



RECYCLING OLLERTON AND BOUGHTON

Annual Report & Accounts 2021-2022

ANNUAL REPORT AND ACCOUNTS 2021-2022

CONTENTS

Management Committee members 2021-22	<i>p 2</i>
Organisation status	<i>p 2</i>
Chairman's Report	<i>p 3</i>
Carers' Report	<i>p 8</i>
CEO's Report	<i>p 9</i>
Annual Accounts	<i>p 11</i>

Management Committee Members 2021-22

Officers

Chairperson	Neil Pike, April - September 15 th 2021 Richard Whall, September 15 th 2021 - present
Company Secretary	Lynn Pike
Treasurer	Matt James

Committee Members

Alec Welham: resigned 30th September 2021

Nicholas Aitchison: resigned 8th October 2021

Michael Phillips: resigned 24th November 2021

Elizabeth Phillips

Neil Pike

Richard Hartburn

Joanna James

Matt James

Richard Whall

Andy Statham: appointed 24th November 2021

Stephanie French: appointed 15th December 2021

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 31st March 2022. 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 met 8 times during the year. 3 times between April and the AGM in September, after which, under new Chair, Richard Whall's direction, the meetings increased in frequency to monthly up until Christmas and then switching to bi-monthly thereafter. It is the intention to continue in this vane in the future. All meetings were held in person and led by the Chair of the time, and minutes were taken by Lynn Pike, the Company Secretary.

Richard Whall, the Chair holds monthly meetings with the CEO Neil Pike. The CEO role is developing as is the newly formed relationship between the two.

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

The Trustees have also undertaken to ensure that one of them attends the Monthly Staff Meetings held by CEO, Neil Pike.

Membership

Over the year the build-up of the Board of Trustees has been fluid, with the resignations of Alec Welham (30th September 2021), Nick Aitchison (8th October 2021) and Mike Phillips (24th November 2021) and the appointments of Andy Statham (24th November 2021) and Stephanie French (15th December 2021). The frequency of Board Meetings was increased immediately after last years' AGM, which enabled the 'new look' Board to gel and to begin working together in good spirit, as well as allowing new Chair, Richard to set a tone for his leadership and to get stuck into some important issues which needed addressing

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 accountable for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity. They are also accountable 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 £52K. at the year end, with the current account holding £40K. 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 Disabilities.

The charity currently has 98.5 referral days for people with Learning Disabilities being attended each week, an increase of 7.5 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 disabilities by:

- Offering suitable work training 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:**

As we came out of such rigorous Covid restrictions, we were able to have some celebrations at Christmas including a return to our annual Christmas party with everybody in attendance as well as a very well supported trip to watch the 'Dick Whittington' Pantomime at Newark Theatre.

- **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

- **Board Meeting Topics:** A set schedule of topics was agreed and put into place which provides a forum for the annual review of such things as Finance Policy, Risk Register, 3-, 6- and 9-month Budget Reviews, Staffing Structure etc.
- **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:** The Board put in place a wage increase for the year 2022-23 which exceeded the increase of the Living Wage Foundation. It was also agreed to review the wage level mid-year, considering the unprecedented increases in inflation that we are seeing at the current time
- **Pensions:** The Company's Pension Scheme operated by The People's Pension is increasingly popular amongst employees with 14 members from our 16 employees. Re-enrolment and subsequent opting-out was implemented at the beginning of March 2019. This is scheduled to be done again in April 2022.
- **Vision, Mission and Values:** Over the course of several meetings, the Board worked hard to fully quantify what we believe ROB to represent and how we wish to be viewed.
 - **Vision**
 - The ROB I see is enriching the lives of more people with Learning Disabilities, giving them purpose by serving our local communities.
 - **Mission**
 - R.O.B.'s Mission is improving the lives of people with Learning Disabilities by providing meaningful work in a unique, supported environment through recycling.
 - **Values**
 - Sense of Purpose: Giving people a sense of purpose through working
 - Teamwork: Working together and supporting each other's strengths for a common purpose
 - Support: Take an active role to enable people to meet their potential
 - Being Valued: Appreciate everyone for who they are and celebrate their uniqueness
 - Kindness: Treating everyone as you wish to be treated
- **Business Plan:** A comprehensive 5-year plan was produced highlighting our current position, our aims and objectives and the way in which we intend to get there, highlighting the following points:
 - Growth (Logistically and Day Placement Provision)

- Objectives
- Purpose and Timescale

Financial Review

Funds

The net surplus was £9,640 for the year, a huge turnaround from the £44K deficit last year. The total Net Assets were £156K

Total income was £482,483 of that £379K was from Day Opportunities Provision/Transport.

Total expenses were £472,843, of that £330K was wages.

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

- The earlier than expected return to normal working arrangements following previous restrictions imposed by Covid-19, with Service Users attending on all their allocated days rather than alternate weeks.
- Provision of Covid related PPE provided free of charge
- Average 10% increase in recyclables collected over previous year with glass rising by 60%

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 exceptional.

