



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups

Rugby Bareboards Trust

Annual Report 2020

36 Warren Road Rugby CV22 5LG

A Company Limited by Guarantee No. 5217928

Registered Charity No. 1108493

How Rugby Bareboards Trust carries out its charitable purposes for the public benefit

Rugby Bareboards Trust is a Rugby based non-profit-making charity for local people. Its aim is the relief of poverty through the collection and refurbishment of household goods and redistribution of these to people in need who are on benefits and low incomes. The Trust collects good quality unwanted furniture, furnishings and other household items donated by members of the public.

These items are made available to people who have been referred by housing and social care organisations and other local charities. People who need our service may include those who are unemployed, young people leaving care, formerly homeless people in temporary or newly allocated permanent accommodation, persons escaping abusive relationships and people in other equally difficult situations.

All those referred are offered an interview to assess their suitability for our service which takes into account whether they are on benefits, their personal circumstances, the items they need and what amount, if any, they can afford to pay as a donation in return for the goods.

Rugby Bareboards Trust also operates a shop where items of furniture and furnishings can be purchased by the general public. The income generated by the shop helps to offset the costs of providing a service to people in need.

In setting our objectives and planning our activities the Trustees of Rugby Bareboards Trust have given careful consideration to the Charity Commission's general guidance on public benefit.

Chair's Report

The 2019/2020 year has been dominated by one problem for all organisations world-wide and Rugby Bareboards Trust is no exception. The coronavirus pandemic and the measures put in place to prevent the COVID-19 virus spreading affected everyone. It has been necessary to follow restrictions on personal movement and on retail trading. The first national lockdown started on 23 March 2020 and was not relaxed until 13 July 2020. As a result, our fundraising activities have been severely curtailed and the demand for our charitable work has reduced too.

We have had to follow Government requirements in connection with the employment of staff and the way that the shop on Warren Road operates. These have varied from the complete closure of the shop and all our activities, with furlough payments to the staff, to limited opening of the shop with personal safety restrictions in place for staff and customers. We have managed to operate at least emergency assistance for charity requests throughout most of the year. We also topped up the staff furlough payments to full salary levels even when our activities had to cease so that the staff did not have to manage on 80% salary.

The landlords of two of our warehouses gave us a three month moratorium on rental costs which helped us through some of the lockdown period. That will be repaid over a six month period at the end of the moratorium.

The operating requirements during this time have placed additional pressures on the Manager, Debbie Rowlands, and on the staff as well as the Trustees. Trustees, Chris Malthouse and Deb Sarson, prepared specific Method Statements and Risk Assessments for our retail activities including the collection and delivery of household items during periods of restricted personal movement. However, our Treasurer, Lesley George, has been hit the hardest with varying National and Local Government regulations and financial grants to become acquainted with and to apply. We thank her for her hard work and diligence. You will see in her report that even though we have received grants and reductions in council tax we estimate that we are about £10,000 worse off due to the pandemic. Gift Aid and Re-Use Credit payments continued to be important additional sources of income for us.

During the year Graham Elston continued to assist Bareboards with HR advice on an ad hoc basis. At the Annual General Meeting on 19 June 2020, Ralph Watson was appointed as a Trustee. Ralph has also taken on the role of PAT Tester for our electrical items.

Elaine Cook expressed her intention to resign as a Trustee, Minute and Company Secretary once we had a replacement.

From 23 March 2020 when lockdown started we were unable to hold meetings face to face so we used Zoom instead. This option has worked very well.

I am grateful for the support of the Board of Trustees in the running of the Charity. I also thank all the staff and volunteers for their support throughout the year, our bankers, Lloyds and our accountants, Astute Services Ltd, for their assistance in financial matters.

I thank the people of Rugby for their continuing support and also those organisations and individuals that refer people to us who needed our assistance.

Councillor Bill Lewis.

Trustee and Chair

Manager's Report

It was a challenging year for Rugby Bareboards Trust, both operationally and financially. Our income was less and the number of furnishings we were asked to carry out for those people in need were significantly fewer. The decline was due to the Covid pandemic and to people not being re-housed. The total number of furnishings we were able to complete was 16 compared with 70 in 2018/19. Here are three examples of families we were able to help.

