

Company registration number: 04173875

Charity registration number: 1114486

Home To Work Limited

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 March 2020

Gibbons
Chartered Accountants
Chartered Accountants
2 Europe Way
Cockermouth
Cumbria
CA13 0RJ

Home To Work Limited

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 17

Home To Work Limited

Reference and Administrative Details

Trustees /Directors	Mr C N Moores (Trustee)
	Mr W Wilkinson (Trustee)
	Mrs K V Jones
	Mr G R Calvin
	Mr G Cartwright
	Mr J Davis
	Mr J Dilling
	Mr M Hawkins
	Mrs O E Lintott
	Mr K Shaw
	Mr M Telford
	Mr M Winward
Secretary	Mrs K V Jones
Principal Office	Ennerdale Road Cleator Moor Cumbria CA25 5LL
Registered Office	Ennerdale Road Cleator Moor Cumbria CA25 5LL
	The charity is incorporated in England and Wales.
Company Registration Number	04173875
Charity Registration Number	1114486
Bankers	Unity Trust Bank Nine Brindley Place Birmingham B1 2HB
Independent Examiner	Gibbons Chartered Accountants 2 Europe Way Cockermouth Cumbria CA13 0RJ

Home To Work Limited

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2020.

Objectives and activities

Objects and aims

Home to Work hosts the Skills 4 You project. This year marks the 15th anniversary of the company. Set up to help unemployed people in Copeland - Skills 4 You provides a safe environment for individuals to actively engage in a workshop setting offering practical skills development at the same time as addressing the social aspects of life supporting mental health and well-being and preparing for further training, volunteering and employment. Our staff work with partner providers to enable our learners to identify barriers and work towards finding solutions. Often our clients have very complex issues.

Programme design

We offer a programme that includes 32 days of contact activity across 8 weeks, followed by 6 months of contact assisting our learners to take the next steps to achieve their ambitions. Post programme contact was increased from the pilot scheme from 13 weeks to 26 weeks tracking to ensure clients are supported for a longer period. They are supported during this time to pursue employment, volunteering or training opportunities. We help them with their applications, resources, access to information and advice and guidance. On occasions we provide them with the tools for their jobs such as PPE or other specific employment needs.

The project has continued to focus on the following aims:

1. Helping to address high levels of unemployment in Copeland.
2. Helping to engage hard to reach unemployed people and address issues around personal development.
3. Providing a suitable and non-threatening environment that offers a practical work experience at the same time as access to personalised mentoring and support services.

The support that we provide has been significantly enhanced by the introduction of a professional therapeutic interventionist who addresses the more emotional and personal based issues clients have. These are dealt with on a one to one basis and in group sessions. We aim to encourage a change of thinking such as learning to problem-solve or to get rid of self-defeating thoughts. Understanding how behaviours affect others, control techniques for anger and frustration and dealing with the stigma of unemployment are priority interventions.

Inspira continue to support our clients with monthly sessions around interview techniques and transferable skills. These sessions are delivered to client groups and include a range of activities focusing on the input topics.

Citizens Advice Bureau (CAB) has been supporting the clients by tackling issues around debt & money management. CAB has been attending Skills 4 You once a month to deliver these valuable sessions. The clients engage in group activities during these sessions, however a client can be referred for 1:2:1 sessions with CAB should further support be needed. The clients receive a certificate once they have completed the sessions.

Home To Work Limited

Trustees' Report

Financial review

Skills 4 You has been supported by a number of Funders this year:

Home To Work Ltd has been able to support Skills 4 You with internal funds generated from the Trading arm of the Business Works 4 You Ltd

Copeland Community Fund and Sellafield fund the core running costs of the current programme 2019 – 2021.


Cumbria Community Foundation has successfully linked us to a range of funding providers.

Employee involvement

Staffing

- Project Co-ordinator – Viv Holding. Viv manages the programme and co-ordinates the journey that the learner takes through the programme.
- Outreach Development – Tracey Newbold. Tracey liaises with partner agencies to facilitate the recruitment of learners to the programme and to research new funding streams.
- Wood Trainer – Ben Cole supports the learners to try new skills and use the specialist machinery to make items for themselves or for sale.
- Trainer – Mary Falcon. She encourages people to try new skills, often for the first time helping clients with complex needs.
- Finance Officer – Marie Walker manages the day to day finances of the company.

