

SKILLSHOP LIMITED

England & Wales · Charity number 1114729

Details

Status	Registered
Legal form	Charitable company
Company number	05561981
Registered	2006-06-17
Register	View on the Charity Commission register

Contact

Address	Trevellyn Keighley Road Halifax West Yorkshire HX2 8HE
Phone	01422 242 777
Email	office@skillshop.org.uk
Website	www.skillshop.org.uk

Activities

Objects: TO PROVIDE A CENTRE OF EXCELLENCE ACCESSIBLE TO YOUNG ADULTS WITH LEARNING DIFFICULTIES AND A STATEMENT OF NEEDS IN THE CALDERDALE BOROUGH AREA AND PROVIDE:* PROPERLY EQUIPPED PREMISES* QUALIFIED PERSONNEL TO DELIVER THE TRAINING* WORK WITH LOCAL VOLUNTARY ORGANIZATIONS* SOURCE WORK PLACEMENTS FOR ATTENDEES* ACTIVELY FUND RAISE AND ACQUIRE SPONSORS FOR THE PROJECT TO COVER ALL COSTS OF THE RUNNING OF THE CENTRE GENERAL AND SPECIFIC

Activities: WE ARE A WORKSHOP FOR ADULTS WITH LEARNING DIFFICULTIES, PROVIDING OPPORTUNITIES TO ENHANCE THEIR LIFE SKILLS.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** CALDERDALE BOROUGH AREA
- Calderdale

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£357,824	£395,945	-	-
2024-03-31	£369,025	£400,796	-	-
2023-03-31	£343,455	£354,652	-	-
2022-03-31	£399,030	£346,810	-	-
2021-03-31	£318,669	£279,390	-	-

Trustees

Name	Role	Appointed
Adam Tyson		2024-06-01
Lee Bell		2021-03-29
Stevie Stott		2013-07-17

SKILLSHOP LIMITED

England & Wales - Charity number 1114729

Accounts

Skillshop Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2025

directors and trustees consider how planned activities will contribute to the aims and objectives they have set.

Achievements and Performance

This year our service has supported 35 clients, delivering approximately 690 hours of personalised support each week, and continuing to prioritise independence, wellbeing, and meaningful engagement. Alongside our core provision, we have significantly expanded our life skills programme, offering structured sessions in cooking, baking, household tasks, and seed to table activities in our allotment area, where clients take part in planting, nurturing, harvesting, and using their own produce. These sessions have strengthened confidence, routine, and practical daily living skills. Our commitment to community involvement has grown through a range of external partnerships: Find Your Voice delivered expressive music and singing workshops that encouraged communication, creativity, and emotional expression; local universities provided speech and language therapy placements, giving clients targeted communication support while contributing to student learning; and learning disability nurses worked with us to deliver accessible health education sessions focused on wellbeing, self advocacy, and understanding personal health needs. We also collaborated with Lead the Way to run a 12 week Happy Healthy Relationships course, supporting clients to explore boundaries, friendships, and emotional resilience. Our ongoing partnership with local care homes has continued to offer valuable work placement opportunities for our Skillshop members, enabling them to develop workplace behaviours, social skills, and a sense of purpose in real world environments. In addition to our day to day work, we successfully delivered both our annual charity gala and our end of year show, which not only showcased the talents and achievements of the people we support but also raised essential funds that help us maintain resources, equipment, and opportunities that directly enhance the quality of our service. Overall, this year has been marked by growth, collaboration, and a continued commitment to providing enriching, person centred experiences for everyone who accesses our support.

SKILLSHOP LIMITED

England & Wales - Charity number 1114729

Accounts

Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*
Year ended 31 March 2024

Structure, Governance and Management

Skillshop Limited is a Company Limited by Guarantee and a Registered Charity Governed by its Memorandum and Articles of Association dated 12 September 2005.

The Articles of Association provides for a minimum of three directors. The Directors may appoint a person who is willing to act as a director.

The Trustees of the Charity are appointed at Directors' Meetings.

The Directors and Trustees annually review the risks that the Charity faces. The Trustees have identified a few minor risks including the employment of suitable persons to run the workshops. The Directors and Trustees verify suitability by requesting Disclosure and Barring Service (DBS) checks. Other risks where particular attention is given are health and safety and food hygiene. A key element in the management of financial risk is the setting of a reserves policy and its regular review by the directors and trustees.

Objectives and Activities

The aim of Skillshop is to provide specialised Support for adults with additional needs. The objectives are to improve people's self-esteem, confidence and personal development and breakdown social isolation. People will have more fulfilling lives, be less reliant on staff and have developed some independent social networks and friendships. We are continually ensuring the needs of everyone are met to a quality, high standard. All Skillshop planning is subject to regular standardization to ensure that all aspects of individual needs are met for every client within service. Skillshop aim to provide a person-centred approach to individuals with learning difficulties.

We aim to enhance the quality of life for individuals with disabilities by providing tailored support services. We promote inclusivity and empower individuals with disabilities to actively participate in society.

We pride ourselves in fostering a supportive community that celebrates diversity and encourages personal growth for individuals that we support.

In the past year, we have made significant strides in securing employment and voluntary roles for the individuals we support, demonstrating our commitment to enhancing their independence and integration within the community. Our dedicated efforts have resulted in successful placements that not only empower our clients but also enrich the workforce with their unique talents and perspectives. Looking ahead to 2025, we remain resolute in promoting this vital aspect of our service, ensuring that more individuals can access meaningful opportunities. Additionally, we have strengthened our partnership working with various services across Calderdale, fostering collaboration that enhances the support network available to our clients and further amplifies the positive impact of the support we provide.

Our aims and objectives over the next year are to continue to increase the number of individuals benefiting from our services, Develop and implement new sessions focused on skill-building and employment opportunities for individuals we support.

Collaborate with local organizations and businesses to create more inclusive environments for people with disabilities by establishing partnerships with community groups and other local services.

Conduct regular feedback sessions with service users to ensure that our support is meeting their needs effectively and make necessary adjustments based on their input.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the

Skillshop Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2024

directors and trustees consider how planned activities will contribute to the aims and objectives they have set.

Achievements and Performance

We currently have 33 clients who attend Skillshop over the course of the week. This year has seen us introduce a new way of supporting individuals both within Skillshop and within the local community. We have introduced new session which will enable the individuals we support to positively risk take which will enable them to learn new skills that they can take out into the community with them. Our support staff are supporting individuals to access local care homes and cafe to attend work placements where they learn skills that they wouldn't usually have the opportunity to learn. The staff are also keen to continue to provide extracurricular activities which will tie in with any work placements the people we support should attend.

Over the course of the year, we have successfully held our Charity Gala, held stalls at other local community Fayre's, raffles and our annual end of year concert, all of which were a great success and source of enjoyment for all clients and staff involved. People we support are encouraged to get involved with fundraising by making their own produce to sell at each event we attend.

We are continuing to grow as an organisation in this everchanging world, which is a positive reflection on the organisation, the environment, and services we provide. Ensuring that we develop and improve our range of services and activities to ensure our clients continue to achieve positive outcomes in their lives, being able to provide evidence of these achievements and monitor their progression is the forefront of Skillshop objectives and keeping us on track for the future.

We have been actively providing support to school leavers during the school holidays to facilitate a smooth transition to our services. This tailored assistance helps ease the adjustment process, ensuring that individuals feel confident and supported as they move from school into the next phase of their lives.

