



**RECYCLING OLLERTON AND BOUGHTON**

# **Annual Report & Accounts 2020-2021**

# ANNUAL REPORT AND ACCOUNTS 2020-2021

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# **Management Committee Members 2020-21**

## **Officers**

Chairperson	Neil Pike
Company Secretary	Lynn Pike
Treasurer	Matt James

## **Committee Members**

Michael Phillips

Elizabeth Phillips

Alec Welham

Neil Pike

Richard Hartburn

Joanna James

Nicholas Aitchison

Matt James

Richard Whall (since September 23<sup>rd</sup>, 2020)

## **Organisation status**

- A Registered Charity No.1096735
- A Company Limited by Guarantee Reg. in England & Wales No. 04551116

# Chairman's Report

The Trustees present their report and the independent examined financial statements for the year ended 31<sup>st</sup> March 2021. These financial statements comply with current statutory requirements and with the requirements of the charity's governing document and Statement of Recommended Practice on Accounting by Charities.

## **Governance and Decision Making**

Recycling Ollerton and Boughton is a Company Limited by Guarantee (4551116) and a registered Charity (1096735). The governing body of the charity is the Board of Trustees. Trustees are appointed at the AGM.

### **1. Meetings**

The Trustees meet five times a year to oversee the strategy for the Company. Copies of the minutes of Company meetings are held in the office. The Board also regularly communicates and conducts some business by e-mail. All Board Meetings were chaired Neil Pike, who is also employed by the charity in the capacity of Project Manager; minutes were taken by Lynn Pike. All meetings were held via 'Zoom' due to the Covid-19 Pandemic. All of the Trustees give their time freely and no Trustee received remuneration for their trustee work during the year.

### **2. Membership**

Strength in depth of the Board of Trustees is a continuing issue which is always in our thoughts and has been a topic of discussion at Board Meetings this year. At the Board Meeting in June 2020, Richard Whall was invited to become a Trustee.

The Project Manager holds daily Management meetings with Senior Staff and brings regular reports to the Board accordingly.

## **Statement of Trustees' responsibilities**

The Trustees are required to prepare financial statements for each financial year, providing a fair view of the state of the charity's affairs, and details of any surplus or deficit of the charity during that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare financial statements on a going concern basis, unless it is appropriate to presume that the charity will not continue to operate.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity. 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.

### **Reserves Policy**

The Trustees aim to maintain free reserves in unrestricted funds at a level equating to approximately six month's unrestricted charitable expenditure. The Trustees consider this level to be prudent and sufficient to meet the needs of the Charity as they arise. The Trustees are happy with the progress that has been made in achieving this and plan to continue at a similar pace for the foreseeable future. The reserve account held £46,068 at the year end, with the current account holding £60,498. Although we operate 2 accounts, the reserve account offers no additional Interest Rate benefits over the current account. The Trustees had decided to switch some of the reserve into a higher interest account, although the impact of the pandemic and the uncertainty created has led us to defer this decision for the time being.

### **Risk and Internal Control**

The Trust has adopted the policies of internal controls recommended in the Charity Commission's Booklet CCS "Internal Financial Controls for Charities" wherever possible and has addressed the potential risks outlined therein.

### **Charitable Objectives and Activities**

In its charitable activities and objectives, the Charity is focused on benefiting those with Learning Difficulties.

The charity currently has 91½ referral days for people with Learning Difficulties being attended each week, an increase of 5 days per week on the previous year.

How the charity achieves its objectives is detailed below.

### **Public Benefit at R.O.B.**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing R.O.B's aims and objectives and in planning future activities.

The charity continues to fulfil its charitable objectives of relieving adults with learning difficulties by:

- Offering suitable work placements
- Providing appropriate training

- Ensuring a safe and healthy environment
- Taking on new students, supporting them through their induction and their transition from home to R.O.B and from childhood to adulthood.
- Constantly supporting students by various means; listening, having appropriate conversations, showing empathy and giving considered instructions
- By liaising with students' families and carers
- Expanding business waste recycling services

Here are some of the ways we meet the requirement of Public Benefit:

- **Volunteering:**  
R.O.B. has paid members of staff who are greatly aided by a group of volunteers. The charity enables people to grow in life skills and provides a stepping off point into the world of work.
- **Social Events:**  
During this year, the normal social events which we like to hold haven't been possible, although we did manage to have a full two weeks of Christmas dinners in December to ensure that everyone got a visit from Santa.
- **Training:**  
Participating in training encourages staff and students to develop their skills and to continue to exercise their competence, to enjoy respect and esteem, and to maintain or establish supportive and caring relationships.
- **Recycling:**  
7,500 households have the option to take up our free, fortnightly, glass collection and recycling service. We also offer a cost-effective cardboard and paper recycling solution to over 100 businesses.

### **Board Decisions and Policies**

The Board met regularly to oversee the finances, listen to reports, and monitor Health and Safety etc.

- **Reports:** The Board received and reviewed various reports during the year and paid special attention to receiving financial reports. The Project Manager brought a regular management report and the Board gave guidance on various pastoral and work-related issues that demanded careful consideration.
- **Articles of Memorandum:** Having had our Articles amended by resolution in September 2016, we feel that they adequately fit the requirements of the charity at present.
- **Policies and Procedures:** The Board continued to monitor all our policies and procedures.

- **Wages:** Even though this year has been incredibly difficult in every way, the Board continues to implement a wage scale in line with though not linked to 'The Living Wage Foundation'. We are glad to report that we have now been able to do this for 5 years and have been able to set it in place within the 2021-22 budget.
- **Pensions:** The Company's Pension Scheme operated by The People's Pension is increasingly popular amongst employees with 13 members from our 16 employees. Re-enrolment and subsequent opting-out was implemented at the beginning of March 2019.

## **Financial Review**

### **Funds**

The net deficit was £44K for the year and the total Net Assets were £146K.

Total income was £387K, of that £311K was from Direct Payments/Transport.

Total expense was £431K, of that £312K was wages.

The factors which have led to this difference in our performance against previous years are as follows:

- Changes to the County Council funding structure for services affected by the Covid-19 pandemic. Payments were reduced from August through to the end of March, which was when a 'Blended Service' was offered and paid for, resulting in a reduction in income of approximately £2,500 per week (approx. £46K).
- A £19K reduction in sales income due to businesses not being open and glass not being collected.
- These losses were offset by us using the Coronavirus Job Retention Scheme from Jan '21 to mid-March '21 which bought in £20.5K

### **Transactions and financial position**

The financial statements are set out on the attached pages. The financial statements comply with current statutory requirements, the requirements of the charity's governing document and have been prepared implementing the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (effective March 2005). The directors consider the financial performance by the charity during the year to be acceptable considering the Covid-19 Pandemic.

**Neil Pike**  
**Chairman**

## Carers' Report

Mark has been working at R.O.B since it's very inception through a link with Whitewater, where Mark had been attending since leaving Yeoman Park school. Mark attended R.O.B. two days a week for a number of years working across a number of disciplines and gaining a wide range of skills and also a huge improvement in his social skills.

