

Charity registration number 1114486

Company registration number 04173875 (England and Wales)

HOME TO WORK LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

HOME TO WORK LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees/Directors

Mr Graham Calvin
Mr Graham Cartwright
Mr John Dilling
Mrs Olwen Lintott
Mr Charles Moores
Mr Mark Telford
Mr William Wilkinson
Mr Martin Winward (Trustee)

Secretary

Mrs Karen Jones

Charity number

1114486

Company number

04173875

Registered office

17 High Street
Cleator Moor
Cumbria
CA25 5AH

Independent examiner

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

HOME TO WORK LIMITED

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HOME TO WORK LIMITED

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

The Trustees/Directors present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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 2019).

Executive summary

Home to Work hosts the Skills 4 You project. The project was 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.

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.

Garfield Weston have provided funding for us to enhance the service we provide.

Aims

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.

We continue to support our Learners through a professional therapeutic interventionist who addresses the more emotional and personal based issues that 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.

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. They are supported during this time through the introduction of the Nest – a drop in session that the learner can access for any additional support they need. 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.

HOME TO WORK LIMITED

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

Courses

As well as our long-established wood workshop we have now introduced an upcycling centre – learners can receive training on how to change an item that is no longer needed into something beautiful or useful for their home. Both courses operate from our Ennerdale Road premises.

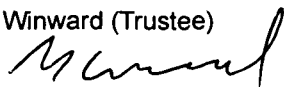
We have a Personal and Social Development course that is run from our new premises at 17 High Street – this course aims to enhance learners' skills particularly in relation to confidence building, communication skills, problem solving and teamwork. In addition to this course, we also host cooking courses – introducing our learners to healthy eating on a budget. The allotment course grows produce that is used in the cookery class – showing our learners the full cycle of seed to plate.

Our latest initiative is the Goodlives course. This is based on a 2-acre plot of land at Westlakes Science Park gifted to us by BEC. The learners who attend this course are shown new skills of horticulture and commercial growing. Many of our learners tell us that this course is invaluable to them to help them with their mental health and confidence levels.

The trustees' report was approved by the Board of Trustees/Directors.

Mr Martin Winward (Trustee)

Trustee



23 December 2022

HOME TO WORK LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES/DIRECTORS OF HOME TO WORK LIMITED

I report to the Trustees/Directors on my examination of the financial statements of Home to Work Limited (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

As the Trustees/Directors of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity'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 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Tony Hindmoor FCA
Gibbons
Chartered Accountants
Lakeland Office
2 Europe Way
Cockermouth
Cumbria
CA13 0RJ

Dated: 23 December 2022

HOME TO WORK LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

Current financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
	Notes				
<u>Income and endowments from:</u>					
Donations and legacies	3	2,917	254,219	257,136	159,918
Charitable activities	4	12,524	-	12,524	8,963
Investments	5	15	-	15	15
Other income	6	-	1,329	1,329	3,096
Total income		15,456	255,548	271,004	171,992
<u>Expenditure on:</u>					
Raising funds	7	9,242	183,016	192,258	102,410
Charitable activities	8	10,242	62,346	72,588	13,191
Total resources expended		19,484	245,362	264,846	115,601
Net (outgoing)/incoming resources before transfers		(4,028)	10,186	6,158	56,391
Gross transfers between funds		819	(819)	-	-
Net (expenditure)/income for the year/ Net movement in funds		(3,209)	9,367	6,158	56,391
Fund balances at 1 April 2021		63,318	48,617	111,935	55,544
Fund balances at 31 March 2022		60,109	57,984	118,093	111,935

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HOME TO WORK LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

Prior financial year

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes			
<u>Income and endowments from:</u>				
Donations and legacies	3	27,210	132,708	159,918
Charitable activities	4	8,963	-	8,963
Investments	5	15	-	15
Other income	6	-	3,096	3,096
Total income		36,188	135,804	171,992
<u>Expenditure on:</u>				
Raising funds	7	4,621	97,789	102,410
Charitable activities	8	6,539	6,652	13,191
Total resources expended		11,160	104,441	115,601
Net (outgoing)/incoming resources before transfers		25,028	31,363	56,391
Gross transfers between funds		(1,332)	1,332	-
Net (expenditure)/income for the year/ Net movement in funds		23,696	32,695	56,391
Fund balances at 1 April 2020		39,622	15,922	55,544
Fund balances at 31 March 2021		63,318	48,617	111,935

HOME TO WORK LIMITED

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	12		3,367		1,973
Current assets					
Debtors	13	60,540		23,143	
Cash at bank and in hand		65,857		96,362	
		126,397		119,505	
Creditors: amounts falling due within one year	14	(11,671)		(9,543)	
Net current assets			114,726		109,962
Total assets less current liabilities			118,093		111,935
Income funds					
Restricted funds	15	57,984		48,617	
Unrestricted funds		60,109		63,318	
		118,093		111,935	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

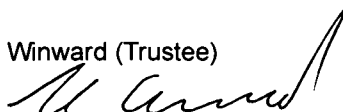
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees/Directors on 23 December 2022

Mr Martin Winward (Trustee)
Trustee



Company registration number 04173875

HOME TO WORK LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Home to Work Limited is a private company limited by guarantee incorporated in England and Wales. The registered office and principal place of business is 17 High Street, Cleator Moor, Cumbria, CA25 5AH.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees/Directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees/Directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees/Directors in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HOME TO WORK LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 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 are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets costing £100 or more are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Furniture and equipment	25% straight line basis
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

HOME TO WORK LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees/Directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Government grants	2,917	254,219	257,136	27,210	132,708	159,918

The above Government grants includes income of £1,329 (2021 - £3,096) received by the charitable company within the year from the governments Coronavirus Job Retention Scheme.