Case One - Miss T (and her partner) had been temporary allocated a one bedroom flat; her first baby was due 4 weeks later. She was in receipt of Maternity Benefit and her partner had a part time job on a minimum wage. She requested and received the following:

Crockery and Cutlery	Complete Double Bed
Pots and Pans	Chest of drawers
Kettle and Toaster	Sofa and Armchair
Iron and Ironing board	TV Unit
Dining Table & 4 Chairs	Foot stool
Bed Linen and Towels	Rugs
Microwave	

For this she agreed to make a donation of £50. In my follow up call she said she was extremely happy and very pleased with everything we sent her. She scored us 60 out of 60 on the satisfaction form.

Case Two - Miss M (and her partner) had been allocated a 2 bedroom council property; her first baby was due in 8 weeks. Both of them were in receipt of Employment & Supplement Allowance (ESA). She was in need of the following:

Crockery & Cutlery	1 coffee table
Pots & Pans	1 television unit
Kitchen Utensils	2 table lamps
2 Wardrobes	Ironing board
1 Chest of drawers	Rugs
1 Bedside cabinet	Mirror

For this she agreed to make a donation of £40.00

Case Three - Mr I and his family of 5 came to our attention after his house collapsed unexpectedly. He was on a low income and his wife was in receipt of Universal Credit. We provided the following.

2 Wardrobes	1 table and chairs
Chest of drawers	Lamps
3 Beds	Microwave
TV	kettle

They agreed to make a donation of £40. They were extremely happy with the items and the cost. They gave us high praise on the satisfaction form and said they would recommend us.

Debbie Rowlands
Manager

Treasurer's Report

The income and expenditure account for the year ending August 2020 shows a big reduction in income compared with the year ending August 2019, with a loss of £6413. Trading for September to December 2019 was steady but when the Covid pandemic arrived, our shop had to close for 16 weeks from 23 March 2020 to 13 July 2020 causing loss of shop sales. Internet sales were negligible. Fewer customers visited the shop when reopening was allowed in July 2020.

One Gift Aid claim of £3563 was submitted and received. The income from reuse/recycling credits reduced as a result of the lower sales of goods and reduction in charitable furnishes.

In line with Government decisions, we received a lock-down grant of £10000 via Rugby Borough Council in April 2020 and Job Retention Scheme Funding of £12029 to cover the cost of 80% of salaries paid during the lock-down period. Staff received 100% salaries throughout even when we were unable to trade.

Wage increases have been employed again to continue our drive to gradually increase pay levels towards the national living wage, and eventually the real living wage level. Staffing costs are down slightly when a new manager was appointed at the beginning of the year and temporary sickness cover was no longer needed. As reported in 2018-2019, repair to the render of the outside walls of the shop became imperative and was completed during the lockdown period in March 2020. We received several lump sum donations which helped to cover some of the cost. We need to accumulate funds to cover major repair and renewal costs, and for the replacement of the delivery van in due course. In addition, the Charity Commission requires us to retain a contingency sum to cover closing down costs should that ever be necessary.

The rented warehouse space on Kilsby Lane is a major expenditure but continues to enable us to accept a wider range of donated furniture and other household items. We were able to obtain a rental holiday during the closure but are paying back the debt in the 2020/2021. Our council business tax bills on both warehouses were reduced by the mandatory discount and by an additional temporary relief for small businesses by Rugby Borough Council and Daventry District Council. In addition, the council tax for the shop in Warren Road Rugby was cancelled for the tax year from 1 April 2020.

I would like to thank Astute Services for arranging the payment of wages, managing the Job Retention Scheme, and undertaking the audit of the accounts.

Lesley Kennedy-George
Trustee and Treasurer

**RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)**

FINANCIAL STATEMENTS

31 AUGUST 2020

Company registered number 05217928

Charity registered number 1108493

**RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)**

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FOR THE YEAR ENDED 31 AUGUST 2020**

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**RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**COMPANY INFORMATION
31 AUGUST 2020**

STATUS

The organisation is a charitable company limited by guarantee, incorporated on 31 August 2004 and registered as a charity on 8 March 2005, registered number 1108493.

