Two Ridings Community Foundation - 1	-	15,000	(11,613)	3,387
Two Ridings Community Foundation - 2	-	16,345	(16,345)	-
Tudor Trust	8,476	22,000	(21,900)	8,576
Methodist Circuit	-	6,000	(6,000)	-
Catalyst	10,460	30,833	(25,605)	15,688
Brelms Trust	3,750	5,000	(3,844)	4,906
Reaching communities (Hambleton together)	24,880	15,458	(13,822)	26,516
NY Sport (Happy new year)	-	5,016	(763)	4,253
Scrubs	-	9,190	(7,235)	1,955
Foodbank	-	18,749	(14,847)	3,902
Library	-	5,818	(5,478)	340
Carers Older (Sitting)	-	8,412	(8,412)	-
Buffer	-	33,300	(21,544)	11,756
<b>Thirsk Skate Park</b>				
Hambleton District Council	49,325	-	(4,110)	45,215
Big Lottery Fund	30,125	-	(2,500)	27,625
Thirsk Town Council	3,000	-	(250)	2,750
North Yorkshire County Council	10,800	-	(900)	9,900
General donations	3,824	-	(330)	3,494
	<u>181,144</u>	<u>279,418</u>	<u>231,326</u>	<u>229,236</u>

#### Purposes of restricted funds

##### The Henry Smith Charity

Provides support and training to young people and adults to reach their potential.

##### Broadacres Housing Association

Provides support and social activities for children and young people.

##### Two Ridings Community Foundation - 1

To support vulnerable girls and women to raise aspiration and improve confidence.

##### Two Ridings Community Foundation - 2

Provides support and activities to lonely older people.

##### Tudor Trust

Provides funding to allow the charity to employ an Enterprise and Partnership manager.

## **Community Works CIO**

### **Notes to financial statements for the year ended 31 March 2021**

#### Methodist Circuit

Provides funding to allow the charity to employ a Community Restore Manager.

#### Catalyst

The project is supporting vulnerable women from across Hambleton and Richmondshire through mentoring, life coaching and support group sessions. The project aims to help women get back on track with their lives and reintegrate into their local communities.

#### Brelms trust

Contributions to salary to support the Catalyst project.

#### Reaching communities/Hambleton together

Project and service to reduce social isolation for the elderly.

#### NY Sport (Happy new year)

To provide opportunities for physical activities in the area.

#### Scrubs

Donations for the purchase of materials to make scrubs for NHS staff.

#### Foodbank

Donations and grants for the purchase of food and toiletries and the running of the foodbank.

#### Library

Grants to part cover salary for running the library.

#### Carers Older (Sitting)

A service providing respite sitting to carers of older people.

#### Buffer

To provide resources to run support groups and workshop groups to upcycle items to sell in the shop.

#### Other

A collection of other restricted monies received for ongoing projects for elderly and carers.

#### **Thirsk Skate Park**

The HDC, Big Lottery Fund, Thirsk Town Council, North Yorkshire County Council and the Donation represents income received for the construction of the park. The balance on these funds represents the undepreciated element of the park.

## **Community Works CIO**

### **Notes to financial statements for the year ended 31 March 2021**

#### **17. Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to continue to be able to continue as a going concern.

The trustees have considered the impact of COVID-19 on the charity's activities as well as the wider economy. Whilst it is not considered practical to accurately assess the duration and extent of the disruption, the trustees are confident that they have in place plans to deal with any financial loss that may arise.

**Community Works CIO**  
**Trustees' report and financial statements**  
**for the year ended 31 March 2021**  
  
**Charity number: 1096518**

**THE BARKER PARTNERSHIP**  
Chartered Accountants and Statutory Auditors  
Thirsk

## **Community Works CIO**

### **Contents**

	<b>Page</b>
Chair's report	<b>1</b>
Legal and administrative information	<b>2</b>
Trustees report	<b>3 - 5</b>
Independent examiners' report	<b>6</b>
Statement of financial activities	<b>7</b>
Balance sheet	<b>8</b>
Notes to the financial statements	<b>9 - 19</b>



# **Community Works CIO**

## **Chair's Report**

### **for the year ended 31 March 2021**

Our first full year of being Community Works has certainly been interesting. At the risk of repeating things, the pandemic has fundamentally affected how we work and the people we help.