HOME TO WORK LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	2022 £	2021 £
Charity shop income	11,117	8,906
Work done	1,407	57
	<u>12,524</u>	<u>8,963</u>

5 Investments

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
Interest receivable	15	15
	<u>15</u>	<u>15</u>

6 Other income

	Restricted funds	Restricted funds
	2022 £	2021 £
CJRS Grants	1,329	3,096
	<u>1,329</u>	<u>3,096</u>

HOME TO WORK LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

7 Raising funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Staff costs	4,475	117,163	121,638	-	76,465	76,465
Repairs and maintenance	397	13,732	14,129	73	968	1,041
Support costs	4,370	52,121	56,491	4,548	20,356	24,904
	<u>4,767</u>	<u>65,853</u>	<u>70,620</u>	<u>4,621</u>	<u>21,324</u>	<u>25,945</u>
Trading costs	9,242	183,016	192,258	4,621	97,789	102,410
	<u><u>9,242</u></u>	<u><u>183,016</u></u>	<u><u>192,258</u></u>	<u><u>4,621</u></u>	<u><u>97,789</u></u>	<u><u>102,410</u></u>

8 Charitable activities

	2022 £	2021 £
Share of support costs (see note 9)	7,060	3,115
Share of governance costs (see note 9)	65,528	10,076
	<u>72,588</u>	<u>13,191</u>
Analysis by fund		
Unrestricted funds	10,242	6,539
Restricted funds	62,346	6,652
	<u>72,588</u>	<u>13,191</u>

HOME TO WORK LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

9 Support costs

	Support costs	Governance costs	2022 Support costs	Governance costs	2021
	£	£	£	£	£
Depreciation	1,456	162	1,618	778	865
Premises costs	28,027	3,114	31,141	15,434	17,149
Administration costs	13,356	1,484	14,840	4,703	5,226
Insurance	8,700	967	9,667	2,312	2,569
General expenses	12,012	1,335	13,347	4,792	5,325
Legal and professional	-	8,362	8,362	-	3,641
Charity shop expenditure	-	3,314	3,314	-	3,208
Bank charges	-	286	286	-	112
Service Charge	-	46,504	46,504	-	-
	<u>63,551</u>	<u>65,528</u>	<u>129,079</u>	<u>28,019</u>	<u>38,095</u>
Analysed between					
Trading	56,491	-	56,491	24,904	24,904
Charitable activities	7,060	65,528	72,588	3,115	13,191
	<u>63,551</u>	<u>65,528</u>	<u>129,079</u>	<u>28,019</u>	<u>38,095</u>

Basis of Allocation

Cost of generating funds
Charitable activities

80% of premises, administration costs and depreciation
20% of premises, administration costs and depreciation

10 Trustees/Directors

None of the Trustees/Directors (or any persons connected with them) received any remuneration or benefits from the charity during the year.

11 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	9	5
	<u>9</u>	<u>5</u>
Employment costs	2022 £	2021 £
Wages and salaries	99,072	63,290
Tutorial costs	22,566	13,175
	<u>121,638</u>	<u>76,465</u>

There were no employees whose annual remuneration was more than £60,000.

HOME TO WORK LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

12 Tangible fixed assets

Furniture and equipment

£

Cost

At 1 April 2021

29,050

Additions

3,012

At 31 March 2022

32,062

Depreciation and impairment

At 1 April 2021

27,077

Depreciation charged in the year

1,618

At 31 March 2022

28,695

Carrying amount

At 31 March 2022

3,367

At 31 March 2021

1,973

13 Debtors

2022

2021

Amounts falling due within one year:

£

£

Trade debtors

38,336

9,082

Other debtors

21,048

12,131

Prepayments and accrued income

1,156

1,930

60,540

23,143

14 Creditors: amounts falling due within one year

2022

2021

£

£

Other taxation and social security

910

759

Trade creditors

5,655

5,345

Accruals and deferred income

5,106

3,439

11,671

9,543

HOME TO WORK LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds				
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£	£	£	£	£
Skills 4 You 2	15,922	85,385	(102,639)	1,332	-	213,615	(206,255)	18,148	25,508
Skills at Home	-	19,775	(1,627)	-	18,148	-	-	(18,148)	-
Equipment funding	-	4,000	-	-	4,000	5,780	(9,780)	-	-
Social media	-	994	(175)	-	819	-	-	(819)	-
Community garden/allotment	-	20,650	-	-	20,650	3,000	(2,040)	-	21,610
Discovery grant	-	5,000	-	-	5,000	-	(5,000)	-	-
Good Lives	-	-	-	-	-	18,337	(11,725)	-	6,612
Train Stations	-	-	-	-	-	1,391	(850)	-	541
CCF Winter Warmth Mar 22	-	-	-	-	-	9,300	(8,890)	-	410
Vinci Kitchen	-	-	-	-	-	4,125	(822)	-	3,303
	15,922	135,804	(104,441)	1,332	48,617	255,548	(245,362)	(819)	57,984

HOME TO WORK LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

16 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	350	3,017	3,367	-	1,973	1,973
Current assets/(liabilities)	59,759	54,967	114,726	63,318	46,644	109,962
	<u>60,109</u>	<u>57,984</u>	<u>118,093</u>	<u>63,318</u>	<u>48,617</u>	<u>111,935</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).