The annual report was approved by the trustees of the charity on 28/03/21 and signed on its behalf by:



Mr M Winward
Trustee

Home To Work Limited

Independent Examiner's Report to the trustees of Home To Work Limited

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2020 which are set out on pages 5 to 17.

Respective responsibilities of trustees and examiner

As the charity's trustees of Home To Work Limited (and also 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').

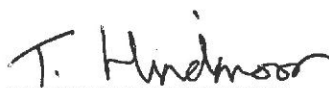
Having satisfied myself that the accounts of Home To Work Limited are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the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

Independent examiner's statement

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

1. accounting records were not kept in respect of Home To Work Limited 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.



Mr Tony Hindmoor FCA

Gibbons
Chartered Accountants
2 Europe Way
Cockermouth
Cumbria
CA13 0RJ

Date: 29/3/2021

Home To Work Limited

Statement of Financial Activities for the Year Ended 31 March 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income and Endowments from:					
Donations and legacies	3	-	90,903	90,903	92,880
Other trading activities	4	7,684	816	8,500	7,390
Investment income	5	75	-	75	49
Total Income		<u>7,759</u>	<u>91,719</u>	<u>99,478</u>	<u>100,319</u>
Expenditure on:					
Raising funds	6	(5,732)	(78,518)	(84,250)	(96,881)
Charitable activities	7	<u>(6,203)</u>	<u>(4,218)</u>	<u>(10,421)</u>	<u>(8,667)</u>
Total Expenditure		<u>(11,935)</u>	<u>(82,736)</u>	<u>(94,671)</u>	<u>(105,548)</u>
Net (expenditure)/income		(4,176)	8,983	4,807	(5,229)
Transfers between funds		<u>212</u>	<u>(212)</u>	<u>-</u>	<u>-</u>
Net movement in funds		(3,964)	8,771	4,807	(5,229)
Reconciliation of funds					
Total funds brought forward		<u>43,586</u>	<u>7,151</u>	<u>50,737</u>	<u>55,966</u>
Total funds carried forward	16	<u>39,622</u>	<u>15,922</u>	<u>55,544</u>	<u>50,737</u>

All of the charity's activities derive from continuing operations during the above two periods.

Home To Work Limited
(Registration number: 04173875)
Balance Sheet as at 31 March 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	12	1,157	1,135
Current assets			
Debtors	13	27,229	22,116
Cash at bank and in hand	14	33,209	41,689
		60,438	63,805
Creditors: Amounts falling due within one year	15	(6,051)	(14,203)
Net current assets		54,387	49,602
Net assets		55,544	50,737
Funds of the charity:			
Restricted income funds			
Restricted funds		15,922	7,151
Unrestricted income funds			
Unrestricted funds		39,622	43,586
Total funds	16	55,544	50,737


For the financial year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 5 to 17 were approved by the trustees, and authorised for issue on 28/03/20... and signed on their behalf by:



 Mrs K V Jones
 Company Secretary and Trustee

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

1 Charity status

The charity is limited by share capital, incorporated in England and Wales.

The address of its registered office is:

Ennerdale Road
Cleator Moor
Cumbria
CA25 5LL

The principal place of business is:

Ennerdale Road
Cleator Moor
Cumbria
CA25 5LL

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Home To Work Limited 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

Income and endowments

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

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £100.00 or more are initially recorded at cost.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

3 Income from donations and legacies

	Restricted funds £	Total 2020 £	Total 2019 £
Grants, including capital grants;			
Government grants	90,903	90,903	92,880
	<u>90,903</u>	<u>90,903</u>	<u>92,880</u>

4 Income from other trading activities

	Unrestricted funds General £	Restricted funds £	Total 2020 £	Total 2019 £
Trading income;				
Work done	1,397	816	2,213	7,390
Other income				
Charity Shop Income	6,287	-	6,287	-
	<u>7,684</u>	<u>816</u>	<u>8,500</u>	<u>7,390</u>

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

5 Investment income

	Unrestricted funds	Total 2020	Total 2019
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	75	75	49

6 Expenditure on raising funds

a) Costs of generating donations and legacies

		Unrestricted funds	Restricted funds	Total 2020	Total 2019
	Note	General £	£	£	£
Wages and salaries		-	57,643	57,643	62,839
Repairs and maintenance		210	1,070	1,280	3,167
Tutorial costs		-	2,935	2,935	5,440
Allocated support costs	8	5,522	16,870	22,392	25,435
		5,732	78,518	84,250	96,881

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

7 Expenditure on charitable activities

		Unrestricted funds	Restricted funds	Total 2020	Total 2019
	Note	General £	£	£	£
Allocated support costs	8	<u>690</u>	<u>2,109</u>	<u>2,799</u>	<u>3,116</u>

In addition to the expenditure analysed above, there are also governance costs of £2,797 (2019 - £3,116) which relate directly to charitable activities. See note 8 for further details.