Skillshop Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2024

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
 - observe the methods and principles in the applicable Charities SORP;
 - make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 28 March 2025 and signed on behalf of the board of trustees by:


K A Parry
Director

SKILLSHOP LIMITED

England & Wales - Charity number 1114729

Accounts

COMPANY REGISTRATION NUMBER: 05561981
CHARITY REGISTRATION NUMBER: 1114729

Skillshop Limited
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2023

Skillshop Limited
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2023

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Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report)
Year ended 31 March 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

Reference and administrative details

Registered charity name	Skillshop Limited
Charity registration number	1114729
Company registration number	05561981
Principal office and registered office	Treveleyn Keighley Road Halifax West Yorkshire HX2 8HE
The trustees	P A Maclean K A Parry
Acting trustees	S Stott L Bell S Blackburn
Bankers	Lloyds Bank Plc Commercial Street Halifax HX1 1BB
Independent examiner	Richard Hall FCA Walter Dawson & Son First Floor Offices, Unit A4 Old Power Way Lowfields Business Park Elland HX5 9DE

Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*
Year ended 31 March 2023

Structure, governance and management

Skillshop Limited is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association dated 12 September 2005.

The Articles of Association provides for a minimum of three directors. The directors may appoint a person who is willing to act as a director.

The trustees of the charity are appointed at directors' meetings.

The directors and trustees annually review the risks that the charity faces. The trustees have identified a few minor risks including the employment of suitable persons to run the workshops. The directors and trustees verify suitability by requesting Disclosure and Barring Service (DBS) checks. Other risks where particular attention is given are health and safety and food hygiene. A key element in the management of financial risk is the setting of a reserves policy and its regular review by the directors and trustees.

Objectives and activities

The aim of Skillshop is to provide specialised training for adults with learning difficulties and disabilities in a caring environment.

The objectives are to improve people's self-esteem, confidence and personal development and breakdown social isolation. Our people will have more fulfilling lives, be less reliant on staff and have and will continue to develop some independent social networks and friendships.

We are continually ensuring the needs of each individual are met to a quality high standard. All Skillshop planning is subject to regular standardisation to ensure that all aspects of individual needs are met for every client within the service. Skillshop aim to provide a person-centred approach to individuals with learning difficulties.

We aim to enhance the quality of life for individuals with disabilities by providing tailored support services. We promote inclusivity and empower individuals with disabilities to actively participate in society.

We pride ourselves in fostering a supportive community that celebrates diversity and encourages personal growth for individuals that we support.

Our aims and objectives over the next year are to increase the number of individuals benefiting from our services:

Develop and implement new sessions focused on skill-building and employment opportunities for individuals we support.

Collaborate with local organisations and businesses to create more inclusive environments for people with disabilities by establishing partnerships with community groups and other local services.

Conduct regular feedback sessions with service users to ensure that our support is meeting their needs effectively and make necessary adjustments based on their input.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the directors and trustees consider how planned activities will contribute to the aims and objectives they have set.

Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*
Year ended 31 March 2023

Achievements and performance

We currently have 33 clients who attend Skillshop over the course of the week. This year has seen us introduce a new way of supporting individuals both within Skillshop and within the local community. We have introduced new sessions which will enable the individuals we support to positively risk take which will enable them to learn new skills that they can take out into the community with them. Our support staff are supporting individuals to access local care homes and cafés to attend work placements where they learn skills that they wouldn't usually have the opportunity to learn. The staff are also keen to continue to provide extracurricular activities which will tie in with any work placements the people we support should attend.

Over the course of the year, we have successfully held our Charity Gala, held stalls at other local community fayres, raffles and our annual end of year concert, all of which were a great success and source of enjoyment for all clients, staff and trustees involved. Skillshoppers are encouraged to get involved with fundraising by making their own produce to sell at each event we attend.

Financial review

During the year Skillshop Limited had income of £343,455 (2022 - £399,030) and spent £354,652 (2022 - £352,471), leaving net outgoing resources for the year of £11,197 (2022 – net incoming resources £46,559). Total reserves to carry forward amounted to £170,889 (2022 - £182,086) of which all were for unrestricted purposes.

Investment policy

The directors and trustees are investing funds in accordance with the Memorandum and Articles of Association.

Reserves policy

It is the policy of the charitable company to maintain unrestricted funds, which are free reserves of the charitable company, at a level which equates to approximately six months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs. The policy had been achieved by the year end.

Plans for future periods

We are continuing to grow as an organisation in this everchanging world, which is a positive reflection on the organisation, the environment and services we provide. Ensuring that we develop and improve our range of services and activities to ensure our clients continue to achieve positive outcomes in their lives, being able to provide evidence of these achievements and monitor their progression is the forefront of Skillshop objectives and keeping us on track for the future.

Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*
Year ended 31 March 2023

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 23 February 2024 and signed on behalf of the board of trustees by:

K A Parry
Director

Skillshop Limited
Company Limited by Guarantee
Independent Examiner's Report to the Trustees of Skillshop Limited
Year ended 31 March 2023

I report to the trustees on my examination of the financial statements of Skillshop Limited ('the charity') for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the company (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 accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the 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

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 the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

Skillshop Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Skillshop Limited *(continued)*

Year ended 31 March 2023

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

1. accounting records were not kept in respect of the 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 accounts to be reached.

Richard Hall FCA
Independent Examiner

Walter Dawson & Son
First Floor Offices, Unit A4
Old Power Way
Lowfields Business Park
Elland
HX5 9DE

26 February 2024

Skillshop Limited
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)
Year ended 31 March 2023

		Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	2,954	–	2,954	2,838
Charitable activities	6	325,529	–	325,529	365,375
Other trading activities	7	14,789	–	14,789	30,810
Investment income	8	183	–	183	7
Total income		<u>343,455</u>	<u>–</u>	<u>343,455</u>	<u>399,030</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	9	(9,911)	–	(9,911)	(13,805)
Expenditure on charitable activities	10,11	(344,741)	–	(344,741)	(338,666)
Total expenditure		<u>(354,652)</u>	<u>–</u>	<u>(354,652)</u>	<u>(352,471)</u>
Net (expenditure)/income and net movement in funds		<u>(11,197)</u>	<u>–</u>	<u>(11,197)</u>	<u>46,559</u>
Reconciliation of funds					
Total funds brought forward		182,086	–	182,086	135,527
Total funds carried forward		<u>170,889</u>	<u>–</u>	<u>170,889</u>	<u>182,086</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 11 to 20 form part of these financial statements.

Skillshop Limited
Company Limited by Guarantee
Statement of Financial Position
31 March 2023

	Note	2023 £	£	2022 £	£
Fixed assets					
Tangible fixed assets	17		31,152		16,762
Current assets					
Debtors	18	26,482		35,135	
Cash at bank and in hand		120,120		146,715	
		146,602		181,850	
Creditors: amounts falling due within one year	19	6,865		16,526	
Net current assets			139,737		165,324
Total assets less current liabilities			170,889		182,086
Net assets			170,889		182,086
Funds of the charity					
Restricted funds			—		—
Unrestricted funds			170,889		182,086
Total charity funds	22		170,889		182,086

For the year ending 31 March 2023 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 company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The statement of financial position
continues on the following page.
The notes on pages 11 to 20 form part of these financial statements.

Skillshop Limited
Company Limited by Guarantee
Statement of Financial Position *(continued)*
31 March 2023

These financial statements were approved by the board of trustees and authorised for issue on 23 February 2024, and are signed on behalf of the board by:

K A Parry
Director

Charity registration number: **1114729**

Company registration number: **05561981**

The notes on pages 11 to 20 form part of these financial statements.