From the very start Mark has been made to feel like a valued member of the R.O.B. team and is treated as an equal by the staff members and frequently comes home with stories which shows the affection and rapport that the staff obviously have.

Those that know Mark will know his interest in recycling goes back to a boy with many family stories of him bringing back home nuggets from fly-tipped goods around his village and pit tip. It is fair to say that if Ebay had been around in those days, he would have been one of its early successes.

Mark has gained many qualifications over his time at R.O.B. which we try to encompass in his everyday life at home, including in the kitchen.

Before joining R.O.B. Mark had many emotional behavioural issues which often led to violent episodes. These have dramatically decreased over the years with the pastoral help from Neil and Lynn Pike. We



work together with Neil and Lynn to understand any behavioural issues and formulate a plan to address. This is something that was sadly missing in his early years.

Mark lost both his parents in quick succession with his mum passing away in 2015. Mark struggled emotionally at this time and the help and support from the whole team at R.O.B. was instrumental in this difficult time in Mark's life. We know that we can pick up the phone to Neil and Lynn at any time to discuss any aspect of Mark's life and they always offer sound and useful advice to us.



Mark has been attending R.O.B. three days a week since 2015 and at the same time stopped his attendance at Whitewater. He now uses his skills from R.O.B. to "help" us in our business on these days.

Covid has been hard on us all and the constant communication and visits from the R.O.B team have been a great help to us and showed Mark that he still had value in the world.

We cannot recommend the rounded experience that Mark gets from R.O.B. enough, and we would highly recommend to anyone.

Stephanie and Neil August 2021

# Project Managers Report

## Operational Activities April 2020 - end March 2021

The financial year began very much as it continued, with the closure of the service as we know it due to the impact of the Coronavirus Pandemic. It became clear from the early days of the 'Lockdown' that there were certain aspects of the service that we deliver that needed to be deemed as critical, meaning that we couldn't totally cease all operations.

Firstly, and most importantly, the students who attend the charity needed regular contact in one form or another. Much of this was done over phone calls or video calls but this was not a suitable option for all, and some needed regular 1:1 visits whilst observing social distancing restrictions.

Some of the businesses we collect recyclable waste from continued to trade throughout the lockdown, creating a small need for us to continue with a somewhat limited business service, having initially two or three staff members working just a couple of mornings a week. Gradually as the lockdown continued, the support we were giving our students increased to a point where all staff members were making phone calls, making visits or taking our students for quiet, safe walks. Whilst some of our students were seemingly very happy with staying in their homes and not having to deal with the outside world, the anxieties of others increased to worrying levels. The support some needed was daily and varied. Behaviours were often unpredictable and extreme with parents and carers struggling to cope with the changes being faced.

From July, restrictions were eased, we re-opened to our students and kickstarted the glass collection rounds. With Social Distancing guidelines still in place and the threat of Covid still very much present, truck capacities were reduced from 6 to 4 and many safety protocols were put into place. The reductions in trucks meant that we were only able to offer a reduced service to the majority of our students, with only those in the greatest of need returning to what was close to a normal uninterrupted service.

At this time, when we were desperately trying to show some normality there was a huge amount of pressure making its way to the charity's management. Was everybody going to be safe? Why were we only providing a limited service? All of this as well as concerns from the staff regarding their own fears and anxieties. Heaped up onto this was the inconvenience of staff shortages which occurred at a moments' notice when somebody would be notified of the need to 'Self-isolate', thus losing them from work for up to 7 days. Shockingly, in the period between July and December we lost 67 working days to Covid-19. Happily, we had just one positive Covid case amongst staff and two with our students. None were seriously ill, and none were contracted within our organisation.

A second wave of the pandemic caused a second closure of the Service at the very beginning of 2021. During this period, new payment terms were negotiated with the County Council which would put us into a much more favourable position when we reopened for a second time in a year. The closure this time lasted until the 29<sup>th</sup> March when we again got our students back on the same basis of restricted attendance.

Sadly, improvements around the site and plans to extend collections were put on hold throughout the year with all emphasis and resource being put into the survival of the organisation as we know it and into securing its' future.

Thankfully, at the end of the financial year, we had fought our way through the year with no casualties and with the Charity wounded, but ready to fight another day.

Neil Pike  
Project Manager

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	2021 Total £	2020 Total £
<b>INCOME FROM</b>				
Donations and legacies	20,717	-	20,717	185
Investments	11	-	11	18
Charitable activities	365,083	1,086	366,169	426,390
Other Income	-	-	-	780
<b>TOTAL INCOME</b>	<b>385,811</b>	<b>-</b>	<b>386,897</b>	<b>427,373</b>
<b>EXPENDITURE ON:</b>				
Charitable activities:				
Other charitable activities	428,105	1,086	434,045	414,041
Governance	1,560	-	1,560	1,560
Other expenditure	-	-	-	-
<b>TOTAL EXPENDITURE</b>	<b>429,665</b>	<b>1,086</b>	<b>430,751</b>	<b>435,608</b>
<b>NET INCOME</b>	<b>(43,854)</b>	<b>-</b>	<b>(43,854)</b>	<b>(8,235)</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>(43,854)</b>	<b>-</b>	<b>(43,854)</b>	<b>(8,235)</b>
<b>RECONCILIATION OF FUNDS:</b>				
Total funds brought forward	190,146	-	190,146	198,381
<b>TOTAL FUNDS AT 31 MARCH 2020</b>	<b>146,292</b>	<b>-</b>	<b>146,292</b>	<b>190,146</b>

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

BALANCE SHEET  
AS AT 31 MARCH 2021

	2021		2020	
	£	£	£	£
<b>FIXED ASSETS</b>				
Tangible assets		42,982		63,502
<b>CURRENT ASSETS</b>				
Debtors	44,224		48,842	
Cash at bank and in hand	106,572		117,408	
	<u>150,796</u>		<u>166,250</u>	
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<u>(47,486)</u>		<u>(39,606)</u>	
<b>NET CURRENT ASSETS</b>		103,310		126,664
<b>NET ASSETS</b>		<u>146,292</u>		<u>190,146</u>
<b>CHARITY FUNDS</b>				
Restricted income funds		-		-
Unrestricted income funds		146,292		190,146
<b>TOTAL FUNDS</b>		<u>146,292</u>		<u>190,146</u>

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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**RECYCLING OLLERTON AND BOUGHTON**  
**(a company limited by guarantee)**

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**Trustees**

M Phillips  
N Pike, Chairman  
A Welham  
E Phillips  
J M James  
R W Hartburn  
N Aitchison  
M P J James  
R D Whall (appointed 23 September 2020)

**Company registered number**

04551116

**Charity registered number**

1096735

**Registered office**

183 Boughton Industrial Estate  
Boughton  
Newark  
Nottinghamshire  
NG22 9LD

**Company secretary**

L Pike

**Accountant**

Jonathan Wilson  
Chartered Accountant  
Cromwell House  
68 West Gate  
Mansfield  
Nottinghamshire  
NG18 1RR

**Bankers**

Lloyds Bank PLC  
1-3 Church Street  
Mansfield  
Nottinghamshire  
NG18 1AF



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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their annual report together with the financial statements of the company for the year from 1 April 2020 to 31 March 2021. The annual report serves the purposes of both a trustees' report and a directors' report under company law. The trustees confirm that the annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) as amended by Update Bulletin 2 (effective January 2019).

