

Annual Report 2020/21 Prepared by Louise Zandian CEO

The charity has been hit like most charities by the pandemic and closed its doors in March 2020 and reopened in October 2021 but closed again before Christmas due to COVID. The charity continued to operate from the homes of staff with telephone support, zoom meetings and online activities such as the quiz. Although the charity has continued to maintain the office in Merrial Street.

The charity provided training for medical students from Keele via zoom as in previous years which was well funded and in July at the Dudson Centre related to early years and understanding autism which was also funded giving the charity much needed funding. Funding continues as an issue for our small charity due to most funding being targeted for very specific things mainly covid related.

Clients continue to be referred to the charity with a waiting list being developed due to current working practiced. Befriending is very low key and mainly carried out by text ,email and phone calls mainly for people living on their own. However, we held a training event for 2 new befrienders in early December.

Secondary mental ill health is still massively unsupported area for people with ASCs and, ADHD. The COVID pandemic has had a profound effect on clients with people becoming frightened to go out and self- neglecting.

Benefit medical interviews has become mainly by phone with a few being asked to take part in video calls these have been challenged as inappropriate for our client group .The phone call medicals nationally have been shown for PIP to harder to retain the benefit, but this is not the case for our client group. UC is still a problem due to the waiting time before money is received and the jobcentre plus has been working with the charity so that clients do not have to speak to job coaches.

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

Lifeworks Staffordshire
(Registered charity, number 1120803)
Financial Statements
for the year ended 31 December 2021

Page	Contents
2 - 4	Trustees' annual report
5	Independent examiner's report
6	Receipts & Payments Account
7	Statement of Assets & Liabilities
8	Notes to the Accounts

**Lifeworks Staffordshire
Trustees' Annual Report
for the year ended 31 December 2021**

Full name Lifeworks Staffordshire

Registered charity number 1120803

Principal address

12 Merrial Street
Newcastle-under-Lyme
Staffordshire
ST5 2AD

Trustees

Roy Gregg
Linda Shenton
Margaret Kathleen Edwards
Rosemary Robinson
Susan Mary Gibson

Chair
Treasurer

Bankers

Co-operative Bank

Independent examiner

Daryl Denson ACMA
VAST
The Dudson Centre
Hope Street
Hanley
Stoke on Trent
ST1 5DD

Governance and management

The charity is operated under the rules of its 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.

**Lifeworks Staffordshire
Trustees' Annual Report (continued)
for the year ended 31 December 2021**

Summary of the main activities undertaken for the public benefit

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 individual's 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 fundraising 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.

Summary of the main achievements during the year

We currently have an estimated 700 clients and 250 carers.

Volunteers continue to support the charity in all aspects of work including befriending, benefit work, administration, and activities.

Public Benefit

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have had regard to it in their administration of the Charity.

The charity's policy on reserves

The charity holds £7,000 in reserve to pay any bills or redundancy in the event of the charities closure.

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:

Signed _____
Roy Gregg
Chair

Date 16-8-22

**Independent examiner's report to the trustees of
Lifeworks Staffordshire
for the year ended 31 December 2021**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 31 December 2021 which are set out on pages 6 to 8.

Respective responsibilities of trustees and examiner

As the charity's trustees of Lifeworks Staffordshire, you are responsible for the preparation of the accounts in accordance with requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of Lifeworks Staffordshire accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. Accounting records were not kept in respect of Lifeworks Staffordshire as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed  Date 22/09/2022
Daryl Denson ACMA
VAST

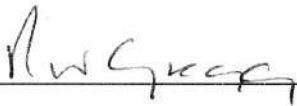
**Lifeworks Staffordshire
Receipts & Payments Account
for the year ended 31 December 2021**

	Notes	Restricted Funds £	Unrestricted Funds £	2021 Total £	2020 Total £
Receipts					
Grants & Donations	3	3,470	28,041	31,511	37,006
Gift Aid		-	-	-	971
Fundraising		-	163	163	624
Total receipts		3,470	28,204	31,674	38,601
Payments					
Rent		-	5,109	5,109	4,827
Wages		-	14,153	14,153	19,188
Travel Expenses		28	33	61	20
Insurance		-	887	887	824
Subscriptions		86	479	565	-
Refreshments		10	1	11	14
Telephone		229	198	427	1,934
Stationary		-	122	122	193
Equipment & Renewals		996	7	1,003	215
Professional Fees		-	1,118	1,118	863
Payroll Expenses		-	120	120	593
Utilities		-	763	763	-
Sundries		-	1,477	1,477	1,429
Total payments		1,349	24,467	25,816	30,100
Net receipts/(payments)		2,121	3,737	5,858	8,501
Cash funds at start of this period		5,055	31,105	36,160	27,659
Cash funds at end of this period		7,176	34,842	42,018	36,160

**Lifeworks Staffordshire
Statement of Assets and Liabilities
at 31 December 2021**

	2021 £	2020 £
Cash Assets		
Cash in Bank	41,208	34,548
Petty Cash	810	1,612
	<u>42,018</u>	<u>36,160</u>

These financial statements are accepted on behalf of the charity by:

Signed 
Roy Gregg
Chair

Dated 16-8-22

Lifeworks Staffordshire
Notes to the Accounts
for the year ended 31 December 2021

1. Receipts & 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. For the purposes of understanding a statement of assets and liabilities at the year-end has been included.

2. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this year.

3. Grants and donations

During the year £28,041 (2020: £31,696) was received in unrestricted grants and donations and £3,470 (2020: £5,310) in restricted grants and donations.