I'm proud to say that our proactive stance along with the ability to adapt and change at short notice have created not only a responsive but very dynamic organisation which has achieved an incredible amount. Especially when you consider the size of the staff team, which is relatively small.

From a staffing perspective they have demonstrated their loyalty to the organisation and commitment to our members. They altered their working practices numerous times to ensure that our members received the best possible service during the pandemic. When you consider they did this alongside delivering high quality existing services, as well as developing new ones, you can see why we value of staff as much as we do and I can't thank them enough.

Of course our amazing staff team is brilliantly support by our equally amazing volunteers who have gone above and beyond expectations on many occasions, taking on tasks from dog walking to delivering the most vulnerable in our communities their weekly shopping.

Several things need to be in place to make all the above happen and partnerships is an integral part of that. Community Works became a focal point for the community; both for those who needed help (practical and emotional) and those who wanted to help. Throughout the year those strong partnerships have developed even further (statutory partners, schools, community groups, businesses) and have ensured the people of Thirsk and villages received the support they needed.

Of course the year has created a significant amount of adversity and the assumption that everyone can do everything on line was quickly debunked. Not only did staff and volunteers identify that not everyone has the resources to have the internet at home or even devices which can access the internet but also that some of the very vulnerable in the community didn't have the skills required to stay safe. Issues we dealt with included supporting members updating Universal Credit Journals, schoolwork and applying for jobs. In additional the work we have done has also helped identify a significant number of our community for whom home isn't a safe place. Our services have highlighted this to partners and through this advocacy we are helping improve the lives of some very vulnerable individuals.

In addition to the amazing work the staff and volunteers have done I would like to highlight some of the work the Trustees have done over the year. Not only have they adeptly guided the staff through an extremely challenging and ever changing year, they have supported staff to make informed decisions quickly and take risks in managed ways and just by way of ensuring Community Works becomes even better, they have set an ambitious three year strategic plan. It has been a pleasure to work with you over the year.

My final thanks has to go to Abigail who as always gets on with the tasks in hand, seeming to produce things from thin air and ensuring the local community get the support they need when they need it.

I hope this report not only gives you a flavour of our work but helps to shed light on the amazing staff, volunteers and Trustees we have. As a team we have achieved some phenomenal things this year and with our plans for the future we hope to build on this success and continue to meet the needs of the local community - what ever gets thrown at us!

Mr D I Sharp  
Chair of the trustees  
26 January 2022

## Community Works CIO

### Legal and administrative information

<b>Charity number</b>	1096518	
<b>Registered office</b>	Church Hall St James Green Thirsk North Yorkshire YO7 1AQ	
<b>Trustees</b>	Mr D Adamson (resigned 24 May 2021) Ms S Burton Mrs L A Ford Mr M Johnson (resigned 25 January 2021) Mrs R E Lawson-Tancred A P Naughton Mr D I Sharp Chairperson Mr D Shorrocks Mr C Snowden M Sollitt Mrs G Turton Mr T Ward (appointed 25 January 2021) Mr D R Tucker (appointed 25 January 2021) Mrs R A Robertson (appointed 24 May 2021)	
<b>Chief Executive</b>	Miss A C Homer	
<b>Accountants</b>	The Barker Partnership Chartered Accountants & Statutory Auditors 17 Central Buildings Market Place Thirsk North Yorkshire YO7 1HD	
<b>Bankers</b>	Lloyds Bank plc 39 Market Place Thirsk North Yorkshire YO7 1HB	Nationwide Building Society Nationwide House Pipers Way Swindon SN38 1NW

## **Community Works CIO**

### **Report of the trustees for the year ended 31 March 2021**

The trustees present their report and the financial statements for the year ended 31 March 2021. The trustees who served during the year and up to the date of this report are set out on page 2.

#### **Structure, governance and management**

##### *Governing document*

The organisation converted to a charitable incorporated organisation (CIO) from a charitable company limited by guarantee on 30 September 2019. The charity was registered at the Charities Commission on 14 March 2003.

The CIO was established under a constitution dated 27 November 2019.

##### *Appointment of trustees*

Under the constitution, a trustee must be appointed by the charity's members. Also the constitution requires at the annual general meetings one third of the trustees shall retire by rotation.

##### *Trustee induction and training*

Most trustees are already familiar with the practical work of the charity. New trustees are invited to meet with the chair in order to familiarise themselves with the charity, in areas such as:

- The obligation of the board of trustees
- The main documents which set out the operational framework for the charity
- Resourcing and financial position
- Future plans and objectives.