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

**Objectives and activities**

**a. Main activities undertaken to further the company's purposes for the public benefit**

In its charitable activities and objectives, the charity is focused on benefiting those who are unemployed, and especially those with Learning Difficulties.

The project currently has 91½ referral days for people with Learning Difficulties being attended each week, an increase of 5 days per week on the previous year.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing ROB's (Recycling Ollerton and Boughton) aims and objectives and in planning future activities.

Here are some of the ways we meet the requirement of public benefit:

**Volunteering:**

ROB has paid members of staff who are greatly aided by a group of volunteers. The charity enables people to grow in life skills and provides a stepping off point into the world of work.

**Social events:**

During this year, the normal social events which we like to hold have not been possible, although we did manage to have a full two weeks of Christmas dinners in December to ensure that everyone got a visit from Santa.

**Training:**

Participating in training encourages staff and students to develop their skills and to continue to exercise their competence, to enjoy respect and esteem, and to maintain or establish supportive and caring relationships.

**Recycling:**

7,500 households have the option to take up our free, fortnightly, glass collection and recycling service. We also offer a cost effective cardboard and paper recycling solution to almost 100 businesses.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Objectives and activities (continued)**

**b. Activities undertaken to achieve those objectives**

The financial year began very much as it continued, with the closure of the service as we know it due to the impact of the Coronavirus Pandemic. It became clear from the early days of the 'Lockdown' that there were certain aspects of the service that we deliver that needed to be deemed as critical, meaning that we couldn't totally cease all operations.

Firstly, and most importantly, the students who attend the charity needed regular contact in one form or another. Much of this was done over phone calls or video calls but this was not a suitable option for all, and some needed regular 1:1 visits whilst observing social distancing restrictions.

Some of the businesses we collect recyclable waste from continued to trade throughout the lockdown, creating a small need for us to continue with a somewhat limited business service, having initially two or three staff members working just a couple of mornings a week. Gradually as the lockdown continued, the support we were giving our students increased to a point where all staff members were making phone calls, making visits or taking our students for quiet, safe walks. Whilst some of our students were seemingly very happy with staying in their homes and not having to deal with the outside world, the anxieties of others increased to worrying levels. The support some needed was daily and varied. Behaviours were often unpredictable and extreme with parents and carers struggling to cope with the changes being faced.

From July, restrictions were eased, we re-opened to our students and kickstarted the glass collection rounds. With Social Distancing guidelines still in place and the threat of Covid still very much present, truck capacities were reduced from 6 to 4 and many safety protocols were put into place. The reductions in trucks meant that we were only able to offer a reduced service to the majority of our students, with only those in the greatest of need returning to what was close to a normal uninterrupted service.

At this time, when we were desperately trying to show some normality there was a huge amount of pressure making its way to the charity's management. Was everybody going to be safe? Why were we only providing a limited service? All of this as well as concerns from the staff regarding their own fears and anxieties. Heaped up onto this was the inconvenience of staff shortages which occurred at a moment's notice when somebody would be notified of the need to 'Self-isolate', thus losing them from work for up to 7 days. Shockingly, in the period between July and December we lost 67 working days to Covid-19. Happily, we had just one positive Covid case amongst staff and two with our students. None were seriously ill, and none were contracted within our organisation.

A second wave of the pandemic caused a second closure of the Service at the very beginning of 2021. During this period, new payment terms were negotiated with the County Council which would put us into a much more favourable position when we reopened for a second time in a year. The closure this time lasted until the 29 March when we again got our students back on the same basis of restricted attendance.

Sadly, improvements around the site and plans to extend collections were put on hold throughout the year with all emphasis and resource being put into the survival of the organisation as we know it and into securing its' future.

Thankfully, at the end of the financial year, we had fought our way through the year with no casualties and with the Charity wounded but ready to fight another day.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Achievements and performance**

**a. Review of activities**

How the company achieves its objectives is detailed below.

The charity continues to fulfil its charitable objectives of relieving adults with learning difficulties by:

- Offering suitable work placements
- Providing appropriate training
- Ensuring a safe and healthy environment
- Taking on new students, supporting them through their induction and their transition from home to R.O.B and from childhood to adulthood.
- Constantly supporting students by various means; listening, having appropriate conversations, showing empathy and giving considered instructions
- By liaising with students' families and carers
- Expanding business waste recycling services

**Financial review**

**a. Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

**b. Reserves policy**

The trustees aim to maintain free reserves in unrestricted funds at a level equating to approximately six months' unrestricted charitable expenditure. The trustees consider this level to be prudent and sufficient to meet the needs of the charity as they arise. The Trustees are happy with the progress that has been made in achieving this and plan to continue at a similar pace for the foreseeable future. The reserve account held £46,069 at the year end, with the current account holding £60,498. Although we operate 2 accounts, the reserve account offers no additional Interest Rate benefits over the current account. The Trustees had decided to switch some of the reserve into a higher interest account, although the impact of the pandemic and the uncertainty created has led us to defer this decision for the time being.

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**RECYCLING OLLERTON AND BOUGHTON**  
**(a company limited by guarantee)**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**c. Funds**

The net deficit was £44k for the year and the total net assets were £146k. Total income was £387k, of that £311k was from Direct Payments/Transport. Total expenses were £431k, of that £312k was wages.

The factors which have led to this difference in our performance against previous years are as follows:

- Changes to the County Council funding structure for services affected by the Covid-19 pandemic. Payments were reduced from August through to the end of March, which was when a 'Blended Service' was offered and paid for, resulting in a reduction in income of approximately £2,500 per week (approx. £46K).
- A £19K reduction in sales income due to businesses not being open and glass not being collected.
- These losses were offset by us using the Coronavirus Job Retention Scheme from Jan '21 to mid-March '21 which bought in £20.5K.

**Structure, governance and management**

**a. Constitution**

Recycling Ollerton and Boughton is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association 19 February 2003. The articles of association were amended by special resolution on 21 September 2016.

The company is constituted under a memorandum of association dated 19 February 2003 and is a registered charity number 1096735.

**b. Methods of appointment or election of trustees**

The management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Memorandum of Association.

The articles of association provides for a minimum of 4 and a maximum of 12 trustees, who are the management committee members. Where there is requirement for trustees, these would be identified and supported by the remaining trustees.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Structure, governance and management (continued)**

**c. Organisational structure and decision-making policies**

The governing body of the company is the board of trustees.

Meetings:

The Trustees meet five times a year to oversee the strategy for the Company. Copies of the minutes of Company meetings are held in the office. The Board also regularly communicates and conducts some business by e-mail. All Board Meetings were chaired Neil Pike, who is also employed by the charity in the capacity of Project Manager; minutes were taken by Lynn Pike. All meetings were held via 'Zoom' due to the Covid-19 Pandemic. All of the Trustees give their time freely and no Trustee received remuneration for their trustee work during the year.