Richard Whall
Chairman

Carers' Report – Jack Pinkerton

Jack has a mild to moderate learning disability and some physical health issues and as he was moving from St Giles School to Portland College in September 2019, we became aware that Jack's college days would be limited to three and we were looking for a purposeful activity in those spare days for Jack that would ideally complement his college work. We were looking for something that would help Jack develop his understanding of work and everything that goes with it. Alison had heard of the ROB project and discussed this with Social Services, who agreed this would be a good opportunity for Jack to explore a working environment. We had an initial positive phone conversation with Neil followed by a detailed visit and then a taster day to explain what went on at ROB and how it all worked. We understood that over time Jack would have the opportunity to learn and develop his social and work skills in a safe, supportive and above all experienced environment and so it has proven to be. From time to time some difficulties would emerge, usually about boundaries and motivation or communication and Jack has received consistent, firm but fair guidance and support from the ROB team who have always communicated with us appropriately so that as the "Home Team" we could reinforce and explain what solutions were being suggested to resolve or improve a situation.

The team at ROB have always treated Jack as an individual, showing interest in him as an individual as well as part of the team. On birthdays he was made to feel special and at Christmas there was always a gift appropriate for Jack and his likes. Jack was also invited to Christmas lunch, even if it did not land on his workday at ROB. The team worked to make Jack very included, we are grateful for that.

Since Jack has been with ROB he has slowly but surely matured from a boy into a young man prospectively capable of holding down a real job doing real things. Jack is now on an internship course at North Notts College and there is every prospect of gaining employment in the community in due course and the developmental experiences Jack has gained at ROB will stand him in very good stead for his future. We cannot thank Neil and his team enough for their care and attention over these years which has been superb, and we wish all the ROB team and Jack's fellow trainees the very best for the future.



Alison, Mike and Jack Pinkerton.

CEO's Report

Operational Activities April 2021 - end March 2022

The year 21-22 began in a way which was very odd. We had set a speculative budget and generally had little idea of when normal operations and student attendance would commence. In April, we had just come out of the 2nd National Lockdown due to Covid-19 and our students were attending on an 'Alternate Weeks' basis; with income reflecting the limited attendance. Fortunately, by mid-July we felt confident enough in the protocols that we had put in place to return to normal full attendance.

Throughout the year guarding against the spread of Covid was at the forefront of everybody's minds. Regular testing protocols were put in place and restrictive practices were followed for the whole of the year. These were scrutinised several times by HSE inspectors who visited on three occasions as part of their routine of checking all workplaces, 'Covid Safe' working practices. Policies on attendance in the event of a positive test within a family home were strictly adhered to and we did very well at keeping Covid outside the buildings, with only two transmissions of the virus amongst us in the entire year. Unfortunately, although we controlled the spread of Covid to some degree by the vast amount of testing, it didn't stop it from being contracted by both staff and students. 205 staff working days were lost throughout the year the majority of which were due either directly or indirectly to Covid. This put an enormous strain on the staff who were working, and we cannot thank them enough for their arduous work, diligence and commitment.

In September 2021, to guard against the disruption caused by increased absence rates, we employed a supervisor on a sessional contract, giving us security of staffing levels without holding the burden of employing too many staff. This was a step away from our usual employment practices and is not somewhere we want to overly commit to in the future. We have offered regular days' work since the beginning and intend to continue to be considerate to all our employees moving forward.

As the year went on, it was clear to see that although operations were difficult, the Nation was unlikely to revert to further lockdowns. It was now time to begin rebuilding and looking to the future. We replaced our Gents' Toilet and Changing room, something we had planned to do in 2020, but had been put on hold. This gave us room for expansion, as previous years' growth had put a strain on this facility in particular. During the year, our attendance increased by 8%, from 91 days per week to 98.5 days per week, which was made up from two new students and increases to a couple of current students. This was an increase slightly higher than what we had seen for a few years and pushed us to a position where we were struggling to get much more from the fleet of vehicles that we had.

A fifth truck was bought in November 2021 with the intention of creating room for growth for the next few years. The increase that we saw in the tonnage of glass collected from our regular rounds put an additional strain on time, and the new truck proved its' value very quickly, being used as an 'extra' to dig us out when our glass collections over-ran. We foresee that over the next couple of years' this truck will soon have designated regular teams and tasks on a daily basis.

During the year three R.O.B. students made the change of moving from their family homes into Supported Living settings. To any young person, this would be a huge undertaking, but to somebody with Learning Disabilities, this is on a whole other level when the understanding of what this new life will look like is so unclear, or if the reasons for the change are not fully understood. R.O.B. worked very closely with Social Workers and with the Supported Living providers to try to make the transition as smooth as possible, with us allowing Supported Living staff to observe the students in action at R.O.B., giving them pointers on the way in which we support them.

In summary, I feel that Recycling Ollerton and Boughton have had a very good year. The ship is steadied post-Covid and we're looking forward again. We have a steady flow of prospective new students on the horizon and seem to be continuing to meet the needs of a group of people who want to put something back into their community.

