

## Annual Report 2019/20 by Louise Zandian

The charity has been hit like most charities by the pandemic and closed its doors in March 2020. The charity will continue to operate from the homes of staff and although PPE has been put in place in the office this will be shut for the foreseeable future.

Funding has continued to be an issue especially for staffing costs which means staff hours have had to be revised. Funding bids are now going to be mainly related to COVID.

Clients continue to be referred to the charity by a variety of local agencies. New clients are screened and signposted where possible or supported to access benefits, activities and to meet other needs where required. The charity continues to work around benefits including reconsiderations and tribunals

Secondary mental ill health continues to be a massively unsupported area and the charity expects to see a rise in this area throughout the COVID period as clients and carers struggle to cope with no direct support for adults with Autism, ADHD, Dyspraxia and other co-occurring conditions.

The charity continues to rent from Newcastle Borough Council for 12 Merrial Street and hopefully this will continue even through the pandemic so that there will be an office.

The charity continues to support clients, carers and professionals and is starting to do life coaching to bring in revenue. The charity continues to lobby the NHS locally to gain provision for autism and ADHD. This will take time and will not be prioritised through the pandemic.

Nationally Autism is beginning to be put on the map by the Government, but provision is sparse nationally so it will take years for an impact to be felt.

I would like to take the opportunity to thank all Trustees, Staff, Volunteers, Parent/ Carers in fundraising and supporting the charity.

Prepared by Louise Zandian.

Presented by Roy Gregg, Chair of the Trustees for Lifeworks Staffordshire.

**LIFEWORKS STAFFORDSHIRE**  
**REGISTERED CHARITY, NUMBER 1120803**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**



**[djhmittenc Clarke.co.uk](http://djhmittenc Clarke.co.uk)**

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DJH Mitten Clarke is a trading name of DJH Accountants Limited. Registered in England and Wales No. 05572090.  
A list of our directors and their qualifications can be viewed at our registered office.

**LIFEWORKS STAFFORDSHIRE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**LIFEWORKS STAFFORDSHIRE**  
**TRUSTEE'S ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

<b>Full Name</b>	Lifeworks Staffordshire
<b>Other names by which Charity is known</b>	Lifeworks
<b>Registered Charity number</b>	1120803
<b>Principle address</b>	Silverdale Court Silverdale Road Newcastle under Lyme Staffordshire ST5 6EH
<b>Trustees</b>	Mr Roy Gregg – (Chairman) Mrs Linda Shenton – (Treasurer) Ms Margaret Kathleen Edwards Mrs Rosemary Robinson Mrs Susan Mary Gibson
<b>Chief Officer</b>	Mrs Louise Zandian
<b>Trustees' Secretary</b>	Mrs Victoria Barnett
<b>Bankers</b>	Co-operative Bank
<b>Independent examiner</b>	DJH Mitten Clarke Limited Festival Way Stoke on Trent Staffordshire ST1 5SQ

**LIFEWORKS STAFFORDSHIRE**  
**TRUSTEE'S ANNUAL REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Governance and management**

Constitution adopted 2 March 2007 as amended 13 July 2007 and 6 November 2009.

**The methods adopted for the recruitment and appointment of new trustees**

Trustees are appointed at the Annual General Meetings. Nomination forms are sent out ahead of the AGM, which are assessed by the committee beforehand. Knowledge of Autistic Spectrum Conditions and managerial roles are preferred.

**Aims and objectives**

To further such charitable purposes for the benefit of people 14+ with Autistic Spectrum Conditions, (referred to as ASC's) with or without a formal diagnosis and associated family, carers, professionals and significant others. In particular but not exclusively by:

- a) Providing or assisting in the provision of funding/services to enable people with ASC's to have a sustainable lifestyle in adulthood.
- b) Educating all sectors of the community in the needs of adults with ASC's.
- c) Providing a person centred approach to rising adults (14+) and adults with ASC's through assessment of need, a profile of service user, social interpretation, advocacy, social and life skills coaching and mentoring in work.

**Summary of the main activities undertaken for the public benefit**

**Introducing Lifeworks Staffordshire**

Lifeworks Staffordshire was established in September 2006 and is the only registered charity in the county which provide a one stop shop approach to providing services that are specifically tailored for high functioning people, post fourteen, with ASC's working towards a sustainable future life.

This is done through initial assessment and profiling by qualified assessors to identify needs, including direct referral for a diagnosis in some cases, an allocation of a volunteer outreach worker (where pertinent), mentoring and information giving to develop strategies to improve an individuals ability to cope with everyday life. Providing risk assessment and documenting personal information which is accessible to our client's. We may keep in contact through a range of media including via Facebook or text depending upon client needs. We give advice from our helpline or 1 to 1 support to gain housing, benefits, work experience, jobs, support to gain direct payment and employing a personal assistant and home visits.

Our aim is to enable our clients to develop a sustainable rewarding lifestyle by providing help for example with gaining and retaining: medical, dental intervention, education, benefits, housing, work or work experience, hobbies, interests, through support and networking with families, involved professionals and other third sector organisations.

Lifeworks are always looking for people to help, whether that this may be by making a donation, organising a fund raising event or offering a work placement. As a charitable organisation we are actively seeking funding to enable us to develop our unique service.

For more information please look at the website – [www.lifeworksstaffordshire.org.uk](http://www.lifeworksstaffordshire.org.uk)

**LIFEWORKS STAFFORDSHIRE**  
**TRUSTEE'S ANNUAL REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**The charity's policy on reserves**

The charity has no specific policy on reserves.

**Main risks**

Lifeworks actively search for funding and apply monthly even for small pots of funding. Volunteers are made up of parents, carers and clients. This gives them work ethics for possible future employment of volunteer positions.