Membership:

Strength in depth of the Board of Trustees is a continuing issue which is always in our thoughts and has been a topic of discussion at Board Meetings this year. At the Board Meeting in June 2020, Richard Whall was invited to become a Trustee.

The Project Manager holds daily Management meetings with Senior Staff and brings regular reports to the Board accordingly.

The Board met regularly to oversee the finances, listen to reports, and monitor Health and Safety etc.

- **Reports:** The Board received and reviewed various reports during the year and paid special attention to receiving financial reports. The Project Manager brought a regular management report and the Board gave guidance on various pastoral and work-related issues that demanded careful consideration.
- **Articles of Memorandum:** Having had our Articles amended by resolution in September 2016, we feel that they adequately fit the requirements of the charity at present.
- **Policies and Procedures:** The Board continued to monitor all our policies and procedures.
- **Wages:** Even though this year has been incredibly difficult in every way, the Board continues to implement a wage scale in line with though not linked to 'The Living Wage Foundation'. We are glad to report that we have now been able to do this for 5 years and have been able to set it in place within the 2021-22 budget.
- **Pensions:** The Company's Pension Scheme operated by The People's Pension is increasingly popular amongst employees with 13 members from our 16 employees. Re-enrolment and subsequent opting-out was implemented at the beginning of March 2019.

**d. Policies adopted for the induction and training of trustees**

The chair of trustees is responsible for the induction of any new trustees. This involves awareness of trustee responsibilities, the governing document, administrative procedures, the history and philosophical approach of the organisation. A new trustee would receive a copy of the previous year's financial statements together with a copy of the Charity Commission leaflet 'The Essential Trustee: What You Need to Know'.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Structure, governance and management (continued)**

**e. Risk management**

The trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

The company has adopted the policies of internal controls recommended in the Charity Commission's booklet CCS "Internal Financial Controls for Charities" wherever possible, and has addressed the potential risks outlined therein.

Approved by order of the members of the board of trustees on 24 August 2021 and signed on their behalf by:

**N Pike**  
(Chair of Trustees)

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**RECYCLING OLLERTON AND BOUGHTON**  
**(a company limited by guarantee)**

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

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**Independent examiner's report to the trustees of Recycling Ollerton and Boughton ('the company')**

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

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

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

Signed: Jonathan Wilson

Dated: 26 August 2021

Jonathan Wilson ICAEW

**Jonathan Wilson**  
Chartered Accountant

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Donations and legacies	3	20,717	-	20,717	185
Charitable activities	4	365,083	1,086	366,169	426,390
Investments	5	11	-	11	18
Other income	6	-	-	-	780
		<u>385,811</u>	<u>1,086</u>	<u>386,897</u>	<u>427,373</u>
<b>Total income</b>					
<b>Expenditure on:</b>					
Charitable activities	7	429,665	1,086	430,751	435,608
		<u>429,665</u>	<u>1,086</u>	<u>430,751</u>	<u>435,608</u>
<b>Total expenditure</b>					
		<u>(43,854)</u>	<u>-</u>	<u>(43,854)</u>	<u>(8,235)</u>
<b>Net movement in funds</b>					
<b>Reconciliation of funds:</b>					
Total funds brought forward		190,146	-	190,146	198,381
Net movement in funds		(43,854)	-	(43,854)	(8,235)
		<u>146,292</u>	<u>-</u>	<u>146,292</u>	<u>190,146</u>
<b>Total funds carried forward</b>					

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

The notes on pages 11 to 24 form part of these financial statements.



**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)  
**REGISTERED NUMBER: 04551116**

**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	10	42,982	63,502
<b>Current assets</b>			
Debtors	11	44,224	48,842
Cash at bank and in hand		106,572	117,408
		<u>150,796</u>	<u>166,250</u>
Creditors: amounts falling due within one year	12	(47,486)	(39,606)
<b>Net current assets</b>		<u>103,310</u>	126,644
<b>Total net assets</b>		<u><u>146,292</u></u>	<u><u>190,146</u></u>
<b>Charity funds</b>			
Restricted funds	13	-	-
Unrestricted funds	13	146,292	190,146
<b>Total funds</b>		<u><u>146,292</u></u>	<u><u>190,146</u></u>

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

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

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

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

The financial statements were approved and authorised for issue by the trustees on 24 August 2021 and signed on their behalf by:

**N Pike**  
(Chair of Trustees)

The notes on pages 11 to 24 form part of these financial statements.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Recycling Ollerton and Boughton meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Going concern**

At the date of signing there is a degree of uncertainty about the economic impact of COVID-19. The trustees continue to monitor the position closely however they believe that the company can continue at its current level of activity subject to continued support from Nottinghamshire County Council and the bank and they therefore continue to adopt the going concern basis.

**1.3 Income**

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

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**1.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**1. Accounting policies (continued)**

**1.4 Expenditure (continued)**

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

All expenditure is inclusive of irrecoverable VAT.

**1.5 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the statement of financial activities as the related expenditure is incurred.

**1.6 Interest receivable**

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

**1.7 Tangible fixed assets and depreciation**

Tangible fixed assets costing £200 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

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

Depreciation is provided on the following bases:

Self-contained buildings	- 10% straight line
Plant and machinery	- 1/3 straight line
Motor vehicles	- 20% straight line
Fixtures and fittings	- 1/3 straight line

**1.8 Debtors**

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

**1.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**1. Accounting policies (continued)**

**1.10 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

**1.11 Financial instruments**

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

**1.12 Operating leases**

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

**1.13 Pensions**

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

**1.14 Fund accounting**

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

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

Investment income, gains and losses are allocated to the appropriate fund.

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

**2. General information**

Recycling Ollerton and Boughton is a company limited by guarantee, registered in England and Wales, registration number 0455116 and a charitable company registered with The Charity Commission, registration number 1096735.

**3. Income from donations and legacies**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Donations</b>			
Donations	152	152	185
<b>Government grants</b>			
Job Retention Scheme income	20,565	20,565	-
	<u>20,717</u>	<u>20,717</u>	<u>185</u>
Total 2020	<u>185</u>	<u>185</u>	

**4. Income from charitable activities**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Sales of goods or services as a charitable company	35,251	-	35,251	50,963
Recycling credits	18,720	-	18,720	25,312
Service provision	310,772	-	310,772	348,900
Student funds	340	-	340	1,215
Notts CC COVID-19 grant	-	1,086	1,086	-
	<u>365,083</u>	<u>1,086</u>	<u>366,169</u>	<u>426,390</u>
Total 2020	<u>426,390</u>	<u>-</u>	<u>426,390</u>	

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

**5. Investment income**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	Total funds 2020 £
Bank interest receivable	11	11	18
	<u>11</u>	<u>11</u>	<u>18</u>
Total 2020	<u>18</u>	<u>18</u>	

**6. Other incoming resources**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	Total funds 2020 £
Profit on sale of fixed assets	-	-	780
	<u>-</u>	<u>-</u>	<u>780</u>
Total 2020	<u>780</u>	<u>780</u>	

