



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

THE RIVA CLUB/PROJECT LTD

**On accounts for the year  
ended**

31<sup>st</sup> March 2022

**Charity no  
(if any)**

1123964

**Set out on pages**

3-11

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2022**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

**Name:**

Julie Robinson

**Relevant professional  
qualification(s) or body  
(if any):**

CGMA, ACMA, MAAT,

**Address:**

Footprints Accountancy Ltd

24 Napier Court, Gander Lane

Chesterfield, S43 4PZ

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

N/A



# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	To	Day	Month	Year
	1st	April	2021		31st	March	2022

## Section A Reference and administration details

<b>Charity name</b>	The Riva Club/Project Ltd		
<b>Other names charity is known by</b>			
<b>Registered charity number (if any)</b>	1123964		
<b>Charity's principal address</b>	77 Laird Road, Wisewood,		
	Sheffield		
<b>Postcode</b>	S6 4BS		

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Christopher Merrick	Chair		
2	Ms Debra Clarke	Treasurer		

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Ms Debra Clarke	
Christopher Merrick	
Vicky Toogood	
Graeme Cheyne	
Scott Burgess	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Footprints Accountancy	24 Napier Court, Gander Lane, Barlborough, Chesterfield, S43 4PZ

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document	Memorandum and Articles of Association
How the charity is constituted	Company Limited by Guarantee
Trustee selection methods	All Trustees vacancies are advertised on a South Yorkshire wide basis via Voluntary Access Sheffield. People expressing an interest are invited to visit RIVA to give them an understanding of what we do and what we are trying to achieve. Following this anyone wishing to progress with their interest are invited to a Trustees meeting to meet other trustees. Anyone wishing to join the board at this stage is invited to join as a trustee in the first instance followed by the offer of any available position that interests them.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- **Trustee Induction and Training**  
All Trustees have access to relevant training via PHAB and VAS.
- **Organisation (Board Meetings etc)**  
The trustees meet every 2 months and minutes are kept of each meeting including agreed action points.
- **Related Parties (Remuneration of Trustees and relationships)**  
We currently have a process in place for the reimbursement of reasonable expenses should this be required.
- **Risk Management**  
Risk management has always been taken seriously at RIVA to ensure the safety of students, staff, volunteers and customers. Our processes have recently been audited and updated on a fortnightly basis during Covid 19 in line with guidance from Sheffield City Council and the Director of Public Health and will continue to be done so going forward.

We are now back to normal opening hours following staggered return from Covid 19 lockdown. This is with additional safety measures in place to protect the volunteers and service users

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

- To advance the education of young people with additional needs in Sheffield To provide facilities for recreation and leisure time occupation for such persons in the interests of social welfare and with a view to improving their quality of life and social inclusion.
- To provide assistance for their specialist needs, in particular by the provision of support, training and advocacy in order for them to take control of their lives and live as they choose.
- To promote full participation, integration and friendship between the young people with additional needs and their non-disabled peers.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The principal activity continues to be that of providing work based training activities and independent living skills for people with additional needs.

- To provide a friendly welcoming environment for socially isolated people of all ages.
- To provide entertainment to suit a range of ages, incomes, interests and capabilities.
- To provide access to good quality low cost recycled and upcycled products for people on low incomes and/or wishing to be environmentally friendly.

The vision that shapes our activities is our commitment to providing better life chances for people with additional needs in and around Sheffield. We offer work-based training, life skills training and recreational activities for the SEND community (including people with learning disabilities, physical and/or sensory impairments and mental health issues) or anyone who would benefit from independent living skills and confidence to gain employment. The project includes a coffee shop and charity shop and garden all of which are open to the public.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging. RIVA relies on grants and the fees and charges to cover its operating costs. In setting the level of fees, charges and other prices the trustees give careful consideration to accessibility for those on low income.



## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The strategies employed to achieve the charity's aims and objectives are:

- To market our services in an inclusive user friendly way.
- To liaise with the appropriate official bodies representing the interests of our client groups.
- To work with other organisations in the area offering similar services.
- To work to reach a broad range of people to get them actively involved as customers, volunteers and friends of RIVA.
- Celebrating diversity by the involvement in different events throughout the year.
- Putting these strategies into action we have three major areas of activities which are Education & Training, Charity Shop and Café.