4. Funding analysis

	Opening Balance	Receipts	Payments	Closing Balance
	£	£	£	£
Restricted Funds				
Staffordshire Council - Janets Club	347	-	-	347
Community Foundation - Activities 4U	855	-	-	855
Groundwork UK - Tesco	821	-	-	821
Community Fund - Outreach 4U	-	-	-	-
Door/Ramp Fund	2,000	-	-	2,000
Staffordshire Fire	72	-	(68)	4
Severn Trent Recovery Fund	886	-	(25)	861
SCC Recovery Fund	24	-	-	24
Computer Club	50	10	-	60
Doing Our Bit	-	2,460	(1,084)	1,376
North Carers Fund	-	1,000	(172)	828
Restricted Funds	5,055	3,470	(1,349)	7,176
Unrestricted Funds	31,105	28,204	(24,467)	34,842
Total Funds	36,160	31,674	(25,816)	42,018

Lifeworks Staffordshire
(Registered charity, number 1120803)
Financial Statements
for the year ended 31 December 2021

Page	Contents
2 - 4	Trustees' annual report
5	Independent examiner's report
6	Receipts & Payments Account
7	Statement of Assets & Liabilities
8	Notes to the Accounts

**Lifeworks Staffordshire
Trustees' Annual Report
for the year ended 31 December 2021**

Full name Lifeworks Staffordshire

Registered charity number 1120803

Principal address

12 Merrial Street
Newcastle-under-Lyme
Staffordshire
ST5 2AD

Trustees

Roy Gregg
Linda Shenton
Margaret Kathleen Edwards
Rosemary Robinson
Susan Mary Gibson

Chair
Treasurer

Bankers

Co-operative Bank

Independent examiner

Daryl Denson ACMA
VAST
The Dudson Centre
Hope Street
Hanley
Stoke on Trent
ST1 5DD

Governance and management

The charity is operated under the rules of its 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.

**Lifeworks Staffordshire
Trustees' Annual Report (continued)
for the year ended 31 December 2021**

Summary of the main activities undertaken for the public benefit

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 individual's 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 fundraising 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.

Summary of the main achievements during the year

We currently have an estimated 700 clients and 250 carers.

Volunteers continue to support the charity in all aspects of work including befriending, benefit work, administration, and activities.

Public Benefit

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have had regard to it in their administration of the Charity.

The charity's policy on reserves

The charity holds £7,000 in reserve to pay any bills or redundancy in the event of the charities closure.

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:

Signed _____
Roy Gregg
Chair

Date 16-8-22

**Independent examiner's report to the trustees of
Lifeworks Staffordshire
for the year ended 31 December 2021**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 31 December 2021 which are set out on pages 6 to 8.

Respective responsibilities of trustees and examiner

As the charity's trustees of Lifeworks Staffordshire, you are responsible for the preparation of the accounts in accordance with requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of Lifeworks Staffordshire accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. Accounting records were not kept in respect of Lifeworks Staffordshire as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed  Date 22/09/2022
Daryl Denson ACMA
VAST

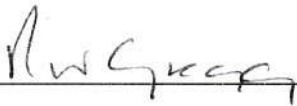
**Lifeworks Staffordshire
Receipts & Payments Account
for the year ended 31 December 2021**

	Notes	Restricted Funds £	Unrestricted Funds £	2021 Total £	2020 Total £
Receipts					
Grants & Donations	3	3,470	28,041	31,511	37,006
Gift Aid		-	-	-	971
Fundraising		-	163	163	624
Total receipts		3,470	28,204	31,674	38,601
Payments					
Rent		-	5,109	5,109	4,827
Wages		-	14,153	14,153	19,188
Travel Expenses		28	33	61	20
Insurance		-	887	887	824
Subscriptions		86	479	565	-
Refreshments		10	1	11	14
Telephone		229	198	427	1,934
Stationary		-	122	122	193
Equipment & Renewals		996	7	1,003	215
Professional Fees		-	1,118	1,118	863
Payroll Expenses		-	120	120	593
Utilities		-	763	763	-
Sundries		-	1,477	1,477	1,429
Total payments		1,349	24,467	25,816	30,100
Net receipts/(payments)		2,121	3,737	5,858	8,501
Cash funds at start of this period		5,055	31,105	36,160	27,659
Cash funds at end of this period		7,176	34,842	42,018	36,160

**Lifeworks Staffordshire
Statement of Assets and Liabilities
at 31 December 2021**

	2021 £	2020 £
Cash Assets		
Cash in Bank	41,208	34,548
Petty Cash	810	1,612
	<u>42,018</u>	<u>36,160</u>

These financial statements are accepted on behalf of the charity by:

Signed 
Roy Gregg
Chair

Dated 16-8-22

Lifeworks Staffordshire
Notes to the Accounts
for the year ended 31 December 2021

1. Receipts & 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. For the purposes of understanding a statement of assets and liabilities at the year-end has been included.

2. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this year.

3. Grants and donations

During the year £28,041 (2020: £31,696) was received in unrestricted grants and donations and £3,470 (2020: £5,310) in restricted grants and donations.

4. Funding analysis

	Opening Balance	Receipts	Payments	Closing Balance
	£	£	£	£
Restricted Funds				
Staffordshire Council - Janets Club	347	-	-	347
Community Foundation - Activities 4U	855	-	-	855
Groundwork UK - Tesco	821	-	-	821
Community Fund - Outreach 4U	-	-	-	-
Door/Ramp Fund	2,000	-	-	2,000
Staffordshire Fire	72	-	(68)	4
Severn Trent Recovery Fund	886	-	(25)	861
SCC Recovery Fund	24	-	-	24
Computer Club	50	10	-	60
Doing Our Bit	-	2,460	(1,084)	1,376
North Carers Fund	-	1,000	(172)	828
Restricted Funds	5,055	3,470	(1,349)	7,176
Unrestricted Funds	31,105	28,204	(24,467)	34,842
Total Funds	36,160	31,674	(25,816)	42,018