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

**7. Analysis of charitable expenditure**

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Total expenses	417,090	13,661	<b>430,751</b>	435,608
Total 2020	422,590	13,018	435,608	

**Analysis of direct costs**

	Total funds 2021 £	Total funds 2020 £
Staff costs	311,846	296,022
Depreciation	22,073	23,726
Costs of goods as a charitable company	8,304	7,549
Activities and trips	1,182	2,140
Catering costs	3,240	10,895
Rent, rates and water	30,013	25,346
Light and heat	6,828	6,767
Repairs and maintenance	2,275	8,257
Vehicle and forklift costs	28,236	37,253
Training and welfare	1,362	2,261
Sundry expenses	171	814
Independent examiner's fees	1,560	1,560
	<b>417,090</b>	422,590

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

**7. Analysis of charitable expenditure (continued)**

**Analysis of support costs**

	<b>Total funds 2021 £</b>	Total funds 2020 £
Insurance	<b>8,098</b>	7,021
Telephone, postage, stationery and printing	<b>4,137</b>	3,676
Information and publications	<b>960</b>	1,582
Bank charges and interest	<b>388</b>	546
Sundry expenses	<b>78</b>	193
	<b>13,661</b>	13,018

**8. Staff costs**

	<b>2021 £</b>	2020 £
Wages and salaries	<b>289,986</b>	275,351
Social security costs	<b>16,886</b>	16,448
Contribution to defined contribution pension schemes	<b>4,974</b>	4,223
	<b>311,846</b>	296,022

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

	<b>2021 No.</b>	2020 No.
Charitable activities	<b>15</b>	15



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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**8. Staff costs (continued)**

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

During the year 1 trustee received remuneration (2020 - 2 trustees).

Further details are given in note 9. The legal authority for this remuneration is given in point 4.2(h)(ii) of the articles of association as amended on 21 September 2016.

Remuneration was also paid to other family members of one trustee. This amounted to gross pay of £25,657 (2020 - £24,840), employer's national insurance of £2,328 (2020 - £2,237) and pension contributions of £583 (2020 - £561).

Senior management are N Pike, L Pike and T Eyre. The gross remuneration of senior management was £84,985 (2020 - £40,566), employer's national insurance was £8,089 (2020 - £3,712) and pension contributions were £1,988 (2020 - £880).

**9. Trustees' remuneration and expenses**

		<b>2021</b>	2020
		<b>£</b>	£
N Pike	Remuneration	<b>36,657</b>	35,485
	Pension contributions paid	<b>913</b>	880

During the year ended 31 March 2021, no trustee expenses have been incurred (2020 - £NIL).

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

**10. Tangible fixed assets**

	Freehold property £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>					
At 1 April 2020	81,002	78,563	66,957	54,815	281,337
Additions	209	935	-	409	1,553
At 31 March 2021	<u>81,211</u>	<u>79,498</u>	<u>66,957</u>	<u>55,224</u>	<u>282,890</u>
<b>Depreciation</b>					
At 1 April 2020	51,551	78,563	34,167	53,554	217,835
Charge for the year	7,498	312	13,391	872	22,073
At 31 March 2021	<u>59,049</u>	<u>78,875</u>	<u>47,558</u>	<u>54,426</u>	<u>239,908</u>
<b>Net book value</b>					
At 31 March 2021	<u>22,162</u>	<u>623</u>	<u>19,399</u>	<u>798</u>	<u>42,982</u>
At 31 March 2020	<u>29,451</u>	<u>-</u>	<u>32,790</u>	<u>1,261</u>	<u>63,502</u>

**11. Debtors**

	2021 £	2020 £
Trade debtors	2,995	7,773
Prepayments and accrued income	41,229	41,069
	<u>44,224</u>	<u>48,842</u>

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

**12. Creditors: Amounts falling due within one year**

	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
Trade creditors	<b>19,986</b>	22,008
Other taxation and social security	<b>4,714</b>	4,683
Other creditors	<b>171</b>	425
Accruals and deferred income	<b>22,615</b>	12,490
	<b>47,486</b>	39,606
	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2020	<b>4,975</b>	4,227
Resources deferred during the year	<b>7,924</b>	4,975
Amounts released from previous periods	<b>(4,975)</b>	(4,227)
	<b>7,924</b>	4,975

Deferred income relates to income received prior to the year-end that relates to a period after the year-end.

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

**13. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Student funds	242	340	(1,124)	542	-
<b>General funds</b>					
General fund	189,904	385,471	(428,541)	(542)	146,292
<b>Total Unrestricted funds</b>	<b>190,146</b>	<b>385,811</b>	<b>(429,665)</b>	<b>-</b>	<b>146,292</b>
<b>Restricted funds</b>					
Notts CC COVID-19 donation	-	1,086	(1,086)	-	-
<b>Total of funds</b>	<b>190,146</b>	<b>386,897</b>	<b>(430,751)</b>	<b>-</b>	<b>146,292</b>

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

**13. Statement of funds (continued)**

**Statement of funds - prior year**

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>				
<b>Designated funds</b>				
Student funds	-	1,215	(973)	242
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>General funds</b>				
General fund	198,381	426,158	(434,635)	189,904
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Unrestricted funds</b>	<u>198,381</u>	<u>427,373</u>	<u>(435,608)</u>	<u>190,146</u>

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Tangible fixed assets	42,982	<b>42,982</b>
Current assets	150,796	<b>150,796</b>
Creditors due within one year	(47,486)	<b>(47,486)</b>
<b>Total</b>	<u>146,292</u>	<u><b>146,292</b></u>

**Analysis of net assets between funds - prior year**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Tangible fixed assets	63,502	63,502
Current assets	166,250	166,250
Creditors due within one year	(39,606)	(39,606)
<b>Total</b>	<u>190,146</u>	<u>190,146</u>

**15. Pension commitments**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £4,974 (2020 - £4,223). Contributions totalling £34 (2020 - £34) were payable to the fund at the balance sheet date and are included in creditors.

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**RECYCLING OLLERTON AND BOUGHTON**  
**(a company limited by guarantee)**

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

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**16. Operating lease commitments**

At 31 March 2021 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
Not later than 1 year	-	961
Later than 1 year and not later than 5 years	<b>6,296</b>	-
Later than 5 years	<b>4,262</b>	27,239
	<hr/> <b>10,558</b> <hr/>	<hr/> 28,200 <hr/>

**17. Related party transactions**

There are no further related party transactions to disclose, other than the disclosure in respect of trustees' remuneration.