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2023

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Treveleyn, Keighley Road, Halifax, West Yorkshire, HX2 8HE.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS102)), the Companies Act 2006 and the Charities Act 2011.

3. Accounting policies

Basis of preparation

Skillshop Limited meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The trustees have taken advantage of the exemption in FRS 102 Section 1A from including a cash flow statement in the financial statements on the grounds that the charitable company is small.

Judgements and key sources of estimation uncertainty

The most significant areas of adjustment and key assumptions that affect items in the accounts are to do with the uncertainty as to the level of clients who will attend Skillshop on a regular basis in the future.

Fund accounting

Funds held by the charitable company are either:

- Unrestricted funds - these are funds that can be used in accordance with the charitable objects at the discretion of the trustees.
- Designated funds - these are unrestricted funds earmarked by the trustees for particular purposes. Transfers to or from the designated fund are at the trustees discretion.
- Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor.

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2023

3. Accounting policies *(continued)*

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from donated services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.
- income from bank and other interest is recognised when receivable.

Resources expended

Expenditure has been charged to the statement of financial activities on an accruals basis inclusive of VAT that cannot be recovered, and is reported as part of the expenditure to which it relates:

Costs of trading activities comprise the costs associated with fundraising and other trading income.

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 to support them.

Governance costs which are included in expenditure on charitable activities include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

Tangible assets

Individual fixed assets costing £250 or more are capitalised at cost.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Property improvements	- 10% straight line
Fixtures and fittings	- 20% straight line
Motor vehicles	- 25% reducing balance
Computer equipment	- 33% straight line

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2023

3. Accounting policies *(continued)*

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity such as a deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount allowing for any trade discounts due.

Finance leases and hire purchase contracts

Assets held under finance leases and hire purchase contracts are recognised in the statement of financial position as assets and liabilities at the lower of the fair value of the assets and the present value of the minimum lease payments, which is determined at the inception of the lease term. Any initial direct costs of the lease are added to the amount recognised as an asset.

Lease payments are apportioned between the finance charges and reduction of the outstanding lease liability using the effective interest method. Finance charges are allocated to each period so as to produce a constant rate of interest on the remaining balance of the liability.

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2023

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The charitable company is a company limited by guarantee and has no share capital. In the event of winding-up the liability of each member is limited to £10.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations			
Gifts and donations	2,954	—	2,954
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations			
Gifts and donations	2,838	—	2,838

Skillshop Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

6. Charitable activities

	Unrestricted Funds	Total Funds 2023	Unrestricted Funds	Total Funds 2022
	£	£	£	£
Attendance fees	286,482	286,482	330,285	330,285
Minibus receipts	39,047	39,047	35,090	35,090
	<u>325,529</u>	<u>325,529</u>	<u>365,375</u>	<u>365,375</u>

7. Other trading activities

	Unrestricted Funds	Total Funds 2023	Unrestricted Funds	Total Funds 2022
	£	£	£	£
Fundraising events	794	794	116	116
Canteen income	4,450	4,450	11,888	11,888
Swimming pool	9,545	9,545	18,806	18,806
	<u>14,789</u>	<u>14,789</u>	<u>30,810</u>	<u>30,810</u>

8. Investment income

	Unrestricted Funds	Total Funds 2023	Unrestricted Funds	Total Funds 2022
	£	£	£	£
Bank interest receivable	183	183	7	7
	<u>183</u>	<u>183</u>	<u>7</u>	<u>7</u>

9. Costs of other trading activities

	Unrestricted Funds	Total Funds 2023	Unrestricted Funds	Total Funds 2022
	£	£	£	£
Canteen supplies	537	537	8,410	8,410
Swimming pool	9,374	9,374	5,395	5,395
	<u>9,911</u>	<u>9,911</u>	<u>13,805</u>	<u>13,805</u>

Skillshop Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

10. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Attendance support	178,816	–	178,816
Support costs	165,925	–	165,925
	<u>344,741</u>	<u>–</u>	<u>344,741</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Attendance support	182,185	–	182,185
Support costs	150,820	5,661	156,481
	<u>333,005</u>	<u>5,661</u>	<u>338,666</u>

11. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2023 £	Total fund 2022 £
Attendance support	178,816	164,485	343,301	337,412
Governance costs	–	1,440	1,440	1,254
	<u>178,816</u>	<u>165,925</u>	<u>344,741</u>	<u>338,666</u>

12. Analysis of support costs

	Attendance support £	Total 2023 £	Total 2022 £
Staff costs	711	711	2,747
Management consultancy services	41,667	41,667	15,000
Premises	80,637	80,637	94,874
Communications and IT	5,072	5,072	8,970
General office	9,430	9,430	9,832
Finance costs	477	477	1,036
Governance costs	1,440	1,440	1,254
Insurance	4,574	4,574	3,537
Motor and travel costs	17,893	17,893	17,981
Legal and professional fees	4,024	4,024	1,250
	<u>165,925</u>	<u>165,925</u>	<u>156,481</u>

13. Net (expenditure)/income

Net (expenditure)/income is stated after charging:

	2023 £	2022 £
Depreciation of tangible fixed assets	6,820	5,500

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2023

14. Independent examination fees

	2023	2022
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,440</u>	<u>1,254</u>

15. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	167,745	169,748
Social security costs	4,498	6,189
Employer contributions to pension plans	2,783	2,885
	<u>175,026</u>	<u>178,822</u>

The average head count of employees during the year was 12 (2022: 13). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Management staff	—	1
Support staff	8	7
	<u>8</u>	<u>8</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £Nil (2022: £7,761). From July 2022 a management consultancy firm were employed to run the service. The costs of the management consultancy services amounted to £41,667 (2022: £15,000).

16. Trustee remuneration and expenses

The directors or acting trustees received no remuneration and were not reimbursed for any of their expenses in either year.

Skillshop Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

17. Tangible fixed assets

	Property improvements £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Total £
Cost					
At 1 April 2022	56,002	20,553	33,500	4,520	114,575
Additions	20,850	360	–	–	21,210
At 31 March 2023	<u>76,852</u>	<u>20,913</u>	<u>33,500</u>	<u>4,520</u>	<u>135,785</u>
Depreciation					
At 1 April 2022	55,630	13,259	24,404	4,520	97,813
Charge for the year	2,209	2,337	2,274	–	6,820
At 31 March 2023	<u>57,839</u>	<u>15,596</u>	<u>26,678</u>	<u>4,520</u>	<u>104,633</u>
Carrying amount					
At 31 March 2023	<u>19,013</u>	<u>5,317</u>	<u>6,822</u>	<u>–</u>	<u>31,152</u>
At 31 March 2022	<u>372</u>	<u>7,294</u>	<u>9,096</u>	<u>–</u>	<u>16,762</u>

18. Debtors

	2023 £	2022 £
Trade debtors	26,482	32,570
Prepayments	–	2,565
	<u>26,482</u>	<u>35,135</u>

19. Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	4,279	6,065
Accruals and deferred income	1,412	1,889
Social security and other taxes	1,174	1,759
Obligations under finance leases and hire purchase contracts	–	6,813
	<u>6,865</u>	<u>16,526</u>

Skillshop Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

20. Finance leases and hire purchase contracts

The total future minimum lease payments under finance leases and hire purchase contracts are as follows:

	2023	2022
	£	£
Not later than 1 year	–	6,899
Later than 1 year and not later than 5 years	–	–
	<u>–</u>	<u>6,899</u>
Less: future finance charges	–	(86)
	<u>–</u>	<u>(86)</u>
Present value of minimum lease payments	<u>–</u>	<u>6,813</u>

The amounts due under hire purchase contracts are secured on the related assets.

21. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,783 (2022: £2,885).

22. Analysis of charitable funds

Unrestricted funds

	At			At 31 March
	1 April 2022	Income	Expenditure	2023
	£	£	£	£
General funds	173,142	343,455	(354,652)	161,945
Sensory room	8,944	–	–	8,944
	<u>182,086</u>	<u>343,455</u>	<u>(354,652)</u>	<u>170,889</u>

	At			At 31 March
	1 April 2021	Income	Expenditure	2022
	£	£	£	£
General funds	120,922	399,030	(346,810)	173,142
Sensory room	8,944	–	–	8,944
	<u>129,866</u>	<u>399,030</u>	<u>(346,810)</u>	<u>182,086</u>

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2023

22. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2022 £	Income £	Expenditure £	At 31 Mar 2023 £
Garden and grounds maintenance	—	—	—	—
	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>

	At 1 April 2021 £	Income £	Expenditure £	At 31 Mar 2022 £
Garden and grounds maintenance	5,661	—	(5,661)	—
	<u>5,661</u>	<u>—</u>	<u>(5,661)</u>	<u>—</u>

23. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	31,152	—	31,152
Current assets	146,602	—	146,602
Creditors less than 1 year	(6,865)	—	(6,865)
Net assets	<u>170,889</u>	<u>—</u>	<u>170,889</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	16,762	—	16,762
Current assets	181,850	—	181,850
Creditors less than 1 year	(16,526)	—	(16,526)
Net assets	<u>182,086</u>	<u>—</u>	<u>182,086</u>

24. Related parties

The charity operates from premises owned by the directors. During the year the charity paid rent amounting to £30,000 (2022 - £30,000).

P A Maclean and K A Parry are also directors of MC Logistics Limited. The charity were recharged for accounting, administration and other services provided by MC Logistics Limited of £6,000 (2022 - £6,000).

K Parry, the son of the director K A Parry, was employed by the charity during the year. The amount paid to K Parry in salary and pension contributions was £11,019 (2022 - £32,944).

SKILLSHOP LIMITED

England & Wales - Charity number 1114729

Accounts

COMPANY REGISTRATION NUMBER: 05561981
CHARITY REGISTRATION NUMBER: 1114729

Skillshop Limited
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2022

Skillshop Limited
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2022

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Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report)
Year ended 31 March 2022

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

Reference and administrative details

Registered charity name	Skillshop Limited
Charity registration number	1114729
Company registration number	05561981
Principal office and registered office	Treveleyn Keighley Road Halifax West Yorkshire HX2 8HE
The trustees	P A Maclean K A Parry
Acting trustees	S Stott L Bell S Blackburn Appointed 22/04/2021
Bankers	Lloyds Bank Plc Commercial Street Halifax HX1 1BB
Independent examiner	Graham Atkinson FCA Walter Dawson & Son First Floor Offices, Unit A4 Old Power Way Lowfields Business Park Elland HX5 9DE

Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*
Year ended 31 March 2022

Structure, governance and management

Skillshop Limited is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association dated 12 September 2005.

The Articles of Association provides for a minimum of three directors. The directors may appoint a person who is willing to act as a director.

The trustees of the charity are appointed at directors' meetings.

The directors and trustees annually review the risks that the charity faces. The trustees have identified a few minor risks including the employment of suitable persons to run the workshops. The directors and trustees verify suitability by requesting Disclosure and Barring Service (DBS) checks. Other risks where particular attention is given are health and safety and food hygiene. A key element in the management of financial risk is the setting of a reserves policy and its regular review by the directors and trustees.

Objectives and activities

The aim of Skillshop is to provide specialised training for adults with learning difficulties and disabilities in a caring environment.

The objectives are to improve people's self-esteem, confidence and personal development and breakdown social isolation. Our people will have more fulfilling lives, be less reliant on staff and have and will continue to develop some independent social networks and friendships.

We are continually ensuring the needs of each individual are met to a quality high standard. All Skillshop planning is subject to regular standardisation to ensure that all aspects of individual needs are met for every client within the service.

Skillshop aim to provide a person-centred approach to individuals with learning difficulties to help them bridge the gap with the local community.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the directors and trustees consider how planned activities will contribute to the aims and objectives they have set.

Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*
Year ended 31 March 2022

Achievements and performance

During the last year we have continued to stabilise our client numbers. We currently have 43 clients who attend Skillshop over the course of the week.

Due to our continued strong numbers, we have managed to plan and organise and now have a fully functional allotment. We have been working alongside The Soil Association to achieve this. We have successfully made jams and chutneys this year, alongside providing vegetables and salad items towards the meals we provide.

We are hoping to provide further new activities going forward, but we have had to spend time allowing our clients to settle back in after prolonged periods of time at home due to the Covid pandemic. We have also noticed an increase in illness this year from all service users and staff alike.

The staff are still keen to continue to provide extra-curricular activities including a monthly group Ten-pin bowling event, we are also introducing more sensory based activities.

Over the course of the year, we have not had as many successful charity events, however we are looking forward to the future of this type of activity.

A couple of social evenings, a sponsored swim, raffles and not to forget our End of Year show, which were a great success and source of enjoyment for all clients, staff and trustees involved.

Our Skillshoppers are encouraged to get involved with fundraising by making their own jams, bird boxes and many unique handcrafted items and long may this continue.

This year has also seen a Management Consultancy employed to run the service. Unfortunately, after many unsuccessful management choices over the years, we feel this is by far the best option.

Financial review

During the year Skillshop Limited had income of £399,030 (2021 - £318,669) and spent £352,471 (2021 - £279,390), leaving net incoming resources for the year of £46,559 (2021 - £39,279). Total reserves to carry forward amounted to £182,086 (2021 - £135,527) of which all (2021 - £129,866) were for unrestricted purposes.

Investment policy

The directors and trustees are investing funds in accordance with the Memorandum and Articles of Association.

Reserves policy

It is the policy of the charitable company to maintain unrestricted funds, which are free reserves of the charitable company, at a level which equates to approximately six months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs. The policy had been achieved by the year end.

Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*
Year ended 31 March 2022

Plans for future periods

Our service relies highly on word-of-mouth referrals and recommendations from current service users. We are actively working with the Local Care Commission Group and the Local Authority for their Social Work Teams can actively promote Skillshop in their meetings with potential service users. To further increase our profile, we are currently working more closely with local schools and care homes to increase community awareness of our services.

We are currently looking to improve our website, to make it easier to use and be the pinnacle for assisting our community presence and informing everyone of any news and upcoming events. We are in the process of building a 'Friends of Skillshop' database and involving other local services to ensure more community involvement, networking and recognition.

We are continuing to grow as an organisation in this everchanging world, which is a positive reflection on the organisation, the environment and services we provide. Ensuring that we develop and improve our range of services and activities to ensure our clients continue to achieve positive outcomes in their lives, being able to provide evidence of these achievements and monitor their progression is the forefront of Skillshop objectives and keeping us on track for the future.

