

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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**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**

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and legacies	5	6,974	12,079	<b>19,053</b>	9,986
Charitable activities	6	292,298	—	<b>292,298</b>	279,773
Other trading activities	7	7,307	—	<b>7,307</b>	16,963
Investment income	8	11	—	<b>11</b>	26
<b>Total income</b>		<u>306,590</u>	<u>12,079</u>	<u><b>318,669</b></u>	<u>306,748</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of other trading activities	9	(6,040)	—	<b>(6,040)</b>	(7,107)
Expenditure on charitable activities	10,11	(266,932)	(6,418)	<b>(273,350)</b>	(300,185)
<b>Total expenditure</b>		<u>(272,972)</u>	<u>(6,418)</u>	<u><b>(279,390)</b></u>	<u>(307,292)</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>33,618</u>	<u>5,661</u>	<u><b>39,279</b></u>	<u>(544)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		96,248	—	<b>96,248</b>	96,792
<b>Total funds carried forward</b>		<u>129,866</u>	<u>5,661</u>	<u><b>135,527</b></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 £	£
<b>Fixed assets</b>					
Tangible fixed assets	17		14,148		18,777
<b>Current assets</b>					
Debtors	18	33,080		23,085	
Cash at bank and in hand		109,152		74,804	
		<u>142,232</u>		<u>97,889</u>	
<b>Creditors: amounts falling due within one year</b>	19	<u>14,040</u>		<u>11,097</u>	
<b>Net current assets</b>			<u>128,192</u>		<u>86,792</u>
<b>Total assets less current liabilities</b>			<u>142,340</u>		<u>105,569</u>
<b>Creditors: amounts falling due after more than one year</b>	20		<u>6,813</u>		<u>9,321</u>
<b>Net assets</b>			<u><u>135,527</u></u>		<u><u>96,248</u></u>
<b>Funds of the charity</b>					
Restricted funds			5,661		—
Unrestricted funds			<u>129,866</u>		<u>96,248</u>
<b>Total charity funds</b>	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 £
<b>Donations</b>			
Gifts and donations	4,885	—	<b>4,885</b>
<b>Grants</b>			
Groundwork UK	—	1,166	<b>1,166</b>
Community Foundation for Calderdale	—	5,000	<b>5,000</b>
Soil Association	—	5,913	<b>5,913</b>
CJRS government grant	2,089	—	<b>2,089</b>
<b>Other donations and legacies</b>			
In kind	—	—	<b>—</b>
	<u>6,974</u>	<u>12,079</u>	<u><b>19,053</b></u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Gifts and donations	8,066	—	<b>8,066</b>
<b>Grants</b>			
Groundwork UK	—	—	<b>—</b>
Community Foundation for Calderdale	—	—	<b>—</b>
Soil Association	—	—	<b>—</b>
CJRS government grant	—	—	<b>—</b>



**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 £
<b>Other donations and legacies</b>			
In kind	1,920	—	1,920
	<u>9,986</u>	<u>—</u>	<u>9,986</u>

**6. Charitable activities**

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

**7. Other trading activities**

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

**8. Investment income**

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

**9. Costs of other trading activities**

	Unrestricted Funds £	<b>Total Funds 2021 £</b>	Unrestricted Funds £	Total Funds 2020 £
Fundraising costs	—	<b>—</b>	890	890
Canteen supplies	6,040	<b>6,040</b>	6,217	6,217
	<u>6,040</u>	<u><b>6,040</b></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	–	<b>172,614</b>
Support costs	94,318	6,418	<b>100,736</b>
	<u>266,932</u>	<u>6,418</u>	<u><b>273,350</b></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	<b>270,986</b>	298,265
Governance costs	–	2,364	<b>2,364</b>	1,920
	<u>172,614</u>	<u>100,736</u>	<u><b>273,350</b></u>	<u>300,185</u>

#### 12. Analysis of support costs

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

#### 13. Net income/(expenditure)

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

	2021 £	2020 £
Depreciation of tangible fixed assets	<b>5,029</b>	8,899

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

**14. Independent examination fees**

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

**15. Staff costs**

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

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

	<b>2021</b>	2020
	<b>No.</b>	No.
Management staff	<b>1</b>	1
Support staff	<b><u>7</u></b>	<u>7</u>
	<b><u>8</u></b>	<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 £
<b>Cost</b>					
At 1 April 2020	56,002	12,239	33,500	4,520	<b>106,261</b>
Additions	–	400	–	–	<b>400</b>
Disposals	–	(200)	–	–	<b>(200)</b>
<b>At 31 March 2021</b>	<b>56,002</b>	<b>12,439</b>	<b>33,500</b>	<b>4,520</b>	<b>106,461</b>
<b>Depreciation</b>					
At 1 April 2020	55,382	10,393	17,329	4,380	<b>87,484</b>
Charge for the year	124	722	4,043	140	<b>5,029</b>
Disposals	–	(200)	–	–	<b>(200)</b>
<b>At 31 March 2021</b>	<b>55,506</b>	<b>10,915</b>	<b>21,372</b>	<b>4,520</b>	<b>92,313</b>
<b>Carrying amount</b>					
<b>At 31 March 2021</b>	<b>496</b>	<b>1,524</b>	<b>12,128</b>	<b>–</b>	<b>14,148</b>
At 31 March 2020	620	1,846	16,171	140	<b>18,777</b>

#### 18. Debtors

	2021 £	2020 £
Trade debtors	<b>33,080</b>	<b>23,085</b>

#### 19. Creditors: amounts falling due within one year

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

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

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

# 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
	<u>9,763</u>	<u>12,627</u>
Less: future finance charges	(442)	(1,074)
Present value of minimum lease payments	<u>9,321</u>	<u>11,553</u>

#### 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)
<b>Net assets</b>	<b>129,866</b>	<b>5,661</b>	<b>135,527</b>

	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)
<b>Net assets</b>	<b>96,248</b>	<b>—</b>	<b>96,248</b>

**Skillshop Limited**  
**Company Limited by Guarantee**  
**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).