



Richmond Furniture Scheme

Your local furniture re-use charity

Annual Report 2020-2021

RFS

Please use your
MASK

For your safety & the safety of others

Cover cough | Social distance | Wash hands

Be Kind **Be Bold** **Be Creative**

Registered Charity 1133019 Company 7001417

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Welcome to our Annual Report for 2020-2021



Principle objectives of the Scheme

Relief from hardship

Alleviate the effects of poverty by providing access to affordable furniture

Reducing waste

Reduce waste to landfill through furniture re-use and recycling

Volunteering

Offer the community opportunities to volunteer, gain work experience and learn new skills

In this year's annual report, we look at the financial year ending March 2021 and review plans for the future.

2020-21 was the year of the **Covid-19** pandemic:

- **income** increased from 2019-20 by 20% to **£183.8k**;
- **329** households in need were supported;
- customers **transactions** were **1766**, +13%;
- **Software development** to launch a fully functioning web shop and enhance management reporting;
- Our **Putney** pop-up closed but helped raise a further **£5k**
- **Gift Aid and donation income** increased to **£14k**, +250%

Chair's foreword

2020/21 was dominated by the pandemic. Activities of staff, volunteers, and our community were hampered by lockdowns, and we all had to adapt to new ways of living and working. At the time of writing this report, its effects are still felt deeply.

The Scheme's income increased by £37.5k (-£7.4k FY19/20). Revenue from sales was down by £37.8k but income from restricted grants (£14.5k), Furlough and business interruption grants (£52.7k) and other donations including Gift Aid (£14k) accounted for the increase. Revenue from grant referrals declined by £3.6k, but this was due largely because of lockdown disruption. Costs rose by £15.1k. This is accounted for by Volunteer Coordinator recruitment and salary, increase paint stock and some costs associated with the running of pop-up stores.

We said goodbye to our pop-up store in Putney 12 months after opening. In all, the Scheme generated about £24k in revenue and we are looking at other opportunities within the borough to see whether we can generate additional revenue and interest.

Covid 19 caused disruption to operations. April through to 12 June 2020 saw an almost total shut down of activity at the Scheme. Around our community, many of the homeless were found accommodation, people moving into social housing declined to a trickle and, as a non-essential retailer, the Scheme closed its doors. During the second and third lockdowns, the Scheme was called upon to support those with essential furniture needs. To facilitate this, the Scheme is extremely grateful to the volunteers who stepped into supporting furniture deliveries and, the occasional collection to help bolster stocks.

Frenchic paint became popular as customers realised that the Scheme was one of the few places available with stock. Sales rose by a third on 2019-20 despite lockdowns.

Some volunteers could not support the Scheme during the pandemic because of shielding. However, we still saw 15 new starters. In total, 55 volunteers worked in the Scheme over the FY2020-21. Lucy Stepan, Volunteer Coordinator, joined the team 1 October 2020 and has really helped to drive recruitment and retention. The role was made possible by the generosity of Hampton Fund who supported our vision to drive volunteering.

In fact, one volunteer, Derek Papworth, deserves another special mention (we, quite rightly, praised his efforts last year too). Derek has built on the systems and processes he developed in the previous year by rebuilding our website, developing a webshop integrated with our inventory, further simplifying our Gift Aid process, and he has started work on enhancing our pricing labelling process. We owe Derek a huge debt of gratitude for his time, and for the additional revenue that is resulting from his work; truly outstanding!

A big thanks must go to our local partners including, Hampton Fund, Richmond Parish Lands, Barnes Fund. Richmond Council support us and the community by supporting people who are being rehoused by supplying them with grant money to spend at the Scheme. The council also supplies 1a Fortescue Avenue rent free. Everyone's financial support is hugely valued by the Scheme and really helped us during this last turbulent year.

For the financial year 2020-21, the trustee team was unchanged from the prior year. However, for 2021-22 we have changes to report. Cllr Annie Hambidge retired 31 March 2021. Annie was a terrific servant and supporter of the Scheme and brought her tremendous knowledge of the local council and community to bear. Thanks, Annie for your help and support.