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*
Year ended 31 March 2022

The trustees' annual report was approved on 14 February 2023 and signed on behalf of the board of trustees by:

K A Parry
Director

Skillshop Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Skillshop Limited

Year ended 31 March 2022

I report to the trustees on my examination of the financial statements of Skillshop Limited ('the charity') for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the company (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 accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the 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

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 the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

Skillshop Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Skillshop Limited *(continued)*

Year ended 31 March 2022

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

1. accounting records were not kept in respect of the 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 accounts to be reached.

Graham Atkinson FCA
Independent Examiner

Walter Dawson & Son
First Floor Offices, Unit A4
Old Power Way
Lowfields Business Park
Elland
HX5 9DE

15 February 2023

Skillshop Limited
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)
Year ended 31 March 2022

		Unrestricted funds £	2022 Restricted funds £	Total funds £	2021 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	2,838	—	2,838	19,053
Charitable activities	6	365,375	—	365,375	292,298
Other trading activities	7	30,810	—	30,810	7,307
Investment income	8	7	—	7	11
Total income		<u>399,030</u>	<u>—</u>	<u>399,030</u>	<u>318,669</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	9	(13,805)	—	(13,805)	(6,040)
Expenditure on charitable activities	10,11	(333,005)	(5,661)	(338,666)	(273,350)
Total expenditure		<u>(346,810)</u>	<u>(5,661)</u>	<u>(352,471)</u>	<u>(279,390)</u>
Net income/(expenditure) and net movement in funds		<u>52,220</u>	<u>(5,661)</u>	<u>46,559</u>	<u>39,279</u>
Reconciliation of funds					
Total funds brought forward		129,866	5,661	135,527	96,248
Total funds carried forward		<u>182,086</u>	<u>—</u>	<u>182,086</u>	<u>135,527</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 11 to 21 form part of these financial statements.

Skillshop Limited
Company Limited by Guarantee
Statement of Financial Position

31 March 2022

	Note	2022 £	£	2021 £	£
Fixed assets					
Tangible fixed assets	17		16,762		14,148
Current assets					
Debtors	18	35,135		33,080	
Cash at bank and in hand		146,715		109,152	
		<u>181,850</u>		<u>142,232</u>	
Creditors: amounts falling due within one year	19	<u>16,526</u>		<u>14,040</u>	
Net current assets			<u>165,324</u>		<u>128,192</u>
Total assets less current liabilities			<u>182,086</u>		<u>142,340</u>
Creditors: amounts falling due after more than one year	20		—		6,813
Net assets			<u>182,086</u>		<u>135,527</u>
Funds of the charity					
Restricted funds			—		5,661
Unrestricted funds			<u>182,086</u>		<u>129,866</u>
Total charity funds	23		<u>182,086</u>		<u>135,527</u>

For the year ending 31 March 2022 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 company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The statement of financial position
continues on the following page.
The notes on pages 11 to 21 form part of these financial statements.

Skillshop Limited
Company Limited by Guarantee
Statement of Financial Position *(continued)*
31 March 2022

These financial statements were approved by the board of trustees and authorised for issue on 14 February 2023, and are signed on behalf of the board by:

K A Parry
Director

Charity registration number: **1114729**

Company registration number: **05561981**

The notes on pages 11 to 21 form part of these financial statements.

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2022

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Treveleyn, Keighley Road, Halifax, West Yorkshire, HX2 8HE.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS102)), the Companies Act 2006 and the Charities Act 2011.

3. Accounting policies

Basis of preparation

Skillshop Limited meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The trustees have taken advantage of the exemption in FRS 102 Section 1A from including a cash flow statement in the financial statements on the grounds that the charitable company is small.

Judgements and key sources of estimation uncertainty

The most significant areas of adjustment and key assumptions that affect items in the accounts are to do with the uncertainty as to the level of clients who will attend Skillshop on a regular basis in the future.

Fund accounting

Funds held by the charitable company are either:

- Unrestricted funds - these are funds that can be used in accordance with the charitable objects at the discretion of the trustees.
- Designated funds - these are unrestricted funds earmarked by the trustees for particular purposes. Transfers to or from the designated fund are at the trustees discretion.
- Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor.

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

3. Accounting policies *(continued)*

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from donated services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.
- income from bank and other interest is recognised when receivable.

Resources expended

Expenditure has been charged to the statement of financial activities on an accruals basis inclusive of VAT that cannot be recovered, and is reported as part of the expenditure to which it relates:

Costs of trading activities comprise the costs associated with fundraising and other trading income.

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 to support them.

Governance costs which are included in expenditure on charitable activities include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

Tangible assets

Individual fixed assets costing £250 or more are capitalised at cost.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Property improvements	-	10% straight line
Fixtures and fittings	-	20% straight line
Motor vehicles	-	25% reducing balance
Computer equipment	-	33% straight line

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

3. Accounting policies *(continued)*

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity such as a deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount allowing for any trade discounts due.

Finance leases and hire purchase contracts

Assets held under finance leases and hire purchase contracts are recognised in the statement of financial position as assets and liabilities at the lower of the fair value of the assets and the present value of the minimum lease payments, which is determined at the inception of the lease term. Any initial direct costs of the lease are added to the amount recognised as an asset.

Lease payments are apportioned between the finance charges and reduction of the outstanding lease liability using the effective interest method. Finance charges are allocated to each period so as to produce a constant rate of interest on the remaining balance of the liability.

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

3. Accounting policies *(continued)*

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The charitable company is a company limited by guarantee and has no share capital. In the event of winding-up the liability of each member is limited to £10.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations			
Gifts and donations	2,838	—	2,838
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Gifts and donations	4,885	—	4,885
Grants			
Groundwork UK	—	1,166	1,166
Community Foundation for Calderdale	—	5,000	5,000
Soil Association	—	5,913	5,913
CJRS government grant	2,089	—	2,089
	6,974	12,079	19,053

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

6. Charitable activities

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Attendance fees	330,285	330,285	264,232	264,232
Minibus receipts	35,090	35,090	28,066	28,066
	<u>365,375</u>	<u>365,375</u>	<u>292,298</u>	<u>292,298</u>

7. Other trading activities

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Fundraising events	116	116	774	774
Canteen income	11,888	11,888	6,533	6,533
Swimming pool	18,806	18,806	—	—
	<u>30,810</u>	<u>30,810</u>	<u>7,307</u>	<u>7,307</u>

8. Investment income

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Bank interest receivable	7	7	11	11

9. Costs of other trading activities

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Canteen supplies	8,410	8,410	6,040	6,040
Swimming pool	5,395	5,395	—	—
	<u>13,805</u>	<u>13,805</u>	<u>6,040</u>	<u>6,040</u>

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

10. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Attendance support	203,185	–	203,185
Support costs	129,820	5,661	135,481
	<u>333,005</u>	<u>5,661</u>	<u>338,666</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Attendance support	172,614	–	172,614
Support costs	94,318	6,418	100,736
	<u>266,932</u>	<u>6,418</u>	<u>273,350</u>

11. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2022 £	Total fund 2021 £
Attendance support	203,185	134,227	337,412	270,986
Governance costs	–	1,254	1,254	2,364
	<u>203,185</u>	<u>135,481</u>	<u>338,666</u>	<u>273,350</u>

12. Analysis of support costs

	Attendance support £	Total 2022 £	Total 2021 £
Staff costs	2,747	2,747	3,309
Premises	94,874	94,874	71,486
Communications and IT	8,970	8,970	1,744
General office	3,832	3,832	3,443
Finance costs	1,036	1,036	975
Governance costs	1,254	1,254	2,364
Insurance	3,537	3,537	3,454
Motor and travel costs	17,981	17,981	12,861
Legal and professional fees	1,250	1,250	1,100
	<u>135,481</u>	<u>135,481</u>	<u>100,736</u>

13. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2022 £	2021 £
Depreciation of tangible fixed assets	<u>5,500</u>	<u>5,029</u>

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

14. Independent examination fees

	2022	2021
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,254</u>	<u>2,364</u>

15. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022	2021
	£	£
Wages and salaries	190,748	163,785
Social security costs	6,189	5,412
Employer contributions to pension plans	2,885	2,223
	<u>199,822</u>	<u>171,420</u>

The average head count of employees during the year was 13 (2021: 12). The average number of full-time equivalent employees during the year is analysed as follows:

	2022	2021
	No.	No.
Management staff	1	1
Support staff	<u>7</u>	<u>7</u>
	<u>8</u>	<u>8</u>

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £7,761 (2021: £33,768). From July 2021 a management consultancy firm were employed to run the service. The costs of the management consultancy services amounted to £15,000.