Neil Pike
CEO

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	2022 Total £	2021 Total £
INCOME FROM				
Donations and legacies	-	-	-	20,717
Investments	5	-	5	11
Charitable activities	474,238	6,400	480,638	366,169
Other Income	1,840	-	1,840	780
TOTAL INCOME	<u>476,083</u>	<u>6,400</u>	<u>482,483</u>	<u>386,897</u>
EXPENDITURE ON:				
Charitable activities:				
Other charitable activities	471,443	1,400	472,843	430,751
Other expenditure	-	-	-	-
TOTAL EXPENDITURE	<u>471,443</u>	<u>1,400</u>	<u>472,843</u>	<u>430,751</u>
NET INCOME/(EXPENDITURE)	4,640	5,000	9,640	(43,854)
Transfer between funds	5,000	(5,000)	-	-
NET MOVEMENT IN FUNDS	<u>9,640</u>	<u>-</u>	<u>9,640</u>	<u>(43,854)</u>
RECONCILIATION OF FUNDS:				
Total funds brought forward	146,292	-	146,292	190,146
Net movement in funds	9,640	-	9,640	(43,854)
TOTAL FUNDS AT 31 MARCH 2021	<u>155,932</u>	<u>-</u>	<u>155,932</u>	<u>146,292</u>

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

BALANCE SHEET
AS AT 31 MARCH 2022

	2022	2021
	£	£
FIXED ASSETS		
Tangible assets	62,358	42,982
CURRENT ASSETS		
Debtors	48,085	44,224
Cash at bank and in hand	80,846	106,572
	<u>128,931</u>	<u>150,796</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>(35,357)</u>	<u>47,486</u>
NET CURRENT ASSETS	93,574	103,310
NET ASSETS	<u>155,932</u>	<u>146,292</u>
CHARITY FUNDS		
Restricted income funds	-	-
Unrestricted income funds	155,932	146,292
TOTAL FUNDS	<u>155,932</u>	<u>146,292</u>

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the company, its trustees and advisers	1
Trustees' report	2 - 7
Independent examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 - 25

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

Trustees

M Phillips (resigned 15 December 2021)
N Pike
A Welham (resigned 15 September 2021)
E Phillips
J M James
R W Hartburn
N Aitchison (resigned 8 October 2021)
M P J James
R D Whall, Chairman
S French (appointed 15 December 2021)
A J Statham (appointed 24 November 2021)

**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

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

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

The project currently has 98.5 referral days for people with Learning Difficulties being attended each week, an increase of 7.5 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:

As we came out of such rigorous Covid restrictions, we were able to have some celebrations at Christmas including a return to our annual Christmas party with everybody in attendance as well as a very well supported trip to watch the 'Dick Whittington' Pantomime at Newark Theatre.

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.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

Objectives and activities (continued)

b. Activities undertaken to achieve those objectives

The year 21-22 began in a way which was very odd. We had set a speculative budget and generally had little idea of when normal operations and student attendance would commence. In April, we had just come out of the 2nd National Lockdown due to Covid-19 and our students were attending on an 'Alternate Weeks' basis; with income reflecting the limited attendance. Fortunately, by mid-July we felt confident enough in the protocols that we had put in place to return to normal full attendance.

Throughout the year guarding against the spread of Covid was at the forefront of everybody's minds. Regular testing protocols were put in place and restrictive practices were followed for the whole of the year. These were scrutinised several times by HSE inspectors who visited on three occasions as part of their routine of checking all workplaces, 'Covid Safe' working practices. Policies on attendance in the event of a positive test within a family home were strictly adhered to and we did very well at keeping Covid outside the buildings, with only two transmissions of the virus amongst us in the entire year. Unfortunately, although we controlled the spread of Covid to some degree by the vast amount of testing, it did not stop it from being contracted by both staff and students. 205 staff working days were lost throughout the year the majority of which were due either directly or indirectly to Covid. This put an enormous strain on the staff who were working, and we cannot thank them enough for their arduous work, diligence and commitment.

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As the year went on, it was clear to see that although operations were difficult, the Nation was unlikely to revert to further lockdowns. It was now time to begin rebuilding and looking to the future. We replaced our Gents' Toilet and Changing room, something we had planned to do in 2020, but had been put on hold. This gave us room for expansion, as previous years' growth had put a strain on this facility in particular. During the year, our attendance increased by 8%, from 91 days per week to 98.5 days per week, which was made up from two new students and increases to a couple of current students. This was an increase slightly higher than what we had seen for a few years and pushed us to a position where we were struggling to get much more from the fleet of vehicles that we had.

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During the year three ROB students made the change of moving from their family homes into Supported Living settings. To any young person, this would be a huge undertaking, but to somebody with Learning Disabilities, this is on a whole other level when the understanding of what this new life will look like is so unclear, or if the reasons for the change are not fully understood. ROB worked very closely with Social Workers and with the Supported Living providers to try to make the transition as smooth as possible, with us allowing Supported Living staff to observe the students in action at ROB, giving them pointers on the way in which we support them.

In summary, I feel that Recycling Ollerton and Boughton have had a very good year. The ship is steadied post-Covid and we're looking forward again. We have a steady flow of prospective new students on the horizon and seem to be continuing to meet the needs of a group of people who want to put something back into their community.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

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 ROB 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 £52K. at the year end, with the current account holding £29K. 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.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

c. Funds

The net surplus was £9,640 for the year, a huge turnaround from the £44K deficit last year. The total net assets were £156K.

Total income was £482,483 of that £379K was from Day Opportunities Provision/Transport.

Total expenses were £472,843, of that £330K was wages.

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

- The earlier than expected return to normal working arrangements following previous restrictions imposed by Covid-19, with Service Users attending on all their allocated days rather than alternate weeks.
- Provision of Covid related PPE provided free of charge.
- Average 10% increase in recyclables collected over previous year with glass rising by 60%.