**18. Members' liability**

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**



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**RECYCLING OLLERTON AND BOUGHTON**  
**(a company limited by guarantee)**

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**Trustees**

M Phillips  
N Pike, Chairman  
A Welham  
E Phillips  
J M James  
R W Hartburn  
N Aitchison  
M P J James  
R D Whall (appointed 23 September 2020)

**Company registered number**

04551116

**Charity registered number**

1096735

**Registered office**

183 Boughton Industrial Estate  
Boughton  
Newark  
Nottinghamshire  
NG22 9LD

**Company secretary**

L Pike

**Accountant**

Jonathan Wilson  
Chartered Accountant  
Cromwell House  
68 West Gate  
Mansfield  
Nottinghamshire  
NG18 1RR

**Bankers**

Lloyds Bank PLC  
1-3 Church Street  
Mansfield  
Nottinghamshire  
NG18 1AF

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their annual report together with the financial statements of the company for the year from 1 April 2020 to 31 March 2021. The annual report serves the purposes of both a trustees' report and a directors' report under company law. The trustees confirm that the annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) as amended by Update Bulletin 2 (effective January 2019).

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

**Objectives and activities**

**a. Main activities undertaken to further the company's purposes for the public benefit**

In its charitable activities and objectives, the charity is focused on benefiting those who are unemployed, and especially those with Learning Difficulties.

The project currently has 91½ referral days for people with Learning Difficulties being attended each week, an increase of 5 days per week on the previous year.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing ROB's (Recycling Ollerton and Boughton) aims and objectives and in planning future activities.

Here are some of the ways we meet the requirement of public benefit:

**Volunteering:**

ROB has paid members of staff who are greatly aided by a group of volunteers. The charity enables people to grow in life skills and provides a stepping off point into the world of work.

**Social events:**

During this year, the normal social events which we like to hold have not been possible, although we did manage to have a full two weeks of Christmas dinners in December to ensure that everyone got a visit from Santa.

**Training:**

Participating in training encourages staff and students to develop their skills and to continue to exercise their competence, to enjoy respect and esteem, and to maintain or establish supportive and caring relationships.

**Recycling:**

7,500 households have the option to take up our free, fortnightly, glass collection and recycling service. We also offer a cost effective cardboard and paper recycling solution to almost 100 businesses.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Objectives and activities (continued)**

**b. Activities undertaken to achieve those objectives**

The financial year began very much as it continued, with the closure of the service as we know it due to the impact of the Coronavirus Pandemic. It became clear from the early days of the 'Lockdown' that there were certain aspects of the service that we deliver that needed to be deemed as critical, meaning that we couldn't totally cease all operations.

Firstly, and most importantly, the students who attend the charity needed regular contact in one form or another. Much of this was done over phone calls or video calls but this was not a suitable option for all, and some needed regular 1:1 visits whilst observing social distancing restrictions.

Some of the businesses we collect recyclable waste from continued to trade throughout the lockdown, creating a small need for us to continue with a somewhat limited business service, having initially two or three staff members working just a couple of mornings a week. Gradually as the lockdown continued, the support we were giving our students increased to a point where all staff members were making phone calls, making visits or taking our students for quiet, safe walks. Whilst some of our students were seemingly very happy with staying in their homes and not having to deal with the outside world, the anxieties of others increased to worrying levels. The support some needed was daily and varied. Behaviours were often unpredictable and extreme with parents and carers struggling to cope with the changes being faced.

From July, restrictions were eased, we re-opened to our students and kickstarted the glass collection rounds. With Social Distancing guidelines still in place and the threat of Covid still very much present, truck capacities were reduced from 6 to 4 and many safety protocols were put into place. The reductions in trucks meant that we were only able to offer a reduced service to the majority of our students, with only those in the greatest of need returning to what was close to a normal uninterrupted service.

At this time, when we were desperately trying to show some normality there was a huge amount of pressure making its way to the charity's management. Was everybody going to be safe? Why were we only providing a limited service? All of this as well as concerns from the staff regarding their own fears and anxieties. Heaped up onto this was the inconvenience of staff shortages which occurred at a moment's notice when somebody would be notified of the need to 'Self-isolate', thus losing them from work for up to 7 days. Shockingly, in the period between July and December we lost 67 working days to Covid-19. Happily, we had just one positive Covid case amongst staff and two with our students. None were seriously ill, and none were contracted within our organisation.

A second wave of the pandemic caused a second closure of the Service at the very beginning of 2021. During this period, new payment terms were negotiated with the County Council which would put us into a much more favourable position when we reopened for a second time in a year. The closure this time lasted until the 29 March when we again got our students back on the same basis of restricted attendance.

Sadly, improvements around the site and plans to extend collections were put on hold throughout the year with all emphasis and resource being put into the survival of the organisation as we know it and into securing its' future.

Thankfully, at the end of the financial year, we had fought our way through the year with no casualties and with the Charity wounded but ready to fight another day.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Achievements and performance**

**a. Review of activities**

How the company achieves its objectives is detailed below.

The charity continues to fulfil its charitable objectives of relieving adults with learning difficulties by:

- Offering suitable work placements
- Providing appropriate training
- Ensuring a safe and healthy environment
- Taking on new students, supporting them through their induction and their transition from home to R.O.B and from childhood to adulthood.
- Constantly supporting students by various means; listening, having appropriate conversations, showing empathy and giving considered instructions
- By liaising with students' families and carers
- Expanding business waste recycling services

**Financial review**

**a. Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

**b. Reserves policy**

The trustees aim to maintain free reserves in unrestricted funds at a level equating to approximately six months' unrestricted charitable expenditure. The trustees consider this level to be prudent and sufficient to meet the needs of the charity as they arise. The Trustees are happy with the progress that has been made in achieving this and plan to continue at a similar pace for the foreseeable future. The reserve account held £46,069 at the year end, with the current account holding £60,498. Although we operate 2 accounts, the reserve account offers no additional Interest Rate benefits over the current account. The Trustees had decided to switch some of the reserve into a higher interest account, although the impact of the pandemic and the uncertainty created has led us to defer this decision for the time being.

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**RECYCLING OLLERTON AND BOUGHTON**  
**(a company limited by guarantee)**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**c. Funds**

The net deficit was £44k for the year and the total net assets were £146k. Total income was £387k, of that £311k was from Direct Payments/Transport. Total expenses were £431k, of that £312k was wages.

The factors which have led to this difference in our performance against previous years are as follows:

- Changes to the County Council funding structure for services affected by the Covid-19 pandemic. Payments were reduced from August through to the end of March, which was when a 'Blended Service' was offered and paid for, resulting in a reduction in income of approximately £2,500 per week (approx. £46K).
- A £19K reduction in sales income due to businesses not being open and glass not being collected.
- These losses were offset by us using the Coronavirus Job Retention Scheme from Jan '21 to mid-March '21 which bought in £20.5K.

**Structure, governance and management**

**a. Constitution**

Recycling Ollerton and Boughton is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association 19 February 2003. The articles of association were amended by special resolution on 21 September 2016.

The company is constituted under a memorandum of association dated 19 February 2003 and is a registered charity number 1096735.

**b. Methods of appointment or election of trustees**

The management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Memorandum of Association.

The articles of association provides for a minimum of 4 and a maximum of 12 trustees, who are the management committee members. Where there is requirement for trustees, these would be identified and supported by the remaining trustees.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Structure, governance and management (continued)**

**c. Organisational structure and decision-making policies**

The governing body of the company is the board of trustees.