16. Trustee remuneration and expenses

The directors or acting trustees received no remuneration and were not reimbursed for any of their expenses in either year.

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

17. Tangible fixed assets

	Property improvements £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Total £
Cost					
At 1 April 2021	56,002	12,439	33,500	4,520	106,461
Additions	—	8,114	—	—	8,114
At 31 March 2022	56,002	20,553	33,500	4,520	114,575
Depreciation					
At 1 April 2021	55,506	10,915	21,372	4,520	92,313
Charge for the year	124	2,344	3,032	—	5,500
At 31 March 2022	55,630	13,259	24,404	4,520	97,813
Carrying amount					
At 31 March 2022	372	7,294	9,096	—	16,762
At 31 March 2021	496	1,524	12,128	—	14,148

18. Debtors

	2022 £	2021 £
Trade debtors	32,570	33,080
Prepayments	2,565	—
	35,135	33,080

19. Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	6,065	2,599
Accruals and deferred income	1,889	6,187
Social security and other taxes	1,759	2,746
Obligations under finance leases and hire purchase contracts	6,813	2,508
	16,526	14,040

20. Creditors: amounts falling due after more than one year

	2022 £	2021 £
Obligations under finance leases and hire purchase contracts	—	6,813

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

21. Finance leases and hire purchase contracts

The total future minimum lease payments under finance leases and hire purchase contracts are as follows:

	2022	2021
	£	£
Not later than 1 year	6,899	2,864
Later than 1 year and not later than 5 years	–	6,899
	6,899	9,763
Less: future finance charges	(86)	(442)
Present value of minimum lease payments	6,813	9,321

The amounts due under hire purchase contracts are secured on the related assets.

22. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,885 (2021: £2,223).

23. Analysis of charitable funds

Unrestricted funds

	At 1 April 2021	Income £	Expenditure £	At 31 Mar 2022 £
General funds	120,922	399,030	(346,810)	173,142
Sensory room	8,944	–	–	8,944
	129,866	399,030	(346,810)	182,086

	At 1 April 2020	Income £	Expenditure £	At 31 Mar 2021 £
General funds	87,304	306,590	(272,972)	120,922
Sensory room	8,944	–	–	8,944
	96,248	306,590	(272,972)	129,866

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

23. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2021	Income	Expenditure	At 31 Mar 2022
	£	£	£	£
Garden and grounds maintenance	5,661	–	(5,661)	–

	At 1 April 2020	Income	Expenditure	At 31 Mar 2021
	£	£	£	£
Garden and grounds maintenance	–	12,079	(6,418)	5,661

24. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	16,762	–	16,762
Current assets	181,850	–	181,850
Creditors less than 1 year	(16,526)	–	(16,526)
Creditors greater than 1 year	–	–	–
Net assets	182,086	–	182,086

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	14,148	–	14,148
Current assets	136,571	5,661	142,232
Creditors less than 1 year	(14,040)	–	(14,040)
Creditors greater than 1 year	(6,813)	–	(6,813)
Net assets	129,866	5,661	135,527

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2022

25. Related parties

The charity operates from premises owned by the directors. During the year the charity paid rent amounting to £30,000 (2021 - £30,000). In addition, the charity were charged £3,600 (2021 - £15,600) for gas, electricity and water.

P A Maclean and K A Parry are also directors of MC Logistics Limited. The charity were recharged for accounting, administration and other services provided by MC Logistics Limited of £6,000 (2021 - £3,750).

K Parry, the son of the director K A Parry, was employed by the charity during the year. The amount paid to K Parry in salary and pension contributions was £32,944 (2021 - £26,241).

SKILLSHOP LIMITED

England & Wales - Charity number 1114729

Accounts

COMPANY REGISTRATION NUMBER: 05561981
CHARITY REGISTRATION NUMBER: 1114729

Skillshop Limited
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2021

Skillshop Limited
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2021

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Independent examiner's report to the trustees	6 to 7
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Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report)
Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name Skillshop Limited

Charity registration number 1114729

Company registration number 05561981

Principal office and registered office Treveleyn
Keighley Road
Halifax
West Yorkshire
HX2 8HE

The trustees

P A Maclean
K A Parry

Acting trustees

S Stott	
K A Bell	Resigned
D Edney	Resigned
L Bell	Appointed 29/03/2021
S Blackburn	Appointed 22/04/2021

Bankers

Lloyds Bank Plc
Commercial Street
Halifax
HX1 1BB

Independent examiner

Graham Atkinson FCA
Walter Dawson & Son
First Floor Offices, Unit A4
Old Power Way
Lowfields Business Park
Elland
HX5 9DE

Skillshop Limited
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report) *(continued)*
Year ended 31 March 2021

Structure, governance and management

Skillshop Limited is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association dated 12 September 2005.

The Articles of Association provides for a minimum of three directors. The directors may appoint a person who is willing to act as a director.

The trustees of the charity are appointed at directors' meetings.

The trustees have identified a few minor risks including the employment of suitable persons to run the workshops. The directors and trustees verify suitability by requesting Disclosure and Barring Service (DBS) checks. Other risks where particular attention is given are health and safety and food hygiene. A key element in the management of financial risk is the setting of a reserves policy and its regular review by the directors and trustees.

Objectives and activities

The aim of Skillshop is to provide specialised training for adults with learning difficulties and disabilities in a caring environment.

The objectives are to improve people's self-esteem, confidence and personal development and breakdown social isolation. People will have more fulfilling lives, be less reliant on staff and have developed some independent social networks and friendships.

We are continually ensuring the needs of each individual are met to a quality high standard. All Skillshop planning is subject to regular standardisation to ensure that all aspects of individual needs are met for every client within the service.

Skillshop aim to provide a person-centred approach to individuals with learning difficulties to help them bridge the gap with the local community.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the directors and trustees consider how planned activities will contribute to the aims and objectives they have set.

Skillshop Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Achievements and performance

During the challenging year with COVID we have managed to stabilise our client numbers, currently 32 clients attend Skillshop on a weekly basis. We have held various events such as social evenings where appropriate, sponsored swims, local community stalls, raffles and book stalls, all these events create a great source of enjoyment for the clients, staff and trustees involved.

We have had some changes within Skillshop staffing structure and some new recruited staff and change of Centre Manager and the support that we have with the industry. We have now introduced an Outreach service for clients that have requested this service for out of Skillshop service hours.

The team performance at Skillshop is continuously improving and they provide excellent care for all the clients. We continuously follow training schedules to ensure all staff are adequately trained and up to date, in line with the activities that we provide.