Trustees are encouraged to attend external training events where these will facilitate the undertaking of their role.

##### *Organisation*

The charity's constitution states that there can be a minimum of 3 trustees and a maximum of 12 trustees.

Sub groups of the board of trustees cover specific issues such as human resources, events and health and safety.

##### *Volunteers*

The charity values the help and support the volunteers provide. Volunteers are encouraged to participate in internal and external training programmes.

##### *Risk review*

The trustees have conducted a review of the major risks to which the charity is exposed, particularly those related to the operations and finances of the charity. They are satisfied that systems are in place to mitigate exposure to the major risks.

## **Community Works CIO**

### **Report of the trustees for the year ended 31 March 2021**

#### **Objectives and activities**

##### **Objectives**

Community Works CIO's charitable objects are as follows:

1) The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage (primarily in the county of North Yorkshire):

(a) by providing premises and support services for young people and adults to support their development and to increase their potential for playing a full part in the social and economic life of the community;

(b) by providing support services and care in their own home or in the local community for persons whose lifestyle is limited by age or disability;

(c) by such other means (being charitable in law) as the trustees may from time to time consider appropriate.

2) To advance such other charitable purposes under the laws of England and Wales as the Trustees shall from time to time consider expedient.

##### **Our Mission**

We will facilitate partnerships to support people in North Yorkshire, particularly from Thirsk to connect with and contribute to their community by providing opportunities for them to improve their economic, health and social wellbeing. In particular, our work will help make the following differences:

Increase Social Inclusion

Increase Community Resilience

Improve Well-being

Increase Economic Prosperity

The trustees have referred to the guidance contained in the Charity's Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set.

#### **Achievements and performance**

The achievements and performance of the charity are explained in detail in the chair's report on page 1.

##### **Financial review**

The charity depends almost entirely on grants and donations for its incoming resources. These resources have increased during the year by £102,626. Resources expended during the year were £681,352. The charity has £617,225 of funds at the year end.

As stated in the Chair's report these are the first full years accounts of the combined charity and the prior year figures have been amended where necessary to assist with comparability, notwithstanding the inherent differences due to external factors such as the pandemic. This had no effect on reserves.

##### *Investment powers and policy*

The trustees have the power to invest in such assets as they see fit.

## **Community Works CIO**

### **Report of the trustees for the year ended 31 March 2021**

#### *Reserves policy*

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets are held as general funds at such a level that there are free reserves to provide financial flexibility over the next financial period.

New funding streams are continually being identified for this purpose.

#### **Statement of trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for maintaining proper accounting records which disclose with responsible accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011 the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board

Ms S Burton  
**Trustee**

26 January 2022

## **Community Works CIO**

### **Independent examiner's report to the trustees on the unaudited financial statements of Community Works CIO.**

I report on the accounts of Community Works CIO for the year ended 31 March 2021 set out on pages 3 to 19.

#### **Respective responsibilities of trustees and independent examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
- state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

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

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
**Bill Pearson FCA FCCA**

The Barker Partnership  
Chartered Accountants & Statutory Auditors  
17 Central Buildings  
Market Place  
Thirsk  
North Yorkshire  
YO7 1HD

26 January 2022

## Community Works CIO

### Statement of financial activities

For the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
<b>Incoming and endowments</b>					
Donations and legacies	2	83,922	-	83,922	360,243
Investment income	3	528	-	528	839
Incoming resources from charitable activities	4	426,496	279,418	705,914	330,341
Other income	5	6,363	-	6,363	2,678
<b>Total income</b>		<u>517,309</u>	<u>279,418</u>	<u>796,727</u>	<u>694,101</u>
<b>Expenditure</b>					
Expenditure on charitable activities	6	<u>450,026</u>	<u>231,326</u>	<u>681,352</u>	<u>448,806</u>
<b>Total expenditure</b>		<u>450,026</u>	<u>231,326</u>	<u>681,352</u>	<u>448,806</u>
<b>Net income/(expenditure) for the year</b>		67,283	48,092	115,375	245,295
Total funds brought forward		320,706	181,144	501,850	256,555
<b>Total funds carried forward</b>		<u>387,989</u>	<u>229,236</u>	<u>617,225</u>	<u>501,850</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 9 to 19 form an integral part of these financial statements.