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.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

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 met 8 times during the year. 3 times between April and the AGM in September, after which, under new Chair, Richard Whall's direction, the meetings increased in frequency to monthly up until Christmas and then switching to bi-monthly thereafter. It is the intention to continue in this vane in the future. All meetings were held in person and led by the Chair of the time, and minutes were taken by Lynn Pike, the Company Secretary.

Richard Whall, the Chair holds monthly meetings with the CEO Neil Pike. The CEO role is developing as is the newly formed relationship between the two.

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

The Trustees have also undertaken to ensure that one of them attends the Monthly Staff Meetings held by CEO, Neil Pike.

Membership:

Over the year the build-up of the Board of Trustees has been fluid, with the resignations of Alec Welham (15 September 2021), Nick Aitchison (8 October 2021) and Mike Phillips (15 December 2021) and the appointments of Andy Statham (24 November 2021) and Stephanie French (15 December 2021). The frequency of Board Meetings was increased immediately after last year's AGM, which enabled the 'new look' Board to gel and to begin working together in good spirit, as well as allowing new Chair, Richard to set a tone for his leadership and to get stuck into some important issues which needed addressing.

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- **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.
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- **Wages:** The Board put in place a wage increase for the year 2022-23 which exceeded the increase of the Living Wage Foundation. It was also agreed to review the wage level mid-year, considering the unprecedented increases in inflation that we are seeing at the current time.
- **Pensions:** The Company's Pension Scheme operated by The People's Pension is increasingly popular amongst employees with 14 members from our 16 employees. Re-enrolment and subsequent opting-out was implemented at the beginning of March 2019. This is scheduled to be done again in April 2022.
- **Vision, Mission and Values:** Over the course of several meetings, the Board worked hard to fully quantify what we believe ROB to represent and how we wish to be viewed.

Vision

- The ROB I see is enriching the lives of more people with Learning Disabilities, giving them purpose by serving our local communities.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

Structure, governance and management (continued)

Mission

- ROB's Mission is improving the lives of people with Learning Disabilities by providing meaningful work in a unique, supported environment through recycling.

Values

- Sense of Purpose: Giving people a sense of purpose through working.
- Teamwork: Working together and supporting each other's strengths for a common purpose.
- Support: Take an active role to enable people to meet their potential.
- Being Valued: Appreciate everyone for who they are and celebrate their uniqueness.
- Kindness: Treating everyone as you wish to be treated.
- Business Plan: A comprehensive 5-year plan was produced highlighting our current position, our aims and objectives and the way in which we intend to get there, highlighting the following points:
 - Growth (Logistically and Day Placement Provision)
 - Objectives
 - Purpose and Timescale

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'.

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 15 September 2022 and signed on their behalf by:

R D Whall
(Chair of Trustees)

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

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 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

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

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

Signed: Jonathan Wilson
Jonathan Wilson

Dated: 21 September 2022
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 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	-	-	-	20,717
Charitable activities	4	474,238	6,400	480,638	366,169
Investments	5	5	-	5	11
Other income	6	1,840	-	1,840	-
Total income		476,083	6,400	482,483	386,897
Expenditure on:					
Charitable activities	7	471,443	1,400	472,843	430,751
Total expenditure		471,443	1,400	472,843	430,751
Net income/(expenditure)		4,640	5,000	9,640	(43,854)
Transfers between funds	14	5,000	(5,000)	-	-
Net movement in funds		9,640	-	9,640	(43,854)
Reconciliation of funds:					
Total funds brought forward		146,292	-	146,292	190,146
Net movement in funds		9,640	-	9,640	(43,854)
Total funds carried forward		155,932	-	155,932	146,292

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

The notes on pages 11 to 25 form part of these financial statements.

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

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	62,358	42,982
Current assets			
Debtors	12	48,085	44,224
Cash at bank and in hand		80,846	106,572
		<u>128,931</u>	<u>150,796</u>
Creditors: amounts falling due within one year	13	(35,357)	(47,486)
		<u>93,574</u>	<u>103,310</u>
Net current assets			
		<u>93,574</u>	<u>103,310</u>
Total net assets		<u><u>155,932</u></u>	<u><u>146,292</u></u>
Charity funds			
Restricted funds	14	-	-
Unrestricted funds	14	155,932	146,292
		<u>155,932</u>	<u>146,292</u>
Total funds		<u><u>155,932</u></u>	<u><u>146,292</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 15 September 2022 and signed on their behalf by:

R D Whall
(Chair of Trustees)

The notes on pages 11 to 25 form part of these financial statements.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

1. Accounting policies

1.1 Basis of preparation of financial statements

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

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.

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

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

1. Accounting policies (continued)

1.4 Expenditure (continued)

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.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

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 2022

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 2022 £	Total funds 2022 £	Total funds 2021 £
Donations			
Donations	-	-	152
Government grants			
Job Retention Scheme income	-	-	20,565
	<hr/> -	<hr/> -	<hr/> 20,717
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Total 2021	<hr/> 20,717 <hr/>	<hr/> 20,717 <hr/>	

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

4. Income from charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Sales of goods or services as a charitable company	62,373	-	62,373	35,251
Recycling credits	31,022	-	31,022	18,720
Service provision	379,055	-	379,055	310,772
Student funds	1,788	-	1,788	340
Notts CC COVID-19 grant	-	-	-	1,086
The Baily Thomas Charitable Fund	-	5,000	5,000	-
The Barratt Development	-	1,000	1,000	-
CAF	-	400	400	-
	<u>474,238</u>	<u>6,400</u>	<u>480,638</u>	<u>366,169</u>
Total 2021	<u>365,083</u>	<u>1,086</u>	<u>366,169</u>	