Meetings:

The Trustees meet five times a year to oversee the strategy for the Company. Copies of the minutes of Company meetings are held in the office. The Board also regularly communicates and conducts some business by e-mail. All Board Meetings were chaired Neil Pike, who is also employed by the charity in the capacity of Project Manager; minutes were taken by Lynn Pike. All meetings were held via 'Zoom' due to the Covid-19 Pandemic. All of the Trustees give their time freely and no Trustee received remuneration for their trustee work during the year.

Membership:

Strength in depth of the Board of Trustees is a continuing issue which is always in our thoughts and has been a topic of discussion at Board Meetings this year. At the Board Meeting in June 2020, Richard Whall was invited to become a Trustee.

The Project Manager holds daily Management meetings with Senior Staff and brings regular reports to the Board accordingly.

The Board met regularly to oversee the finances, listen to reports, and monitor Health and Safety etc.

- Reports: The Board received and reviewed various reports during the year and paid special attention to receiving financial reports. The Project Manager brought a regular management report and the Board gave guidance on various pastoral and work-related issues that demanded careful consideration.
- Articles of Memorandum: Having had our Articles amended by resolution in September 2016, we feel that they adequately fit the requirements of the charity at present.
- Policies and Procedures: The Board continued to monitor all our policies and procedures.
- Wages: Even though this year has been incredibly difficult in every way, the Board continues to implement a wage scale in line with though not linked to 'The Living Wage Foundation'. We are glad to report that we have now been able to do this for 5 years and have been able to set it in place within the 2021-22 budget.
- Pensions: The Company's Pension Scheme operated by The People's Pension is increasingly popular amongst employees with 13 members from our 16 employees. Re-enrolment and subsequent opting-out was implemented at the beginning of March 2019.

**d. Policies adopted for the induction and training of trustees**

The chair of trustees is responsible for the induction of any new trustees. This involves awareness of trustee responsibilities, the governing document, administrative procedures, the history and philosophical approach of the organisation. A new trustee would receive a copy of the previous year's financial statements together with a copy of the Charity Commission leaflet 'The Essential Trustee: What You Need to Know'.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Structure, governance and management (continued)**

**e. Risk management**

The trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

The company has adopted the policies of internal controls recommended in the Charity Commission's booklet CCS "Internal Financial Controls for Charities" wherever possible, and has addressed the potential risks outlined therein.

Approved by order of the members of the board of trustees on 24 August 2021 and signed on their behalf by:

**N Pike**  
(Chair of Trustees)



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**RECYCLING OLLERTON AND BOUGHTON**  
**(a company limited by guarantee)**

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

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**Independent examiner's report to the trustees of Recycling Ollerton and Boughton ('the company')**

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

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

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

Signed: Jonathan Wilson

Dated: 26 August 2021

Jonathan Wilson ICAEW

**Jonathan Wilson**  
Chartered Accountant

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Donations and legacies	3	20,717	-	20,717	185
Charitable activities	4	365,083	1,086	366,169	426,390
Investments	5	11	-	11	18
Other income	6	-	-	-	780
		<u>385,811</u>	<u>1,086</u>	<u>386,897</u>	<u>427,373</u>
<b>Total income</b>					
<b>Expenditure on:</b>					
Charitable activities	7	429,665	1,086	430,751	435,608
		<u>429,665</u>	<u>1,086</u>	<u>430,751</u>	<u>435,608</u>
<b>Total expenditure</b>					
		<u>(43,854)</u>	<u>-</u>	<u>(43,854)</u>	<u>(8,235)</u>
<b>Net movement in funds</b>					
<b>Reconciliation of funds:</b>					
Total funds brought forward		190,146	-	190,146	198,381
Net movement in funds		(43,854)	-	(43,854)	(8,235)
		<u>146,292</u>	<u>-</u>	<u>146,292</u>	<u>190,146</u>
<b>Total funds carried forward</b>					

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

The notes on pages 11 to 24 form part of these financial statements.

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)  
**REGISTERED NUMBER: 04551116**

**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	10	42,982	63,502
<b>Current assets</b>			
Debtors	11	44,224	48,842
Cash at bank and in hand		106,572	117,408
		<u>150,796</u>	<u>166,250</u>
Creditors: amounts falling due within one year	12	(47,486)	(39,606)
<b>Net current assets</b>		<u>103,310</u>	126,644
<b>Total net assets</b>		<u><u>146,292</u></u>	<u><u>190,146</u></u>
<b>Charity funds</b>			
Restricted funds	13	-	-
Unrestricted funds	13	146,292	190,146
<b>Total funds</b>		<u><u>146,292</u></u>	<u><u>190,146</u></u>

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

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

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

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

The financial statements were approved and authorised for issue by the trustees on 24 August 2021 and signed on their behalf by:

**N Pike**  
(Chair of Trustees)

The notes on pages 11 to 24 form part of these financial statements.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Recycling Ollerton and Boughton meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Going concern**

At the date of signing there is a degree of uncertainty about the economic impact of COVID-19. The trustees continue to monitor the position closely however they believe that the company can continue at its current level of activity subject to continued support from Nottinghamshire County Council and the bank and they therefore continue to adopt the going concern basis.

**1.3 Income**

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

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**1.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**1. Accounting policies (continued)**

**1.4 Expenditure (continued)**

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

All expenditure is inclusive of irrecoverable VAT.

**1.5 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the statement of financial activities as the related expenditure is incurred.

**1.6 Interest receivable**

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

**1.7 Tangible fixed assets and depreciation**

Tangible fixed assets costing £200 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

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

Depreciation is provided on the following bases:

Self-contained buildings	- 10% straight line
Plant and machinery	- 1/3 straight line
Motor vehicles	- 20% straight line
Fixtures and fittings	- 1/3 straight line

**1.8 Debtors**

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

**1.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**1. Accounting policies (continued)**

**1.10 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

**1.11 Financial instruments**

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

**1.12 Operating leases**

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

**1.13 Pensions**

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

**1.14 Fund accounting**

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

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

Investment income, gains and losses are allocated to the appropriate fund.

**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

**2. General information**

Recycling Ollerton and Boughton is a company limited by guarantee, registered in England and Wales, registration number 0455116 and a charitable company registered with The Charity Commission, registration number 1096735.

