



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

*The MBE for volunteer groups*

# Rugby Bareboards Trust

## Annual Report 2021

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 2020 - 2021**

In 2020/2021 our trading was affected by the coronavirus pandemic and the Government measures and personal restrictions put in place to prevent the spread of the disease.

The shop on Warren Road was closed for over twenty weeks of the year, thus affecting our income. A secondary effect was that the income from Reuse Credits and Gift Aid also reduced. As a result of our fundraising activities having been curtailed, our bank balance has suffered. There are no signs that the hoped-for return to normal trading is happening.

We have continued with our usual charitable work, as far as that has been possible given the nationally imposed retail outlet closures and the restrictions on personal movement and contacts.

We have received financial support via Rugby Borough Council and from HMRC. Business rates reductions helped us in the early part of the year, but they were removed in April 2021. A three-month moratorium on the rental of two of the warehouses was helpful but has ended and we are now paying the full rental cost.

The Treasurer's Report gives greater detail of the financial help we have received and shows that despite that help, our bank balance has reduced.

During the worst part of the pandemic last year, we were able to supplement the staff's furlough payments of 80% of usual salary to bring them up to 100% of usual salary. This year, as a result of our financial position, we were able to give our employees only a small pay rise, keeping the payments at or above the national minimum wage.

The general trading situation during this year has continued to place additional pressures on all the staff and the Trustees. I thank the Manager, Debbie Rowlands, and the staff for their patience and understanding. I thank the Treasurer, Lesley George, for guiding us through the labyrinth of ever-changing financial regulations over the last couple of years. I thank Trustees, Chris Malthouse and Debra Sarson for continuing to deal with specific Method Statements and Risk Assessments. I also thank Debra for the work she has undertake in relation to Human Resources matters. I thank Ralph Watson for his input with PAT Testing and for the use of his Zoom account for our online meetings. I thank Jan Watson for standing in as our Acting Minute Secretary and for all the help she has given me as Chair.

Elaine Cook resigned as Company Secretary, Minute Secretary and Trustee on 30 January 2021. I thank Elaine for the immense amount of work she undertook in her various roles with the Trust.

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 need our assistance.

**Councillor Bill Lewis**

**Trustee and Chair**

# Manager's Report 2020 – 2021

The number of Furnishes carried out this year was slightly better than the previous 12 months. During the year there were 21 furnish interviews booked, out of these 3 failed to show for their appointments. Below are two examples of furnishes that were carried out.

**Case One** - Miss S and her 2 daughters (aged 2 and 13) had been allocated a 2 bedroom property with a housing association. She was in receipt of ESA, Child Tax Credits and Child Benefit. She had no household items at all. We supplied her with 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
Lots of Bed Linen and Towels	Complete Single Bed
Rugs and Curtains	2 Bedside Cabinets
Coffee Table	

For this she made an agreed donation of £40.00. In the follow up call she stated that she was "over the moon with everything" that we sent her and was so pleased that our charity was able to support her and her family.

**Case Two** - Mr K had been homeless for some time and was given a bed-sit by the council. He was in receipt of universal credit. We supplied him with the following items:

Crockery	1 Coffee Table
Toaster and Kettle	1 Television Unit
Double bed and mattress	Table Lamp
Wardrobe	Curtains
1 Chest of Drawers	Rugs
1 Bedside Cabinet	Dining Table and Chairs
Small Sideboard	Mirror
Sofa and Armchair	

For this he made an agreed donation of £60.00. Later Mr K said that he was "absolutely delighted" with the items we sent him and brought in a box of free range eggs to say thank you.

We are also helping landlords with furniture for the Ukrainian Refugees when needed.

**Debbie Rowlands**  
**Manager**

# **Treasurer's Report 2020 - 2021**

Figures for the year ending 31 August 2021 show an overall operating loss for the year of £11,809. This loss was after receiving £12,336 as Local Restrictions Support Grant from Rugby Borough Council and £9,526 from HMRC as payroll support (furlough pay).

Because of continuing national Covid closures, the shop was only open for 31 weeks during the year and trading has so far failed to recover to previous levels. Annual sales dropped 41% from £46,365 in 2020 to £27,457 in 2021. In addition, we were only able to collect £983 in Gift Aid owing to the drop in sales as a result of shop closures and customer reluctance to sign forms.

This year our employees received only a small pay increase, in line with the increase to national minimum wage. It was a sign of the times that we were unable to give a more substantial pay increase. Staff numbers reduced to five and we were unable to attract suitable replacements.

For the early part of the year we benefited from business rates reductions. These returned to normal in April 2021.

We are still mindful of the need to reserve funds as a contingency to cover for future building maintenance costs, the purchase of a replacement van, our commitment to support residents in need and of the potential closing down costs. During the year we have seen a reduction in cash reserves as trading has slowed. We can only hope that sales increase in 2021 to 2022.

I 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 2021**

**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 2021**

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

**COMPANY INFORMATION  
31 AUGUST 2021**

**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  
C P B Malthouse  
D Sarson (resigned 31/10/2021)  
R R Watson

**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 2021**

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 2021.

**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  
C P B Malthouse  
D Sarson (resigned 31/10/2021)  
R R Watson

**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: 7/4/22

**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 2021, 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.



ASTUTE SERVICES LTD  
CHARTERED ACCOUNTANTS  
44-46 Regent Street  
RUGBY  
CV21 2PS

Dated ..... 7-4-22 .....