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

8 Analysis of governance and support costs

Costs of generating donations and legacies

		Unrestricted funds	Restricted funds	Total 2020	Total 2019
	Basis of allocation	General £	£	£	£
Premises	80%	4,059	11,403	15,462	17,142
Administration costs	80%	40	3,442	3,482	4,375
Insurance	80%	1,111	-	1,111	2,185
General Expenses	80%	312	618	930	327
Depreciation	80%	-	1,407	1,407	1,407
		<u>5,522</u>	<u>16,870</u>	<u>22,392</u>	<u>25,436</u>

Support costs allocated to charitable activities and governance costs

		Administration costs	Other support costs	Total 2020	Total 2019
	Basis of allocation	£	£	£	£
Premises Costs	20%	-	3,866	3,866	4,285
Insurance	20%	278	-	278	546
Sundry expenses	20%	233	-	233	81
Travel and subsistence	20%	743	-	743	431
Telephone	20%	-	-	-	13
Advertising	20%	47	-	47	444
Printing, postage and stationery	20%	81	-	81	79
Depreciation	20%	-	352	352	351
		<u>1,382</u>	<u>4,218</u>	<u>5,600</u>	<u>6,230</u>

Basis of allocation

Reference

Cost of Generating Funds

Charitable Activities

Governance

Method of allocation

80% of Premises costs, Administration Costs and Depreciation

10% of Premises costs, Administration Costs and Depreciation

10% of Premises costs, Administration Costs and Depreciation

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

Governance costs

	Unrestricted funds			
	General	Restricted	Total	Total
	£	funds	2020	2019
	£	£	£	£
Legal fees	1,931	-	1,931	2,328
Other governance costs	2,894	-	2,894	111
Allocated support costs	688	2,109	2,797	3,112
	<u>5,513</u>	<u>2,109</u>	<u>7,622</u>	<u>5,551</u>

9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

10 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Staff costs during the year were:		
Wages and salaries	<u>60,578</u>	<u>68,279</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2020 No	2019 No
Average number of staff during year	<u>4</u>	<u>5</u>

No employee received emoluments of more than £60,000 during the year.

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

12 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2019	25,588	25,588
Additions	<u>1,780</u>	<u>1,780</u>
At 31 March 2020	<u>27,368</u>	<u>27,368</u>
Depreciation		
At 1 April 2019	24,453	24,453
Charge for the year	<u>1,758</u>	<u>1,758</u>
At 31 March 2020	<u>26,211</u>	<u>26,211</u>
Net book value		
At 31 March 2020	<u>1,157</u>	<u>1,157</u>
At 31 March 2019	<u>1,135</u>	<u>1,135</u>

13 Debtors

	2020 £	2019 £
Trade debtors	3,553	-
Prepayments	5,523	4,323
VAT recoverable	3,321	1,615
Other debtors	<u>14,832</u>	<u>16,178</u>
	<u>27,229</u>	<u>22,116</u>

14 Cash and cash equivalents

	2020 £	2019 £
Cash at bank	<u>33,209</u>	<u>41,689</u>

Home To Work Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

15 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	2,718	1,741
Other creditors	500	-
Accruals	2,833	12,462
	<u>6,051</u>	<u>14,203</u>

16 Funds

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds					
General	43,586	7,759	(11,935)	212	39,622
Skills 4 You 2	6,939	91,719	(82,736)	-	15,922
Upcycling	212	-	-	(212)	-
Restricted funds	<u>7,151</u>	<u>91,719</u>	<u>(82,736)</u>	<u>(212)</u>	<u>15,922</u>
Total funds	<u>50,737</u>	<u>99,478</u>	<u>(94,671)</u>	<u>-</u>	<u>55,544</u>

17 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	-	1,157	1,157
Current assets	45,673	14,765	60,438
Current liabilities	(6,049)	-	(6,049)
Total net assets	<u>39,624</u>	<u>15,922</u>	<u>55,546</u>