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest receivable	<u>5</u>	<u>5</u>	<u>11</u>
Total 2021	<u>11</u>	<u>11</u>	

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

6. Other incoming resources

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Profit on sale of fixed assets	1,840	1,840	-

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

7. Analysis of charitable expenditure

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Total expenses	456,353	16,490	472,843	430,751
Total 2021	417,090	13,661	430,751	

Analysis of direct costs

	Total funds 2022 £	Total funds 2021 £
Staff costs	330,053	311,846
Depreciation	20,719	22,073
Costs of goods as a charitable company	6,966	8,304
Activities and trips	2,723	1,182
Catering costs	8,312	3,240
Rent, rates and water	28,596	30,013
Light and heat	6,554	6,828
Repairs and maintenance	2,641	2,275
Vehicle and forklift costs	47,768	28,236
Training and welfare	397	1,362
Sundry expenses	64	171
Independent examiner's fees	1,560	1,560
	456,353	417,090

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

7. Analysis of charitable expenditure (continued)

Analysis of support costs

	Total funds 2022 £	Total funds 2021 £
Insurance	9,189	8,098
Professional fees	300	-
Telephone, postage, stationery and printing	4,477	4,137
Information and publications	1,504	960
Bank charges and interest	508	388
Sundry expenses	392	78
Trustees' expenses	120	-
	16,490	13,661

8. Independent examiner's remuneration

	2022 £	2021 £
Fees payable to the company's independent examiner for the independent examination of the company's annual accounts	1,560	1,560

9. Staff costs

	2022 £	2021 £
Wages and salaries	305,405	289,986
Social security costs	18,892	16,886
Contribution to defined contribution pension schemes	5,756	4,974
	330,053	311,846

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

	2022 No.	2021 No.
Charitable activities	15	15

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

9. Staff costs (continued)

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

During the year 1 trustee received remuneration (2021 - 1 trustee).

Further details are given in note 10. 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 £26,224 (2021 - £25,657), employer's national insurance of £2,399 (2021 - £2,328) and pension contributions of £600 (2021 - £583).

Senior management are N Pike, L Pike P Sheppard and T Eyre. The gross remuneration of senior management was £107,510 (2021 - £84,985), employer's national insurance was £10,105 (2021 - £8,089) and pension contributions were £2,498 (2021 - £1,988).

10. Trustees' remuneration and expenses

During the year, one or more trustees has been paid remuneration or has received other benefits from an employment with the company. The value of trustees' remuneration and other benefits was as follows:

		2022	2021
		£	£
N Pike	Remuneration	41,138	36,657
	Pension contributions paid	1,047	913

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

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

11. Tangible fixed assets

	Freehold property £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Total £
Cost or valuation					
At 1 April 2021	81,211	79,498	66,957	55,224	282,890
Additions	24,499	349	16,398	1,009	42,255
Disposals	(10,800)	-	-	-	(10,800)
At 31 March 2022	94,910	79,847	83,355	56,233	314,345
Depreciation					
At 1 April 2021	59,049	78,875	47,558	54,426	239,908
Charge for the year	10,344	429	9,028	918	20,719
On disposals	(8,640)	-	-	-	(8,640)
At 31 March 2022	60,753	79,304	56,586	55,344	251,987
Net book value					
At 31 March 2022	34,157	543	26,769	889	62,358
At 31 March 2021	22,162	623	19,399	798	42,982

12. Debtors

	2022 £	2021 £
Trade debtors	9,007	2,995
Prepayments and accrued income	39,078	41,229
	48,085	44,224

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

13. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	1,442	19,986
Other taxation and social security	5,604	4,714
Other creditors	136	171
Accruals and deferred income	28,175	22,615
	35,357	47,486
	2022	2021
	£	£
Deferred income at 1 April 2021	9,710	4,975
Resources deferred during the year	9,228	9,710
Amounts released from previous periods	(9,710)	(4,975)
	9,228	9,710

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 2022**

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
Designated funds					
Student funds	-	1,970	(1,252)	-	718
General funds					
General fund	146,292	474,113	(470,191)	5,000	155,214
Total Unrestricted funds	146,292	476,083	(471,443)	5,000	155,932
Restricted funds					
CAF	-	400	(400)	-	-
The Barratt Development	-	1,000	(1,000)	-	-
Bailt Thomas	-	5,000	-	(5,000)	-
	-	6,400	(1,400)	(5,000)	-
Total of funds	146,292	482,483	(472,843)	-	155,932

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

14. Statement of funds (continued)

Statement of funds - prior year

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

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	62,358	62,358
Current assets	128,931	128,931
Creditors due within one year	(35,357)	(35,357)
Total	<u>155,932</u>	<u>155,932</u>

Analysis of net assets between funds - prior year

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

16. 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 £5,756 (2021 - £4,974). Contributions totalling £nil (2021 - £34) were payable to the fund at the balance sheet date and are included in creditors.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

17. Operating lease commitments

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

	2022 £	2021 £
Not later than 1 year	-	4,262
Later than 1 year and not later than 5 years	4,871	6,296
	<hr/> 4,871 <hr/>	<hr/> 10,558 <hr/>

18. Related party transactions

There are no further related party transactions to disclose, other than the disclosure in respect of trustees' remuneration as detailed in note 10.