## Community Works CIO

### Balance sheet as at 31 March 2021

	Notes	£	2021 £	£	2020 £
<b>Fixed assets</b>					
Tangible assets	11		313,761		299,748
<b>Current assets</b>					
Debtors	12	45,582		7,271	
Cash at bank and in hand		268,446		203,134	
		<u>314,028</u>		<u>210,405</u>	
<b>Creditors: amounts falling due within one year</b>	13	(10,564)		(8,303)	
<b>Net current assets</b>			<u>303,464</u>		<u>202,102</u>
<b>Net assets</b>			<u>617,225</u>		<u>501,850</u>
<b>Funds</b>	14				
Restricted income funds			229,236		181,144
Unrestricted income funds			<u>387,989</u>		<u>320,706</u>
<b>Total funds</b>			<u>617,225</u>		<u>501,850</u>

The financial statements were approved by the trustees on 26 January 2022 and signed on its behalf by

**Mr D I Sharp**  
**Trustee**

The notes on pages 9 to 19 form an integral part of these financial statements.



# Community Works CIO

## Notes to financial statements for the year ended 31 March 2021

### 1. Accounting policies

The charity is a Charitable Incorporated Organisation (Company number CE020578) having solely charitable objectives, and registered as a charity (number 1096518). The registered office is Church Hall, St James Green, Thirsk, North Yorkshire, YO7 1AQ.

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

#### 1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and 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) (effective 1 January 2019) and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### 1.2. Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Gifts in kind are recorded at fair value of the items.
- Donated services and facilities are included at the value to the charity, being the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market. The value of services provided by volunteers has not been included.
- Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.
- Investment income is included when receivable.

#### 1.3. Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	0%
Leasehold property improvements	-	Straight line over the life of the lease
Fixtures, fittings and equipment	-	33% straight line
Office equipment	-	33% straight line
Motor vehicles	-	25% reducing balance
Skate Park	-	5% straight line

#### 2. Donations and legacies

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
General donations and fundraising	83,922	-	83,922	103,009
Gifts in kind	-	-	-	257,234
	<u>83,922</u>	<u>-</u>	<u>83,922</u>	<u>360,243</u>

The gift in kind last year was the assets transferred from Thirsk Community Care.

Property	-	-	-	202,140
Fixtures and fittings	-	-	-	68
Debtors and prepayments	-	-	-	19,748
Cash at bank and in hand	-	-	-	56,352
Creditors and accruals	-	-	-	(21,074)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>257,234</u>

#### 3. Investment income

	Unrestricted funds £	2021 Total £	2020 Total £
Bank interest receivable	528	528	839
	<u>528</u>	<u>528</u>	<u>839</u>

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 4. Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Re: use	44,839	-	44,839	67,573
Your Consortium	61,271	-	61,271	84,229
Broadacres	-	30,817	30,817	26,808
Methodist Circuit	-	6,000	6,000	18,000
Catalyst (lottery)	-	30,833	30,833	-
Two Ridings Community Foundation (Activity)	-	15,000	15,000	-
Two Ridings Community Foundation (Volunteer)	-	16,345	16,345	-
The Henry Smith Charity	-	57,480	57,480	56,300
The Tudor Trust	-	22,000	22,000	20,000
Reaching communities/Hambleton together	-	15,458	15,458	16,359
Brelms Trust (Women's Group)	-	5,000	5,000	-
Foodbank	-	18,749	18,749	-
Government Grants re Covid	172,272	-	172,272	-
Buffer	-	33,300	33,300	-
NY Sport (Happy New Year)	-	5,016	5,016	-
Library	-	5,818	5,818	-
Scrubs	-	9,190	9,190	-
Carers (older)	-	8,412	8,412	-
Individual service contracts	-	-	-	589
Client income	140,675	-	140,675	10,028
Other grants	7,439	-	7,439	30,456
	<u>426,496</u>	<u>279,418</u>	<u>705,914</u>	<u>330,342</u>

#### 5. Other income

	Unrestricted funds £	2021 Total £	2020 Total £
Room hire	2,936	2,936	949
Gift aid income	1,335	1,335	1,729
Equipment hire	2,092	2,092	-
	<u>6,363</u>	<u>6,363</u>	<u>2,678</u>

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 6. Costs of charitable activities - by fund type