One of our biggest achievements this year is we now have a fully functional allotment through working alongside The Soil Association, with the hope to provide new activities throughout the course of next year and beyond.

Furthermore, we're looking at continuing and growing our extracurricular activities to include trips to the autism friendly cinema and ten pin bowling, whilst looking at growing more sensory based activities.

With the current climate as it is, funding applications have been extremely difficult and the continuing affect COVID is having on the way our services can be delivered and external events being held. Currently we have five trustees on the Board of Directors and Trustees, with us continuously seeking new people to bring onto the board to offer their experience and expertise. Our current trustees work alongside the staff team to support and encourage ideas for funding and events in the upcoming year as well as ensuring the correct service levels and commitment is consistent.

Our plans for 2022 are continuous self-promotion, seeking different ideas and activities to deliver to clients as well as fundraising opportunities with a goal to ensure we have at least one fundraising event per calendar month with high client involvement.

Financial review

During the year Skillshop Limited had income of £318,669 (2020 - £306,748) and spent £279,390 (2020 - £307,292), leaving net incoming resources for the year of £39,279 (2020 - net outgoing resources of £544). Total reserves to carry forward amounted to £135,527 (2020 - £96,248) of which £129,866 (2020 - £96,248) were for unrestricted purposes.

Investment policy

The directors and trustees are investing funds in accordance with the Memorandum and Articles of Association.

Reserves policy

It is the policy of the charitable company to maintain unrestricted funds, which are free reserves of the charitable company, at a level which equates to approximately six months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs. The policy had not been achieved by the year end.

Skillshop Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Plans for future periods

Our service relies highly on word-of-mouth referrals and recommendations from current service users. We are actively working with the Local Care Commission Group and the Local Authority for their Social Work Teams can actively promote Skillshop in their meetings with potential service users. To further increase our profile, we are currently working more closely with local schools and care homes to increase community awareness of our services.

We are currently looking to improve our website, to make it easier to use and be the pinnacle for assisting our community presence and informing everyone of any news and upcoming events. We are in the process of building a 'Friends of Skillshop' database and involving other local services to ensure more community involvement, networking and recognition.

We are continuing to grow as an organisation in this everchanging world, which is a positive reflection on the organisation, the environment and services we provide. Ensuring that we develop and improve our range of services and activities to ensure our clients continue to achieve positive outcomes in their lives, being able to provide evidence of these achievements and monitor their progression is the forefront of Skillshop objectives and keeping us on track for the future.

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Skillshop Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

The trustees' annual report was approved on 24 December 2021 and signed on behalf of the board of trustees by:

K A Parry
Director

Skillshop Limited
Company Limited by Guarantee
Independent Examiner's Report to the Trustees of Skillshop Limited
Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of Skillshop Limited ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the company (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 accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the 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

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 the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

Skillshop Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Skillshop Limited *(continued)*

Year ended 31 March 2021

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

1. accounting records were not kept in respect of the 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 accounts to be reached.

Graham Atkinson FCA
Independent Examiner

Walter Dawson & Son
First Floor Offices, Unit A4
Old Power Way
Lowfields Business Park
Elland
HX5 9DE

24 December 2021

Skillshop Limited
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)
Year ended 31 March 2021

			2021		2020
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	6,974	12,079	19,053	9,986
Charitable activities	6	292,298	—	292,298	279,773
Other trading activities	7	7,307	—	7,307	16,963
Investment income	8	11	—	11	26
Total income		<u>306,590</u>	<u>12,079</u>	<u>318,669</u>	<u>306,748</u>
Expenditure					
Expenditure on raising funds:					
Costs of other trading activities	9	(6,040)	—	(6,040)	(7,107)
Expenditure on charitable activities	10,11	(266,932)	(6,418)	(273,350)	(300,185)
Total expenditure		<u>(272,972)</u>	<u>(6,418)</u>	<u>(279,390)</u>	<u>(307,292)</u>
Net income/(expenditure) and net movement in funds		<u>33,618</u>	<u>5,661</u>	<u>39,279</u>	<u>(544)</u>
Reconciliation of funds					
Total funds brought forward		96,248	—	96,248	96,792
Total funds carried forward		<u>129,866</u>	<u>5,661</u>	<u>135,527</u>	<u>96,248</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 11 to 21 form part of these financial statements.

Skillshop Limited
Company Limited by Guarantee
Statement of Financial Position

31 March 2021

	Note	2021 £	£	2020 £	£
Fixed assets					
Tangible fixed assets	17		14,148		18,777
Current assets					
Debtors	18	33,080		23,085	
Cash at bank and in hand		109,152		74,804	
		<u>142,232</u>		<u>97,889</u>	
Creditors: amounts falling due within one year	19	<u>14,040</u>		<u>11,097</u>	
Net current assets			<u>128,192</u>		<u>86,792</u>
Total assets less current liabilities			<u>142,340</u>		<u>105,569</u>
Creditors: amounts falling due after more than one year	20		<u>6,813</u>		<u>9,321</u>
Net assets			<u><u>135,527</u></u>		<u><u>96,248</u></u>
Funds of the charity					
Restricted funds			5,661		—
Unrestricted funds			129,866		96,248
Total charity funds	23		<u><u>135,527</u></u>		<u><u>96,248</u></u>

For the year ending 31 March 2021 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 company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The statement of financial position
continues on the following page.
The notes on pages 11 to 21 form part of these financial statements.

Skillshop Limited
Company Limited by Guarantee
Statement of Financial Position *(continued)*
31 March 2021

These financial statements were approved by the board of trustees and authorised for issue on 24 December 2021, and are signed on behalf of the board by:

K A Parry
Director

Charity registration number: **1114729**

Company registration number: **05561981**

The notes on pages 11 to 21 form part of these financial statements.

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Treveleyn, Keighley Road, Halifax, West Yorkshire, HX2 8HE.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS102)), the Companies Act 2006 and the Charities Act 2011.

3. Accounting policies

Basis of preparation

Skillshop Limited meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The trustees have taken advantage of the exemption in FRS 102 Section 1A from including a cash flow statement in the financial statements on the grounds that the charitable company is small.

Judgements and key sources of estimation uncertainty

The most significant areas of adjustment and key assumptions that affect items in the accounts are to do with the uncertainty as to the level of clients who will attend Skillshop on a regular basis in the future.

Fund accounting

Funds held by the charitable company are either:

- Unrestricted funds - these are funds that can be used in accordance with the charitable objects at the discretion of the trustees.
- Designated funds - these are unrestricted funds earmarked by the trustees for particular purposes. Transfers to or from the designated fund are at the trustees discretion.
- Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor.

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

3. Accounting policies *(continued)*

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from donated services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.
- income from bank and other interest is recognised when receivable.

Resources expended

Expenditure has been charged to the statement of financial activities on an accruals basis inclusive of VAT that cannot be recovered, and is reported as part of the expenditure to which it relates:

Costs of trading activities comprise the costs associated with fundraising and other trading income.

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 to support them.

Governance costs which are included in expenditure on charitable activities include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

Tangible assets

Individual fixed assets costing £250 or more are capitalised at cost.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Property improvements	-	10% straight line
Fixtures and fittings	-	20% straight line
Motor vehicles	-	25% reducing balance
Computer equipment	-	33% straight line

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

3. Accounting policies *(continued)*

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity such as a deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount allowing for any trade discounts due.