19. 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.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the company, its trustees and advisers	1
Trustees' report	2 - 7
Independent examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 - 25

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

Trustees

M Phillips (resigned 15 December 2021)
N Pike
A Welham (resigned 15 September 2021)
E Phillips
J M James
R W Hartburn
N Aitchison (resigned 8 October 2021)
M P J James
R D Whall, Chairman
S French (appointed 15 December 2021)
A J Statham (appointed 24 November 2021)

**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

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

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

The project currently has 98.5 referral days for people with Learning Difficulties being attended each week, an increase of 7.5 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:

As we came out of such rigorous Covid restrictions, we were able to have some celebrations at Christmas including a return to our annual Christmas party with everybody in attendance as well as a very well supported trip to watch the 'Dick Whittington' Pantomime at Newark Theatre.

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.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

Objectives and activities (continued)

b. Activities undertaken to achieve those objectives

The year 21-22 began in a way which was very odd. We had set a speculative budget and generally had little idea of when normal operations and student attendance would commence. In April, we had just come out of the 2nd National Lockdown due to Covid-19 and our students were attending on an 'Alternate Weeks' basis; with income reflecting the limited attendance. Fortunately, by mid-July we felt confident enough in the protocols that we had put in place to return to normal full attendance.

Throughout the year guarding against the spread of Covid was at the forefront of everybody's minds. Regular testing protocols were put in place and restrictive practices were followed for the whole of the year. These were scrutinised several times by HSE inspectors who visited on three occasions as part of their routine of checking all workplaces, 'Covid Safe' working practices. Policies on attendance in the event of a positive test within a family home were strictly adhered to and we did very well at keeping Covid outside the buildings, with only two transmissions of the virus amongst us in the entire year. Unfortunately, although we controlled the spread of Covid to some degree by the vast amount of testing, it did not stop it from being contracted by both staff and students. 205 staff working days were lost throughout the year the majority of which were due either directly or indirectly to Covid. This put an enormous strain on the staff who were working, and we cannot thank them enough for their arduous work, diligence and commitment.

In September 2021, to guard against the disruption caused by increased absence rates, we employed a supervisor on a sessional contract, giving us security of staffing levels without holding the burden of employing too many staff. This was a step away from our usual employment practices and is not somewhere we want to overly commit to in the future. We have offered regular days' work since the beginning and intend to continue to be considerate to all of our employees moving forward.

As the year went on, it was clear to see that although operations were difficult, the Nation was unlikely to revert to further lockdowns. It was now time to begin rebuilding and looking to the future. We replaced our Gents' Toilet and Changing room, something we had planned to do in 2020, but had been put on hold. This gave us room for expansion, as previous years' growth had put a strain on this facility in particular. During the year, our attendance increased by 8%, from 91 days per week to 98.5 days per week, which was made up from two new students and increases to a couple of current students. This was an increase slightly higher than what we had seen for a few years and pushed us to a position where we were struggling to get much more from the fleet of vehicles that we had.

A fifth truck was bought in November 2021 with the intention of creating room for growth for the next few years. The increase that we saw in the tonnage of glass collected from our regular rounds put an additional strain on time, and the new truck proved its value very quickly, being used as an 'extra' to dig us out when our glass collections over-ran. We foresee that over the next couple of years' this truck will soon have designated regular teams and tasks on a daily basis.

During the year three ROB students made the change of moving from their family homes into Supported Living settings. To any young person, this would be a huge undertaking, but to somebody with Learning Disabilities, this is on a whole other level when the understanding of what this new life will look like is so unclear, or if the reasons for the change are not fully understood. ROB worked very closely with Social Workers and with the Supported Living providers to try to make the transition as smooth as possible, with us allowing Supported Living staff to observe the students in action at ROB, giving them pointers on the way in which we support them.

In summary, I feel that Recycling Ollerton and Boughton have had a very good year. The ship is steadied post-Covid and we're looking forward again. We have a steady flow of prospective new students on the horizon and seem to be continuing to meet the needs of a group of people who want to put something back into their community.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

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 ROB 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 £52K. at the year end, with the current account holding £29K. 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.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

c. Funds

The net surplus was £9,640 for the year, a huge turnaround from the £44K deficit last year. The total net assets were £156K.

Total income was £482,483 of that £379K was from Day Opportunities Provision/Transport.

Total expenses were £472,843, of that £330K was wages.

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

- The earlier than expected return to normal working arrangements following previous restrictions imposed by Covid-19, with Service Users attending on all their allocated days rather than alternate weeks.
- Provision of Covid related PPE provided free of charge.
- Average 10% increase in recyclables collected over previous year with glass rising by 60%.

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.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

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 met 8 times during the year. 3 times between April and the AGM in September, after which, under new Chair, Richard Whall's direction, the meetings increased in frequency to monthly up until Christmas and then switching to bi-monthly thereafter. It is the intention to continue in this vane in the future. All meetings were held in person and led by the Chair of the time, and minutes were taken by Lynn Pike, the Company Secretary.

Richard Whall, the Chair holds monthly meetings with the CEO Neil Pike. The CEO role is developing as is the newly formed relationship between the two.

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

The Trustees have also undertaken to ensure that one of them attends the Monthly Staff Meetings held by CEO, Neil Pike.