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Community Works (note 7)	320,042	218,799	538,841	289,722
Core costs (note 8)	129,984	12,527	142,511	159,083
	<u>450,026</u>	<u>231,326</u>	<u>681,352</u>	<u>448,805</u>

#### 7. Analysis of expenditure on charitable activities

	Community Works £	2021 Total £	2020 Total £
Direct costs	71,056	71,056	-
Wages and salaries	311,254	311,254	191,775
Staff - other costs	14,160	14,160	8,092
Rent	41,511	41,511	22,075
Utilities	5,298	5,298	5,485
Repairs and maintenance	30,176	30,176	4,855
Insurance	9,255	9,255	2,394
Motor and travelling costs	20,274	20,274	17,274
Accountancy charges	4,792	4,792	-
Other professional fees	2,756	2,756	19,397
Other office expenses	25,245	25,245	3,382
Telephone	118	118	604
Sundry expenses	2,007	2,007	7,212
Events	939	939	7,177
	<u>538,841</u>	<u>538,841</u>	<u>289,722</u>

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 8. Core costs

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Wages and salaries	74,939	-	74,939	90,250
Staff - other costs	6,414	-	6,414	1,119
Rent	9,248	-	9,248	12,088
Utilities	1,325	-	1,325	2,877
Repairs & maintenance	7,586	-	7,586	1,510
Insurance	7,221	-	7,221	10,089
Motor and travelling costs	4,067	-	4,067	1,015
Accountancy charges	1,198	-	1,198	5,640
Other professional fees	-	-	-	6,256
Other office expenses	5,656	-	5,656	3,952
Telephone	232	-	232	3,603
Bank interest and charges	428	-	428	-
Sundry expenses	5,529	-	5,529	9,303
Depreciation	4,938	12,527	17,465	8,607
Depreciation on office equipment	-	-	-	67
Events	1,203	-	1,203	2,707
	<u>129,984</u>	<u>12,527</u>	<u>142,511</u>	<u>159,083</u>

#### 9. Net incoming resources for the year

	2021 £	2020 £
Net incoming resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	<u>17,465</u>	<u>8,674</u>

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 10. Employees

Employment costs	2021 £	2020 £
Wages and salaries	353,158	251,975
Social security costs	22,666	15,971
Pension costs	10,369	14,079
Other costs	20,574	9,211
	<u>406,767</u>	<u>291,236</u>

No employee received emoluments of more than £60,000 (2020 : None).

#### Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2021 Number	2020 Number
Trustees	12	9
Administration	1	1
Staff and development workers	38	17
	<u>51</u>	<u>27</u>

Trustees received no remuneration and were not reimbursed for any of their expenses.

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

11. Tangible fixed assets	Land and buildings freehold £	Leasehold property improvements £	Fixtures, fittings and equipment £	Computer equipment £	Motor vehicles £	Skate Park £	Total £
<b>Cost</b>							
At 1 April 2020	202,140	28,058	18,829	14,212	3,000	113,254	379,493
Additions	-	-	10,373	6,783	14,322	-	31,478
Disposals	-	-	(17,072)	(8,628)	-	-	(25,700)
At 31 March 2021	<u>202,140</u>	<u>28,058</u>	<u>12,130</u>	<u>12,367</u>	<u>17,322</u>	<u>113,254</u>	<u>385,270</u>
<b>Depreciation</b>							
At 1 April 2020	-	28,058	18,829	14,212	2,466	16,180	79,745
Charge for the year	-	-	3,423	2,238	3,714	8,090	17,465
On disposals	-	-	(17,072)	(8,628)	-	-	(25,700)
At 31 March 2021	<u>-</u>	<u>28,058</u>	<u>5,180</u>	<u>7,822</u>	<u>6,180</u>	<u>24,270</u>	<u>71,510</u>
<b>Net book values</b>							
At 31 March 2021	<u>202,140</u>	<u>-</u>	<u>6,950</u>	<u>4,545</u>	<u>11,142</u>	<u>88,984</u>	<u>313,761</u>
At 31 March 2020	<u>202,140</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>534</u>	<u>97,074</u>	<u>299,748</u>

### 12. Debtors

	2021 £	2020 £
Trade debtors	32,318	5,493
Other debtors	13,264	1,778
	<u>45,582</u>	<u>7,271</u>

### 13. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	5,294	-
Accruals and deferred income	5,270	8,303
	<u>10,564</u>	<u>8,303</u>

## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 14. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2021 as represented by:			
Tangible fixed assets	215,765	97,996	313,761
Current assets	182,788	131,240	314,028
Current liabilities	(10,564)	-	(10,564)
	<u>387,989</u>	<u>229,236</u>	<u>617,225</u>

#### 15. Unrestricted funds

	At 1 April 2020 £	Incoming resources £	Outgoing resources £	At 31 March 2021 £
General Funds	<u>320,706</u>	<u>517,309</u>	<u>(450,026)</u>	<u>387,989</u>

#### Purposes of unrestricted funds

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.