Educational Training RIVA is a local registered charity committed to providing better life chances for people with additional needs in and around Sheffield. We know that given the right support and learning opportunities most people could lead a more independent and fulfilling life.

The RIVA project provides a range of learning opportunities for young special needs students in a friendly, encouraging training centre thereby helping them to building confidence, self-esteem and helping students reach their potential.

Our programme of activities provides a friendly, encouraging and rewarding environment, creating opportunities for people with additional needs to develop life skills. This helps them to build confidence, self-esteem and encourages each individual to strive to reach their potential. We provide a range of learning opportunities in our work based training centre which help us to achieve our objectives.

The charity shop enables the students to learn customer service, money, retail and presentation skills. We take students through the whole experience from the preparation of garments for display in the shop through to the sale. This work experience helps users gain valuable, transferable life skills whilst building their self-confidence and making them more inclusive members of the community.

The coffee shop enables participants to gain the relevant skills for working in the food service sector. Students are closely supervised to ensure their safety and customer satisfaction. Participants are able to practice what they learn and gain confidence when interacting with other people.

RIVA also provides a wide range of fun, recreational activities and these are accessible for students unable to follow the work based training

which includes regular access to a sports hall facility which our students enjoy.

- **Coffee Shop**

The coffee shop is open Monday to Friday between 9am to 3pm and during this time offers a range of light snacks and hot meals at lunchtime. In addition to the usual daily business, the coffee shop also caters for buffets both on and off site and caters for seasonal celebrations for the local community. In addition to offering training opportunities for our students, the coffee shop also offers volunteering and work experience placements for the local community. All volunteers are supervised and supported during the time they spend with us and we are able to provide references reflecting their skills and experience for potential employers. DBS certificates are processed for all volunteers.

- **Charity Shop**

The charity shop is open Monday to Friday between 9am and 3pm and this supports the funding of the charity. In addition to being a training opportunity for our students to grow their skills, it also offers volunteering and work placements to the local community for people who are interested in acquiring some retail experience and customer service skills. Again, all volunteers are supervised and supported during their time with us and we are able to provide references reflecting their skills and experience for potential employers. DBS certificates are processed for all volunteers.

- **Our Volunteers**

RIVA is committed to its involvement with the local community and relies on voluntary help in all areas. Our volunteers include young people who have just left school, university students (seeking involvement in the community and/or seeking to gain experience towards their degrees), mothers who have young children at school (seeking very short part time experience) and also retired and unemployed people wanting to develop their social skills and contribute to society.

We currently have around 10 volunteers. We are proud to say all have returned to us following the Covid 19 restrictions and reduced hours. We have even increased our number of volunteers, who report feeling safe and happy to be working at RIVA.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

- Achievement and performance.

Our performance is measured generally in financial terms by monitoring earnings but we have also had occasional satisfaction and exit surveys. We have successfully navigated the difficulties enforced on us during the lockdown period and successfully reintegrated employees, students, and volunteers in a safe manner. We are increasing both our volunteer, staff and student numbers.

- Customer Experience

Up to this point our main practice for monitoring customer satisfaction has been anecdotal. However going forward we will be testing designs for customer's satisfaction surveys which we hope to undertake more routinely. We have a new sign-in system which when fully integrated will provide valuable feedback from visitors.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

RIVA now has a specific reserves account that holds enough for 6 months operation costs to cover day to day responsibilities and some replacements of equipment. We have managed to maintain this throughout the lockdown period with careful and responsible management.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- Pricing Policy

There continues to be a pressure between profit and keeping the prices as low as possible so as not to exclude students who come from households with low and fixed incomes. As our student numbers rise this is something we continually monitor. All clients have been given another uplift of 3.13% on top of the previous 4.99% increase from the government.