Membership:

Over the year the build-up of the Board of Trustees has been fluid, with the resignations of Alec Welham (15 September 2021), Nick Aitchison (8 October 2021) and Mike Phillips (15 December 2021) and the appointments of Andy Statham (24 November 2021) and Stephanie French (15 December 2021). The frequency of Board Meetings was increased immediately after last year's AGM, which enabled the 'new look' Board to gel and to begin working together in good spirit, as well as allowing new Chair, Richard to set a tone for his leadership and to get stuck into some important issues which needed addressing.

- **Board Meeting Topics:** A set schedule of topics was agreed and put into place which provides a forum for the annual review of such things as Finance Policy, Risk Register, 3-, 6- and 9-month Budget Reviews, Staffing Structure etc.
- **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:** The Board put in place a wage increase for the year 2022-23 which exceeded the increase of the Living Wage Foundation. It was also agreed to review the wage level mid-year, considering the unprecedented increases in inflation that we are seeing at the current time.
- **Pensions:** The Company's Pension Scheme operated by The People's Pension is increasingly popular amongst employees with 14 members from our 16 employees. Re-enrolment and subsequent opting-out was implemented at the beginning of March 2019. This is scheduled to be done again in April 2022.
- **Vision, Mission and Values:** Over the course of several meetings, the Board worked hard to fully quantify what we believe ROB to represent and how we wish to be viewed.

Vision

- The ROB I see is enriching the lives of more people with Learning Disabilities, giving them purpose by serving our local communities.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

Structure, governance and management (continued)

Mission

- ROB's Mission is improving the lives of people with Learning Disabilities by providing meaningful work in a unique, supported environment through recycling.

Values

- Sense of Purpose: Giving people a sense of purpose through working.
- Teamwork: Working together and supporting each other's strengths for a common purpose.
- Support: Take an active role to enable people to meet their potential.
- Being Valued: Appreciate everyone for who they are and celebrate their uniqueness.
- Kindness: Treating everyone as you wish to be treated.
- Business Plan: A comprehensive 5-year plan was produced highlighting our current position, our aims and objectives and the way in which we intend to get there, highlighting the following points:
 - Growth (Logistically and Day Placement Provision)
 - Objectives
 - Purpose and Timescale

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'.

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 15 September 2022 and signed on their behalf by:

R D Whall
(Chair of Trustees)

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

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 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

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

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

Signed: Jonathan Wilson
Jonathan Wilson

Dated: 21 September 2022
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 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	-	-	-	20,717
Charitable activities	4	474,238	6,400	480,638	366,169
Investments	5	5	-	5	11
Other income	6	1,840	-	1,840	-
Total income		476,083	6,400	482,483	386,897
Expenditure on:					
Charitable activities	7	471,443	1,400	472,843	430,751
Total expenditure		471,443	1,400	472,843	430,751
Net income/(expenditure)		4,640	5,000	9,640	(43,854)
Transfers between funds	14	5,000	(5,000)	-	-
Net movement in funds		9,640	-	9,640	(43,854)
Reconciliation of funds:					
Total funds brought forward		146,292	-	146,292	190,146
Net movement in funds		9,640	-	9,640	(43,854)
Total funds carried forward		155,932	-	155,932	146,292

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

The notes on pages 11 to 25 form part of these financial statements.

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

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	62,358	42,982
Current assets			
Debtors	12	48,085	44,224
Cash at bank and in hand		80,846	106,572
		<u>128,931</u>	<u>150,796</u>
Creditors: amounts falling due within one year	13	(35,357)	(47,486)
		<u>93,574</u>	<u>103,310</u>
Net current assets			
		<u>93,574</u>	<u>103,310</u>
Total net assets		<u><u>155,932</u></u>	<u><u>146,292</u></u>
Charity funds			
Restricted funds	14	-	-
Unrestricted funds	14	155,932	146,292
		<u>155,932</u>	<u>146,292</u>
Total funds		<u><u>155,932</u></u>	<u><u>146,292</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 15 September 2022 and signed on their behalf by:

R D Whall
(Chair of Trustees)

The notes on pages 11 to 25 form part of these financial statements.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

1. Accounting policies

1.1 Basis of preparation of financial statements

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

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.

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

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

1. Accounting policies (continued)

1.4 Expenditure (continued)

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.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

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 2022

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 2022 £	Total funds 2022 £	Total funds 2021 £
Donations			
Donations	-	-	152
Government grants			
Job Retention Scheme income	-	-	20,565
	<hr/> -	<hr/> -	<hr/> 20,717
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Total 2021	<hr/> 20,717 <hr/>	<hr/> 20,717 <hr/>	

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

4. Income from charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Sales of goods or services as a charitable company	62,373	-	62,373	35,251
Recycling credits	31,022	-	31,022	18,720
Service provision	379,055	-	379,055	310,772
Student funds	1,788	-	1,788	340
Notts CC COVID-19 grant	-	-	-	1,086
The Baily Thomas Charitable Fund	-	5,000	5,000	-
The Barratt Development	-	1,000	1,000	-
CAF	-	400	400	-
	<u>474,238</u>	<u>6,400</u>	<u>480,638</u>	<u>366,169</u>
Total 2021	<u>365,083</u>	<u>1,086</u>	<u>366,169</u>	