## Community Works CIO

### Notes to financial statements for the year ended 31 March 2021

#### 16. Restricted funds

	At 1 April 2020 £	Incoming resources £	Outgoing resources £	At 31 March 2021 £
<b>Community Works</b>				
The Henry Smith Charity	36,504	57,480	(43,809)	50,175
Broadacres Housing Association	-	30,817	(22,019)	8,798
Two Ridings Community Foundation - 1	-	15,000	(11,613)	3,387
Two Ridings Community Foundation - 2	-	16,345	(16,345)	-
Tudor Trust	8,476	22,000	(21,900)	8,576
Methodist Circuit	-	6,000	(6,000)	-
Catalyst	10,460	30,833	(25,605)	15,688
Brelms Trust	3,750	5,000	(3,844)	4,906
Reaching communities (Hambleton together)	24,880	15,458	(13,822)	26,516
NY Sport (Happy new year)	-	5,016	(763)	4,253
Scrubs	-	9,190	(7,235)	1,955
Foodbank	-	18,749	(14,847)	3,902
Library	-	5,818	(5,478)	340
Carers Older (Sitting)	-	8,412	(8,412)	-
Buffer	-	33,300	(21,544)	11,756
<b>Thirsk Skate Park</b>				
Hambleton District Council	49,325	-	(4,110)	45,215
Big Lottery Fund	30,125	-	(2,500)	27,625
Thirsk Town Council	3,000	-	(250)	2,750
North Yorkshire County Council	10,800	-	(900)	9,900
General donations	3,824	-	(330)	3,494
	<u>181,144</u>	<u>279,418</u>	<u>231,326</u>	<u>229,236</u>

#### Purposes of restricted funds

##### The Henry Smith Charity

Provides support and training to young people and adults to reach their potential.

##### Broadacres Housing Association

Provides support and social activities for children and young people.

##### Two Ridings Community Foundation - 1

To support vulnerable girls and women to raise aspiration and improve confidence.

##### Two Ridings Community Foundation - 2

Provides support and activities to lonely older people.

##### Tudor Trust

Provides funding to allow the charity to employ an Enterprise and Partnership manager.

## **Community Works CIO**

### **Notes to financial statements for the year ended 31 March 2021**

#### Methodist Circuit

Provides funding to allow the charity to employ a Community Restore Manager.

#### Catalyst

The project is supporting vulnerable women from across Hambleton and Richmondshire through mentoring, life coaching and support group sessions. The project aims to help women get back on track with their lives and reintegrate into their local communities.

#### Brelms trust

Contributions to salary to support the Catalyst project.

#### Reaching communities/Hambleton together

Project and service to reduce social isolation for the elderly.

#### NY Sport (Happy new year)

To provide opportunities for physical activities in the area.

#### Scrubs

Donations for the purchase of materials to make scrubs for NHS staff.

#### Foodbank

Donations and grants for the purchase of food and toiletries and the running of the foodbank.

#### Library

Grants to part cover salary for running the library.

#### Carers Older (Sitting)

A service providing respite sitting to carers of older people.

#### Buffer

To provide resources to run support groups and workshop groups to upcycle items to sell in the shop.

#### Other

A collection of other restricted monies received for ongoing projects for elderly and carers.

#### **Thirsk Skate Park**

The HDC, Big Lottery Fund, Thirsk Town Council, North Yorkshire County Council and the Donation represents income received for the construction of the park. The balance on these funds represents the undepreciated element of the park.

## **Community Works CIO**

### **Notes to financial statements for the year ended 31 March 2021**

#### **17. Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to continue to be able to continue as a going concern.

The trustees have considered the impact of COVID-19 on the charity's activities as well as the wider economy. Whilst it is not considered practical to accurately assess the duration and extent of the disruption, the trustees are confident that they have in place plans to deal with any financial loss that may arise.