- Investment Powers and Policy

We have a healthy bank account and all three parts of our business are growing steadily with the shop and cafe takings that are back to pre-lockdown levels. Our students have been fully reintegrated and we are increasing our student numbers. We will endeavour to improve this part of our business and invest in this area over the next 12 months



## Section F

## Other optional information

During the last 9 years RIVA has progressed from a group of people with an idea and a derelict building to being a fully functioning educational training establishment and community asset. Our main sponsors during this time have been Sheffield City Council (premises), Lottery Fund (initial renovation Grant), Thomas Bailey Foundation (renovation and machinery) Newground Together (renovation and machinery) and Sheffield City Council (small community grants used for specific equipment and repairs.).

During the first 4-5 years the main source of our income became the daily fees paid by our students enhanced by the income from the charity shop and community café also housed in the building and used as a training space for our students. Following a significant reduction in student number during the period 2018/19 RIVA undertook a full review of our offer and marketing style which has now resulted in an ongoing growth in student numbers. The subsequent lockdown in 2019 hit our service hard as students could not attend but we have managed to not only retain those students but also increase numbers when we were able to reopen.

Any fluctuations in income from student numbers has historically been mitigated by the changes in the café and the employment of new catering staff resulted in a higher profile role and income for the café and the shop. Despite these areas being unable to open during the lockdown we have successfully reopened them and this continues to be the case. As both staff and student numbers grow so does the profile of RIVA and success of all three areas of the organisation.

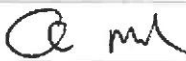

The implementation of professional accounts packages also continues to assist in tighter financial controls, projections, and management. The constitution has been updated to incorporate the provision of a second account to enable there to be separate account for reserves.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher Merrick	Debra Clarke
Position (e.g. Chair)	Chair	Treasurer
Date	25/8/2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

THE R.I.V.A. CLUB/PROJECT LTD

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1st April 2021

To

Period end date  
31st March 2022



### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Student Fees & Activities	60,389	-	-	60,389	42,350
Charity Takings	14,988	-	-	14,988	3,078
Café Takings	29,783	-	-	29,783	4,301
Funding	28,941	-	-	28,941	14,560
Donations	1,622	-	-	1,622	684
Grants	12,806	-	-	12,806	51,270
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>148,529</b>	<b>-</b>	<b>-</b>	<b>148,529</b>	<b>116,242</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>148,529</b>	<b>-</b>	<b>-</b>	<b>148,529</b>	<b>116,242</b>
<b>A3 Payments</b>					
Café Purchases	7,386	-	-	7,386	1,862
Student Food/Trips	3,736	-	-	3,736	944
Bank Charges	162	-	-	162	133
Wages, NIC & Pensions	89,311	-	-	89,311	88,154
Office Expenses	489	-	-	489	1,171
Advertising	128	-	-	128	2,724
Repairs & Maintenance	17,508	-	-	17,508	1,994
Utilities	9,379	-	-	9,379	8,232
Staff Training	331	-	-	331	79
Legal	2,124	-	-	2,124	2,232
	-	-	-	-	-
<b>Sub total</b>	<b>130,554</b>	<b>-</b>	<b>-</b>	<b>130,554</b>	<b>107,525</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>130,554</b>	<b>-</b>	<b>-</b>	<b>130,554</b>	<b>107,525</b>
<b>Net of receipts/(payments)</b>	<b>17,974</b>	<b>-</b>	<b>-</b>	<b>17,974</b>	<b>8,718</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>87,431</b>	<b>-</b>	<b>-</b>	<b>87,431</b>	<b>78,713</b>
<b>Cash funds this year end</b>	<b>£ 105,405</b>	<b>-</b>	<b>-</b>	<b>105,405</b>	<b>87,431</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account	103,830.28	-	-
	PayPal	1,424.81	-	-
	Cash (inc pending deposits)	150.00	-	-
	<b>Total cash funds</b>	<b>105,405</b>	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Surplus to Reserves	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
	HMRC PAYE	Unrestricted	944	
	Smart Pensions	Unrestricted	1,032	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	CHRISTOPHER MERRICK	25/8/22
	Debra Clarke	25/8/22