We are currently looking toward corporate sponsorship for sustainability of Lifeworks.

Signed on behalf of the charity's Trustees on 23rd June 2021



.....  
Mr R W Gregg  
**Chairman**



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
LIFEWORKS STAFFORDSHIRE  
FOR THE YEAR ENDED 31 DECEMBER 2020**

We report on the accounts of the charity for the year ended 31 December 2020, which are set out on pages 5 to 8.

**Respective responsibilities of trustees and auditors**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145 (5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to our attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Festival Way  
Festival Park  
Stoke on Trent  
Staffordshire  
ST1 5SQ

**DJH MITTEN CLARKE LIMITED**  
Independent Examiner

.....

**LIFEWORCS STAFFORDSHIRE**  
**RECEIPTS AND PAYMENT ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

		Unrestricted funds £	Restricted Funds £	2020 Total £	2019 Total £
<b>Receipts</b>	<b>Notes</b>				
Grants and Donations	<b>2</b>	31,696	5,310	<b>37,006</b>	27,874
Gift Aid		971	-	<b>971</b>	805
Fundraising		624	-	<b>624</b>	1,514
<b>Total Receipts</b>		<b>33,291</b>	<b>5,310</b>	<b>38,601</b>	30,193
<b>Payments</b>					
Rent		4,074	753	<b>4,827</b>	9,539
Wages		13,406	5,782	<b>19,188</b>	24,118
Travel Expenses		20	-	<b>20</b>	252
Insurance		-	824	<b>824</b>	799
Refreshments		14	-	<b>14</b>	115
Telephone		492	1,442	<b>1,934</b>	1,931
Training		-	-	-	225
Stationery		176	17	<b>193</b>	347
Equipment and Renewals		-	215	<b>215</b>	46
Professional Fees		863	-	<b>863</b>	944
Payroll Expenses		446	147	<b>593</b>	338
Sundries		161	1,268	<b>1,429</b>	1,390
<b>Total Payments</b>		<b>19,652</b>	<b>10,448</b>	<b>30,100</b>	40,044
<b>Net receipts/payments</b>		<b>13,639</b>	<b>(5,138)</b>	<b>8,501</b>	<b>(9,851)</b>
<b>Cash funds at the start</b>		<b>17,466</b>	<b>10,193</b>	<b>27,659</b>	37,510
<b>Cash funds at the end of the period</b>	<b>3</b>	<b>31,105</b>	<b>5,055</b>	<b>36,160</b>	27,659



**LIFEWORKS STAFFORDSHIRE**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 DECEMBER 2020**

	2020	2019
	£	£
<b>Cash Assets</b>		
Cash in bank	34,548	26,424
Petty Cash	1,612	1,235
	<u>36,160</u>	<u>27,659</u>
<b>Net assets</b>	<u>36,160</u>	<u>27,659</u>
<b>Funds</b>	<u>36,160</u>	<u>27,659</u>

The financial statements were approved by the Board on ..... and were signed on their behalf by:



.....  
 Mr R W Gregg  
 Chairman

16/8/21

**LIFEWORKS STAFFORDSHIRE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. Receipts and payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2. Grants and donations**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>2019</b>
			<b>Total</b>	<b>Total</b>
	£	£	£	£
Donations	13,910	50	13,960	12,188
Grants	17,786	5,260	23,046	15,686
	<b>31,696</b>	<b>5,310</b>	<b>37,006</b>	<b>27,874</b>

**LIFEWORCS STAFFORDSHIRE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**3. Fund analysis**

	Opening Balance £	Transfers	Receipts £	Payments £	Closing Balance £
<b>Restricted Funds</b>					
Staffordshire Council – Janet's Club	347	-	-	-	347
Community Foundation – Activities 4U	3,427	-	-	2,572	855
Groundwork UK - Tesco	821	-	-	-	821
Community Fund - Outreach 4U	3,598	-	-	3,598	-
Door/ramp fund	2,000	-	-	-	2,000
Staffordshire Fire	-	-	510	438	72
Severn Trent Recovery Fund	-	-	2,000	1,114	886
SCC Recovery Fund	-	-	2,750	2,726	24
Computer Club	-	-	50	-	50
<b>Restricted Funds</b>	<b>10,193</b>	<b>-</b>	<b>5,310</b>	<b>10,448</b>	<b>5,055</b>
<b>Unrestricted Funds</b>	<b>17,466</b>	<b>-</b>	<b>33,291</b>	<b>19,652</b>	<b>31,105</b>
<b>Total Funds</b>	<b>27,659</b>	<b>-</b>	<b>38,601</b>	<b>30,100</b>	<b>36,160</b>

**LIFEWORKS STAFFORDSHIRE**  
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Signed on behalf of the charity's Trustees on 23rd June 2021



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**Chairman**

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Festival Way  
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**DJH MITTEN CLARKE LIMITED**  
Independent Examiner



**LIFEWORCS STAFFORDSHIRE**  
**RECEIPTS AND PAYMENT ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**LIFEWORKS STAFFORDSHIRE**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 DECEMBER 2020**

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	£	£
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The financial statements were approved by the Board on ..... and were signed on their behalf by:



.....  
 Mr R W Gregg  
 Chairman

16/8/21

**LIFEWORKS STAFFORDSHIRE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. Receipts and payments accounts**

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**2. Grants and donations**

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**LIFEWORCS STAFFORDSHIRE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**3. Fund analysis**

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<b>Total Funds</b>	<b>27,659</b>	<b>-</b>	<b>38,601</b>	<b>30,100</b>	<b>36,160</b>