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest receivable	<u>5</u>	<u>5</u>	<u>11</u>
Total 2021	<u>11</u>	<u>11</u>	

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

6. Other incoming resources

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Profit on sale of fixed assets	1,840	1,840	-
	<hr/>	<hr/>	<hr/>

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

7. Analysis of charitable expenditure

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Total expenses	456,353	16,490	472,843	430,751
Total 2021	417,090	13,661	430,751	

Analysis of direct costs

	Total funds 2022 £	Total funds 2021 £
Staff costs	330,053	311,846
Depreciation	20,719	22,073
Costs of goods as a charitable company	6,966	8,304
Activities and trips	2,723	1,182
Catering costs	8,312	3,240
Rent, rates and water	28,596	30,013
Light and heat	6,554	6,828
Repairs and maintenance	2,641	2,275
Vehicle and forklift costs	47,768	28,236
Training and welfare	397	1,362
Sundry expenses	64	171
Independent examiner's fees	1,560	1,560
	456,353	417,090

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

7. Analysis of charitable expenditure (continued)

Analysis of support costs

	Total funds 2022 £	Total funds 2021 £
Insurance	9,189	8,098
Professional fees	300	-
Telephone, postage, stationery and printing	4,477	4,137
Information and publications	1,504	960
Bank charges and interest	508	388
Sundry expenses	392	78
Trustees' expenses	120	-
	16,490	13,661

8. Independent examiner's remuneration

	2022 £	2021 £
Fees payable to the company's independent examiner for the independent examination of the company's annual accounts	1,560	1,560

9. Staff costs

	2022 £	2021 £
Wages and salaries	305,405	289,986
Social security costs	18,892	16,886
Contribution to defined contribution pension schemes	5,756	4,974
	330,053	311,846

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

	2022 No.	2021 No.
Charitable activities	15	15

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

9. Staff costs (continued)

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

During the year 1 trustee received remuneration (2021 - 1 trustee).

Further details are given in note 10. 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 £26,224 (2021 - £25,657), employer's national insurance of £2,399 (2021 - £2,328) and pension contributions of £600 (2021 - £583).

Senior management are N Pike, L Pike P Sheppard and T Eyre. The gross remuneration of senior management was £107,510 (2021 - £84,985), employer's national insurance was £10,105 (2021 - £8,089) and pension contributions were £2,498 (2021 - £1,988).

10. Trustees' remuneration and expenses

During the year, one or more trustees has been paid remuneration or has received other benefits from an employment with the company. The value of trustees' remuneration and other benefits was as follows:

		2022	2021
		£	£
N Pike	Remuneration	41,138	36,657
	Pension contributions paid	1,047	913

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

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

11. Tangible fixed assets

	Freehold property £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Total £
Cost or valuation					
At 1 April 2021	81,211	79,498	66,957	55,224	282,890
Additions	24,499	349	16,398	1,009	42,255
Disposals	(10,800)	-	-	-	(10,800)
At 31 March 2022	94,910	79,847	83,355	56,233	314,345
Depreciation					
At 1 April 2021	59,049	78,875	47,558	54,426	239,908
Charge for the year	10,344	429	9,028	918	20,719
On disposals	(8,640)	-	-	-	(8,640)
At 31 March 2022	60,753	79,304	56,586	55,344	251,987
Net book value					
At 31 March 2022	34,157	543	26,769	889	62,358
At 31 March 2021	22,162	623	19,399	798	42,982

12. Debtors

	2022 £	2021 £
Trade debtors	9,007	2,995
Prepayments and accrued income	39,078	41,229
	48,085	44,224

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

13. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	1,442	19,986
Other taxation and social security	5,604	4,714
Other creditors	136	171
Accruals and deferred income	28,175	22,615
	35,357	47,486
	2022	2021
	£	£
Deferred income at 1 April 2021	9,710	4,975
Resources deferred during the year	9,228	9,710
Amounts released from previous periods	(9,710)	(4,975)
	9,228	9,710

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 2022**

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
Designated funds					
Student funds	-	1,970	(1,252)	-	718
General funds					
General fund	146,292	474,113	(470,191)	5,000	155,214
Total Unrestricted funds	146,292	476,083	(471,443)	5,000	155,932
Restricted funds					
CAF	-	400	(400)	-	-
The Barratt Development	-	1,000	(1,000)	-	-
Bailt Thomas	-	5,000	-	(5,000)	-
	-	6,400	(1,400)	(5,000)	-
Total of funds	146,292	482,483	(472,843)	-	155,932

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

14. Statement of funds (continued)

Statement of funds - prior year

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

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	62,358	62,358
Current assets	128,931	128,931
Creditors due within one year	(35,357)	(35,357)
Total	<u>155,932</u>	<u>155,932</u>

Analysis of net assets between funds - prior year

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

16. 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 £5,756 (2021 - £4,974). Contributions totalling £nil (2021 - £34) were payable to the fund at the balance sheet date and are included in creditors.

RECYCLING OLLERTON AND BOUGHTON
(a company limited by guarantee)

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

17. Operating lease commitments

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

	2022 £	2021 £
Not later than 1 year	-	4,262
Later than 1 year and not later than 5 years	4,871	6,296
	<hr/> 4,871 <hr/>	<hr/> 10,558 <hr/>

18. Related party transactions

There are no further related party transactions to disclose, other than the disclosure in respect of trustees' remuneration as detailed in note 10.

19. 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.