Prior to being incorporated the organisation had carried on its activities as a non limited charity, registered number 1045350.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, all the trustees at the first annual general meeting shall retire from office, and at every subsequent annual general meeting one third of the trustees who are subject to retirement by rotation or, if their number is not a multiple of three, the number nearest to one third shall retire from office.

The number of trustees shall not be less than three but (unless otherwise determined by ordinary resolution) shall not be subject to a maximum.

DIRECTORS/TRUSTEES

L M Kennedy-George
W H Lewis
E Cook (resigned 30/01/2021)
C P B Malthouse
D Sarson
R R Watson (appointed 19/06/2020)

REGISTERED OFFICE

36 Warren Road
Rugby
Warwickshire
CV22 5LG

ACCOUNTANTS

Astute Services Limited
Chartered Accountants
44-46 Regent Street
Rugby
Warwickshire
CV21 2PS

**RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
31 AUGUST 2020**

The trustees (who are the directors of the company for the purposes of the Companies Act 2006) present their report and the financial statements of the charity for the year ended 31 August 2020.

Principal activity

The company is a charity and exists for the relief of poverty among persons living in Rugby and its environs by means of the collection, renovation and distribution of furniture, curtains and other household effects, in any way that the Charity's Executive Committee shall think fit.

Trustees

The trustees of the company during the year were as follows:

L M Kennedy-George
W H Lewis
E Cook (resigned 30/01/2021)
C P B Malthouse
D Sarson
R R Watson (appointed 19/06/2020)

Small company exemptions

This report is prepared in accordance with the special provisions of part V11 of the Companies Act 2006 relating to small companies.

On behalf of the board

William H Lewis

W H Lewis
Director

Date: 7/4/21

**RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
RUGBY BAREBOARDS TRUST**

We report on the accounts of the Trust for the year ended 31 August 2020, which are set out on pages 4 to 10.

Respective responsibilities of trustees and examiner

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

It is our responsibility to:

- (a) Examine the accounts (under section 145 of the Charities Act);
- (b) To follow the procedures laid down in the General Directions given by the Charity Commissioner (under section 145(5)(b) of the Charities Act); and
- (c) To state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's qualified statement

In connection with our examination, no matter has come to our attention, which gives me cause to believe that in, any material respect:

- 1 the accounting records were not kept in accordance with section 130 of the Charities Act; or
- 2 the accounts did not accord with the accounting records; or
- 3 the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

We 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.



R B HENDERSON FCA
ASTUTE SERVICES LTD
CHARTERED ACCOUNTANTS
44-46 Regent Street
RUGBY
CV21 2PS

Dated 7/4/21

RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020

	Note	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
Incoming resources					
Donations & Grants		13,169		13,169	1,205
Shop takings		45,618		45,618	60,721
Paypal takings		747		747	20,672
Recycling		1,524		1,524	3,507
Interest receivable		272		272	255
Gift-Aid tax relief		3,563		3,563	6,960
Government furlough scheme		12,029		12,029	-
Total incoming resources		<u>76,922</u>	<u>-</u>	<u>76,922</u>	<u>93,320</u>
Resources expended					
Managing and Administering	2	83,335		83,335	85,663
Total resources expended		<u>83,335</u>	<u>-</u>	<u>83,335</u>	<u>85,663</u>
(Deficit)/surplus for the year		(6,413)	-	(6,413)	7,657
Total funds brought forward		237,800	-	237,800	230,143
Total funds carried forward		<u>231,387</u>	<u>-</u>	<u>231,387</u>	<u>237,800</u>

RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)

BALANCE SHEET
AT 31 AUGUST 2020

		2020		2019	
	Note	£	£	£	£
Fixed assets					
Tangible assets	4		135,400		135,400
Current assets					
Other debtors	5	1,826		8,297	
Prepayments		2,472		2,609	
Cash at bank and in hand		93,933		93,168	
Creditors: amounts falling due within one year	6	<u>(2,244)</u>		<u>(1,674)</u>	
Net current assets			95,987		102,400
Total assets less current liabilities			<u>231,387</u>		<u>237,800</u>
			<u>231,387</u>		<u>237,800</u>
Unrestricted funds					
General	7		231,387		237,800
Restricted funds	7		-		-
Total funds			<u>231,387</u>		<u>237,800</u>

continued....

**RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET (continued)
AS AT 31 AUGUST 2020**

For the year ended 31st August 2020 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006.

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

The trustees acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with section 386; and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

ON BEHALF OF THE BOARD



W H Lewis (Trustee)

Approved by the board of directors on 7/4/21

**RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES ON THE FINANCIAL STATEMENTS
31 AUGUST 2020**

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the statement of Recommended Practice on Accounting by Charities.

Income

Grants, including grants for the purchase of fixed assets, are recognised in full in the year in which they are received.

Voluntary income, received by way of donations and gifts, is included in full in the year in which they are received.

Incoming resources from the charity shop and from investments is included when received.

Tangible fixed assets

Land and buildings are capitalised at their original cost and are not depreciated. Any significant improvements to land and buildings are capitalised at their original cost and are not depreciated. The trustees consider that the cost of carrying out a professional valuation to include land and buildings at their current value would be excessive, when compared to the limited additional benefit to the user of the financial statements.

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful life as follows

Freehold land and buildings	Nil
Plant and machinery	25% straight line
Computer & Office Equipment	25% straight line

Funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as generated funds.

Designated funds are unrestricted funds earmarked for a particular purpose.

Restricted funds are to be used for a specific purposes as laid down by the donor.

RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON THE FINANCIAL STATEMENTS
31 AUGUST 2020

2 Management & administration

	2020 £	2019
Staff costs	57,900	60,421
Van expenses	3,088	3,353
Repairs	4,625	3,135
Rent	6,300	6,300
Light and heat	1,889	1,934
Rates and water	2,099	2,794
Insurance	2,141	2,226
Printing, postage, stationery and advertising	152	1,575
Telephone	874	996
Computer expenses	460	45
PPE Equipment	666	-
Waste tipping	421	-
Sundry expenses	580	526
Accounts fees	1,200	1,008
Bank charges	940	1,350
	<u>83,335</u>	<u>85,663</u>

RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON THE FINANCIAL STATEMENTS
31 AUGUST 2020

3 Taxation

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

4 Tangible fixed assets

	Freehold Land & Buildings £	Plant and Machinery etc £	Computer & Office Equipment £	Total £
Cost or valuation				
1 September 2019	135,400	16,000	790	152,190
Additions	0	0	0	0
Disposals	0	0	0	0
31 August 2020	<u>135,400</u>	<u>16,000</u>	<u>790</u>	<u>152,190</u>
Depreciation				
1 September 2019	0	16,000	790	16,790
Charge for the year	0	0	0	0
Elim. Depreciation	0	0	0	0
31 August 2020	<u>0</u>	<u>16,000</u>	<u>790</u>	<u>16,790</u>
Net book amounts				
31 August 2020	<u>135,400</u>	<u>0</u>	<u>0</u>	<u>135,400</u>
31 August 2019	<u>135,400</u>	<u>0</u>	<u>0</u>	<u>135,400</u>

5 Debtors amounts falling due within one year

	2020 £	2019 £
Other debtors	1,826	8,297
	<u>1,826</u>	<u>8,297</u>

6 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	1,430	940
Taxation and social security	814	724
Other creditors	-	10
	<u>2,244</u>	<u>1,674</u>

RUGBY BAREBOARDS TRUST
(A COMPANY LIMITED BY GUARANTEE)

NOTES ON THE FINANCIAL STATEMENTS
31 AUGUST 2020

7 Movement in funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Balance brought forward	237,800	-	-	237,800
Movement in funds for the year	(6,413)	-	-	(6,413)
Balance carried forward	<u>231,387</u>	<u>-</u>	<u>-</u>	<u>231,387</u>

8 Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assts	135,400	-	-	135,400
Current assets	98,231	-	-	98,231
Current liabilities	(2,244)	-	-	(2,244)
	<u>231,387</u>	<u>-</u>	<u>-</u>	<u>231,387</u>