Finance leases and hire purchase contracts

Assets held under finance leases and hire purchase contracts are recognised in the statement of financial position as assets and liabilities at the lower of the fair value of the assets and the present value of the minimum lease payments, which is determined at the inception of the lease term. Any initial direct costs of the lease are added to the amount recognised as an asset.

Lease payments are apportioned between the finance charges and reduction of the outstanding lease liability using the effective interest method. Finance charges are allocated to each period so as to produce a constant rate of interest on the remaining balance of the liability.

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Skillshop Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The charitable company is a company limited by guarantee and has no share capital. In the event of winding-up the liability of each member is limited to £10.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Gifts and donations	4,885	—	4,885
Grants			
Groundwork UK	—	1,166	1,166
Community Foundation for Calderdale	—	5,000	5,000
Soil Association	—	5,913	5,913
CJRS government grant	2,089	—	2,089
Other donations and legacies			
In kind	—	—	—
	<u>6,974</u>	<u>12,079</u>	<u>19,053</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Gifts and donations	8,066	—	8,066
Grants			
Groundwork UK	—	—	—
Community Foundation for Calderdale	—	—	—
Soil Association	—	—	—
CJRS government grant	—	—	—

Skillshop Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Other donations and legacies			
In kind	1,920	—	1,920
	<u>9,986</u>	<u>—</u>	<u>9,986</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Attendance fees	264,232	264,232	250,515	250,515
Minibus receipts	28,066	28,066	29,258	29,258
	<u>292,298</u>	<u>292,298</u>	<u>279,773</u>	<u>279,773</u>

7. Other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Fundraising events	774	774	6,945	6,945
Canteen income	6,533	6,533	10,018	10,018
	<u>7,307</u>	<u>7,307</u>	<u>16,963</u>	<u>16,963</u>

8. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	11	11	26	26
	<u>11</u>	<u>11</u>	<u>26</u>	<u>26</u>

9. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Fundraising costs	—	—	890	890
Canteen supplies	6,040	6,040	6,217	6,217
	<u>6,040</u>	<u>6,040</u>	<u>7,107</u>	<u>7,107</u>

Skillshop Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

10. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Attendance support	172,614	–	172,614
Support costs	94,318	6,418	100,736
	<u>266,932</u>	<u>6,418</u>	<u>273,350</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Attendance support	197,248	–	197,248
Support costs	102,937	–	102,937
	<u>300,185</u>	<u>–</u>	<u>300,185</u>

11. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Attendance support	172,614	98,372	270,986	298,265
Governance costs	–	2,364	2,364	1,920
	<u>172,614</u>	<u>100,736</u>	<u>273,350</u>	<u>300,185</u>

12. Analysis of support costs

	Attendance support £	Total 2021 £	Total 2020 £
Staff costs	3,309	3,309	1,519
Premises	71,486	71,486	67,229
Communications and IT	1,744	1,744	1,831
General office	3,443	3,443	3,212
Finance costs	975	975	1,406
Governance costs	2,364	2,364	1,920
Insurance	3,454	3,454	3,968
Motor and travel costs	12,861	12,861	20,652
Legal and professional fees	1,100	1,100	1,200
	<u>100,736</u>	<u>100,736</u>	<u>102,937</u>

13. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation of tangible fixed assets	5,029	8,899

Skillshop Limited
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

14. Independent examination fees

	2021	2020
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,364</u>	<u>1,920</u>

15. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	163,785	180,221
Social security costs	5,412	6,620
Employer contributions to pension plans	<u>2,223</u>	<u>2,474</u>
	<u>171,420</u>	<u>189,315</u>

The average head count of employees during the year was 12 (2020: 12). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Management staff	1	1
Support staff	<u>7</u>	<u>7</u>
	<u>8</u>	<u>8</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £33,768 (2020: £23,982).

16. Trustee remuneration and expenses

The directors or acting trustees received no remuneration and were not reimbursed for any of their expenses in either year.

Skillshop Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

17. Tangible fixed assets

	Property improvements £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Total £
Cost					
At 1 April 2020	56,002	12,239	33,500	4,520	106,261
Additions	–	400	–	–	400
Disposals	–	(200)	–	–	(200)
At 31 March 2021	56,002	12,439	33,500	4,520	106,461
Depreciation					
At 1 April 2020	55,382	10,393	17,329	4,380	87,484
Charge for the year	124	722	4,043	140	5,029
Disposals	–	(200)	–	–	(200)
At 31 March 2021	55,506	10,915	21,372	4,520	92,313
Carrying amount					
At 31 March 2021	496	1,524	12,128	–	14,148
At 31 March 2020	620	1,846	16,171	140	18,777

18. Debtors

	2021 £	2020 £
Trade debtors	33,080	23,085

19. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	2,599	354
Accruals and deferred income	6,187	6,034
Social security and other taxes	2,746	2,477
Obligations under finance leases and hire purchase contracts	2,508	2,232
	14,040	11,097

20. Creditors: amounts falling due after more than one year

	2021 £	2020 £
Obligations under finance leases and hire purchase contracts	6,813	9,321

Skillshop Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

21. Finance leases and hire purchase contracts

The total future minimum lease payments under finance leases and hire purchase contracts are as follows:

	2021	2020
	£	£
Not later than 1 year	2,864	2,864
Later than 1 year and not later than 5 years	6,899	9,763
	9,763	12,627
Less: future finance charges	(442)	(1,074)
Present value of minimum lease payments	9,321	11,553

22. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,223 (2020: £2,474).

23. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020	Income £	Expenditure £	At 31 Mar 2021 £
General funds	87,304	306,590	(272,972)	120,922
Sensory room	8,944	–	–	8,944
	<u>96,248</u>	<u>306,590</u>	<u>(272,972)</u>	<u>129,866</u>

	At 1 April 2019	Income £	Expenditure £	At 31 Mar 2020 £
General funds	87,848	306,748	(307,292)	87,304
Sensory room	8,944	–	–	8,944
	<u>96,792</u>	<u>306,748</u>	<u>(307,292)</u>	<u>96,248</u>

Skillshop Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

23. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2020	Income	Expenditure	At 31 Mar 2021
	£	£	£	£
Garden and grounds maintenance	–	12,079	(6,418)	5,661

	At 1 April 2019	Income	Expenditure	At 31 Mar 2020
	£	£	£	£
Garden and grounds maintenance	–	–	–	–

Grants were received from Soil Association, Community Foundation for Calderdale and Groundworks UK to improve the upkeep of the garden and surrounding grounds, including operating a fully functional allotment, within the property.

24. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Tangible fixed assets	14,148	–	14,148
Current assets	136,571	5,661	142,232
Creditors less than 1 year	(14,040)	–	(14,040)
Creditors greater than 1 year	(6,813)	–	(6,813)
Net assets	129,866	5,661	135,527

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Tangible fixed assets	18,777	–	18,777
Current assets	97,889	–	97,889
Creditors less than 1 year	(11,097)	–	(11,097)
Creditors greater than 1 year	(9,321)	–	(9,321)
Net assets	96,248	–	96,248

Skillshop Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

25. Related parties

The charity operates from premises owned by the directors. During the year the charity paid rent amounting to £30,000 (2020 - £30,000). In addition, the charity were charged £15,600 (2020 - £15,600) for gas, electricity and water.

P A Maclean and K A Parry are also directors of MC Logistics Limited. The charity were recharged for accounting, administration and other services provided by MC Logistics Limited of £3,750 (2020 - £11,400).

K Parry, the son of the director K A Parry, was employed by the charity during the year. The amount paid to K Parry in salary and pension contributions was £26,241 (2020 - £25,953).