**3. Income from donations and legacies**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Donations</b>			
Donations	152	152	185
<b>Government grants</b>			
Job Retention Scheme income	20,565	20,565	-
	<u>20,717</u>	<u>20,717</u>	<u>185</u>
Total 2020	<u>185</u>	<u>185</u>	

**4. Income from charitable activities**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Sales of goods or services as a charitable company	35,251	-	35,251	50,963
Recycling credits	18,720	-	18,720	25,312
Service provision	310,772	-	310,772	348,900
Student funds	340	-	340	1,215
Notts CC COVID-19 grant	-	1,086	1,086	-
	<u>365,083</u>	<u>1,086</u>	<u>366,169</u>	<u>426,390</u>
Total 2020	<u>426,390</u>	<u>-</u>	<u>426,390</u>	

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**5. Investment income**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	Total funds 2020 £
Bank interest receivable	11	11	18
	<u>11</u>	<u>11</u>	<u>18</u>
Total 2020	<u>18</u>	<u>18</u>	

**6. Other incoming resources**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	Total funds 2020 £
Profit on sale of fixed assets	-	-	780
	<u>-</u>	<u>-</u>	<u>780</u>
Total 2020	<u>780</u>	<u>780</u>	



**RECYCLING OLLERTON AND BOUGHTON**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**7. Analysis of charitable expenditure**

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Total expenses	417,090	13,661	<b>430,751</b>	435,608
Total 2020	422,590	13,018	435,608	

**Analysis of direct costs**

	Total funds 2021 £	Total funds 2020 £
Staff costs	311,846	296,022
Depreciation	22,073	23,726
Costs of goods as a charitable company	8,304	7,549
Activities and trips	1,182	2,140
Catering costs	3,240	10,895
Rent, rates and water	30,013	25,346
Light and heat	6,828	6,767
Repairs and maintenance	2,275	8,257
Vehicle and forklift costs	28,236	37,253
Training and welfare	1,362	2,261
Sundry expenses	171	814
Independent examiner's fees	1,560	1,560
	<b>417,090</b>	422,590

**RECYCLING OLLERTON AND BOUGHTON**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**7. Analysis of charitable expenditure (continued)**

**Analysis of support costs**

	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Insurance	<b>8,098</b>	7,021
Telephone, postage, stationery and printing	<b>4,137</b>	3,676
Information and publications	<b>960</b>	1,582
Bank charges and interest	<b>388</b>	546
Sundry expenses	<b>78</b>	193
	<b>13,661</b>	13,018

**8. Staff costs**

	<b>2021 £</b>	<b>2020 £</b>
Wages and salaries	<b>289,986</b>	275,351
Social security costs	<b>16,886</b>	16,448
Contribution to defined contribution pension schemes	<b>4,974</b>	4,223
	<b>311,846</b>	296,022

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

	<b>2021 No.</b>	<b>2020 No.</b>
Charitable activities	<b>15</b>	15

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**RECYCLING OLLERTON AND BOUGHTON**  
(a company limited by guarantee)

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

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**8. Staff costs (continued)**

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

During the year 1 trustee received remuneration (2020 - 2 trustees).

Further details are given in note 9. The legal authority for this remuneration is given in point 4.2(h)(ii) of the articles of association as amended on 21 September 2016.

Remuneration was also paid to other family members of one trustee. This amounted to gross pay of £25,657 (2020 - £24,840), employer's national insurance of £2,328 (2020 - £2,237) and pension contributions of £583 (2020 - £561).

Senior management are N Pike, L Pike and T Eyre. The gross remuneration of senior management was £84,985 (2020 - £40,566), employer's national insurance was £8,089 (2020 - £3,712) and pension contributions were £1,988 (2020 - £880).

**9. Trustees' remuneration and expenses**

		<b>2021</b>	2020
		<b>£</b>	£
N Pike	Remuneration	<b>36,657</b>	35,485
	Pension contributions paid	<b>913</b>	880

During the year ended 31 March 2021, no trustee expenses have been incurred (2020 - £NIL).

**RECYCLING OLLERTON AND BOUGHTON**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**10. Tangible fixed assets**

	Freehold property £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>					
At 1 April 2020	81,002	78,563	66,957	54,815	281,337
Additions	209	935	-	409	1,553
At 31 March 2021	<u>81,211</u>	<u>79,498</u>	<u>66,957</u>	<u>55,224</u>	<u>282,890</u>
<b>Depreciation</b>					
At 1 April 2020	51,551	78,563	34,167	53,554	217,835
Charge for the year	7,498	312	13,391	872	22,073
At 31 March 2021	<u>59,049</u>	<u>78,875</u>	<u>47,558</u>	<u>54,426</u>	<u>239,908</u>
<b>Net book value</b>					
At 31 March 2021	<u>22,162</u>	<u>623</u>	<u>19,399</u>	<u>798</u>	<u>42,982</u>
At 31 March 2020	<u>29,451</u>	<u>-</u>	<u>32,790</u>	<u>1,261</u>	<u>63,502</u>

**11. Debtors**

	2021 £	2020 £
Trade debtors	2,995	7,773
Prepayments and accrued income	41,229	41,069
	<u>44,224</u>	<u>48,842</u>

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**12. Creditors: Amounts falling due within one year**

	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
Trade creditors	<b>19,986</b>	22,008
Other taxation and social security	<b>4,714</b>	4,683
Other creditors	<b>171</b>	425
Accruals and deferred income	<b>22,615</b>	12,490
	<b>47,486</b>	39,606
	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2020	<b>4,975</b>	4,227
Resources deferred during the year	<b>7,924</b>	4,975
Amounts released from previous periods	<b>(4,975)</b>	(4,227)
	<b>7,924</b>	4,975

Deferred income relates to income received prior to the year-end that relates to a period after the year-end.

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

**13. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Student funds	242	340	(1,124)	542	-
<b>General funds</b>					
General fund	189,904	385,471	(428,541)	(542)	146,292
<b>Total Unrestricted funds</b>	<b>190,146</b>	<b>385,811</b>	<b>(429,665)</b>	<b>-</b>	<b>146,292</b>
<b>Restricted funds</b>					
Notts CC COVID-19 donation	-	1,086	(1,086)	-	-
<b>Total of funds</b>	<b>190,146</b>	<b>386,897</b>	<b>(430,751)</b>	<b>-</b>	<b>146,292</b>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**13. Statement of funds (continued)**

**Statement of funds - prior year**

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>				
<b>Designated funds</b>				
Student funds	-	1,215	(973)	242
	<hr/>	<hr/>	<hr/>	<hr/>
<b>General funds</b>				
General fund	198,381	426,158	(434,635)	189,904
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Unrestricted funds</b>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**RECYCLING OLLERTON AND BOUGHTON**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Tangible fixed assets	42,982	<b>42,982</b>
Current assets	150,796	<b>150,796</b>
Creditors due within one year	(47,486)	<b>(47,486)</b>
<b>Total</b>	<u>146,292</u>	<u><b>146,292</b></u>

**Analysis of net assets between funds - prior year**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Tangible fixed assets	63,502	63,502
Current assets	166,250	166,250
Creditors due within one year	(39,606)	(39,606)
<b>Total</b>	<u>190,146</u>	<u>190,146</u>

**15. Pension commitments**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £4,974 (2020 - £4,223). Contributions totalling £34 (2020 - £34) were payable to the fund at the balance sheet date and are included in creditors.



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**NOTES TO THE FINANCIAL STATEMENTS**  
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**16. Operating lease commitments**

At 31 March 2021 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
Not later than 1 year	-	961
Later than 1 year and not later than 5 years	<b>6,296</b>	-
Later than 5 years	<b>4,262</b>	27,239
	<hr/> <b>10,558</b> <hr/>	<hr/> 28,200 <hr/>

**17. Related party transactions**

There are no further related party transactions to disclose, other than the disclosure in respect of trustees' remuneration.

**18. Members' liability**

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.