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

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2021 Total Funds £</b>	<b>2020 Total Funds £</b>
<b>Incoming resources</b>					
Donations & Grants		13,636		13,636	13,169
Shop takings		27,337		27,337	45,618
Paypal takings		120		120	747
Recycling		633		633	1,524
Interest receivable		31		31	272
Gift-Aid tax relief		983		983	3,563
Government furlough scheme		9,526		9,526	12,029
<b>Total incoming resources</b>		<u>52,266</u>	<u>-</u>	<u>52,266</u>	<u>76,922</u>
<b>Resources expended</b>					
Managing and Administering	2	64,075		64,075	83,335
<b>Total resources expended</b>		<u>64,075</u>	<u>-</u>	<u>64,075</u>	<u>83,335</u>
(Deficit)/surplus for the year		(11,809)	-	(11,809)	(6,413)
Total funds brought forward		231,387	-	231,387	237,800
<b>Total funds carried forward</b>		<u>219,578</u>	<u>-</u>	<u>219,578</u>	<u>231,387</u>

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

**BALANCE SHEET**  
**AT 31 AUGUST 2021**

		<b>2021</b>		<b>2020</b>	
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>					
Tangible assets	4		135,400		135,400
<b>Current assets</b>					
Other debtors	5	1,372		1,826	
Prepayments		2,792		2,472	
Cash at bank and in hand		81,494		93,933	
<b>Creditors: amounts falling due within one year</b>	6	<u>(1,480)</u>		<u>(2,244)</u>	
<b>Net current assets</b>			84,178		95,987
<b>Total assets less current liabilities</b>			<u>219,578</u>		<u>231,387</u>
			<u>219,578</u>		<u>231,387</u>
<b>Unrestricted funds</b>					
General	7		219,578		231,387
<b>Restricted funds</b>	7		-		-
<b>Total funds</b>			<u>219,578</u>		<u>231,387</u>

continued....

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

**BALANCE SHEET (continued)  
AS AT 31 AUGUST 2021**

For the year ended 31st August 2021 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

*William H Lewis*

W H Lewis (Trustee)

Approved by the board of directors on *7/4/22*

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

**NOTES ON THE FINANCIAL STATEMENTS  
31 AUGUST 2021**

**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 2021**

**2 Management & administration**

	2021 £	2020
Staff costs	44,962	57,900
Van expenses	3,145	3,088
Repairs	200	4,625
Rent	6,300	6,300
Light and heat	1,335	1,889
Rates and water	2,023	2,099
Insurance	2,042	2,141
Printing, postage, stationery and advertising	196	152
Telephone	717	874
Computer expenses	145	460
PPE Equipment	109	666
Waste tipping	304	421
Sundry expenses	419	580
Accounts fees	1,456	1,200
Bank charges	722	940
	<u>64,075</u>	<u>83,335</u>

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

**NOTES ON THE FINANCIAL STATEMENTS**  
**31 AUGUST 2021**

**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 £
<b>Cost or valuation</b>				
1 September 2020	135,400	16,000	790	152,190
Additions	0	0	0	0
Disposals	0	0	0	0
31 August 2021	<u>135,400</u>	<u>16,000</u>	<u>790</u>	<u>152,190</u>
<b>Depreciation</b>				
1 September 2020	0	16,000	790	16,790
Charge for the year	0	0	0	0
Elim. Depreciation	0	0	0	0
31 August 2021	<u>0</u>	<u>16,000</u>	<u>790</u>	<u>16,790</u>
<b>Net book amounts</b>				
31 August 2021	<u>135,400</u>	<u>0</u>	<u>0</u>	<u>135,400</u>
31 August 2020	<u>135,400</u>	<u>0</u>	<u>0</u>	<u>135,400</u>

**5 Debtors amounts falling due within one year**

	2021 £	2020 £
Other debtors	1,372	1,826
	<u>1,372</u>	<u>1,826</u>

**6 Creditors: amounts falling due within one year**

	2021 £	2020 £
Accruals and deferred income	913	1,430
Taxation and social security	567	814
Other creditors	-	-
	<u>1,480</u>	<u>2,244</u>



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

**NOTES ON THE FINANCIAL STATEMENTS**  
**31 AUGUST 2021**

**7 Movement in funds**

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Balance brought forward	231,387	-	-	231,387
Movement in funds for the year	(11,809)	-	-	(11,809)
Balance carried forward	<u>219,578</u>	<u>-</u>	<u>-</u>	<u>219,578</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	85,658	-	-	85,658
Current liabilities	(1,480)	-	-	(1,480)
	<u>219,578</u>	<u>-</u>	<u>-</u>	<u>219,578</u>

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

**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

	2021		2020	
	£	£	£	£
<b>Receipts</b>				
European Social Fund	-		-	
Donations				
Rokeby Lions	-		800	
HoE	500		-	
Other	800		2,369	
Grant - Covid19 RBC	12,336		10,000	
Govt Furlough Scheme	9,526		12,029	
Recycling	633		1,524	
Paypal	120		747	
Shop takings	27,337		45,618	
Gift-Aid	983		3,563	
Insurance refund	-		-	
Interest receivable	31		272	
	<u>          </u>		<u>          </u>	
<b>Total receipts</b>		52,266		76,922
 <b>Expenses</b>				
Staff costs	44,962		57,900	
Van & travel costs	3,145		3,088	
Repairs	200		4,625	
Rent	6,300		6,300	
Light and heat	1,335		1,889	
Rates and water	2,023		2,099	
Insurance	2,042		2,141	
Printing, postage, stationery and advertising	196		152	
Telephone	717		874	
Computer expenses	145		460	
PPE Equipment	109		666	
Waste tipping	304		421	
Sundry expenses	419		580	
Accounts fees	1,456		1,200	
Bank charges	722		940	
<b>Total expenses</b>		64,075		83,335
 <b>Surplus for the year</b>		<u><u>(11,809)</u></u>		<u><u>(6,413)</u></u>

**Appendix**