We are also sad to say farewell to Mithu Sengupta due to work and family commitments. Her experience in IT has helped shape the Scheme's strategy and her input will be greatly missed.

Three new trustees have joined the board, Helen Higgins, Helen Pugh and Ryan Richardson. Between them, they bring years of senior sales, marketing, governance, safeguarding and project management experience to the Scheme. Their contribution is adding tremendous value to the work that we do.

I too will be leaving the board after 10 years of service. Jack Stephen has taken over as Chair. Simon Westgarth, CEO, supported by his team, has taken over the financial reporting and company filing duties of the Scheme.

J.W.Hallett
Chair

A big thank you to John Hallett

As John said above, he will leave the Board of Trustees in November after 10 years, the latter three as Chair. I and our other trustees thank John for his commitment and the great service he has given to our charity throughout.

John exemplifies what is best in the charity sector in Richmond.

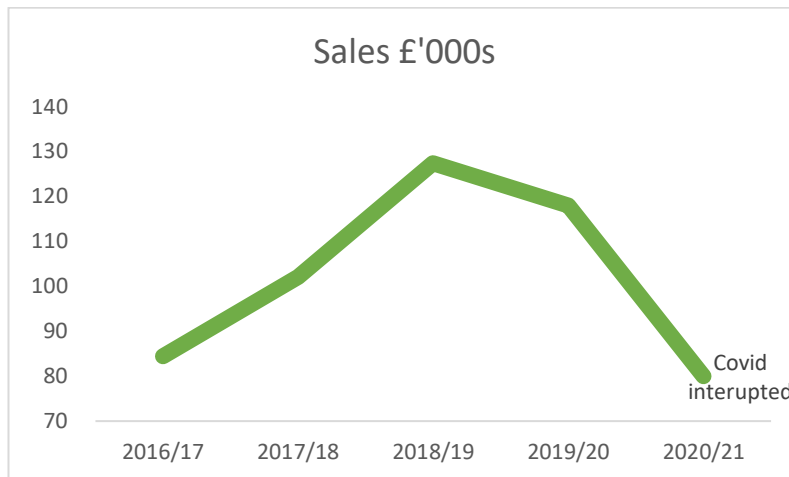
We will all miss him.

Jack Stephen
(Chair from April 2021)

Trustees'/directors' report

1. 2020 – 2021 key numbers and activity

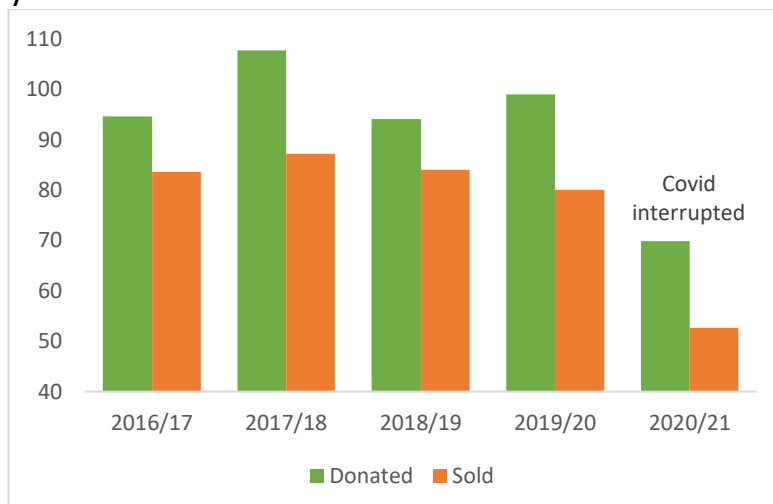
Normal operations were interrupted by lockdowns and other Covid related issues. **Sales were down 32% to £80k v 2019/20.**



We supported **330** households who needed help.
55 volunteers contributed an estimated **3,000** hours to help the Scheme

Donations

70 tonnes of furniture donated.
This makes a total of **580 tonnes** of furniture donated in the last **11** years.



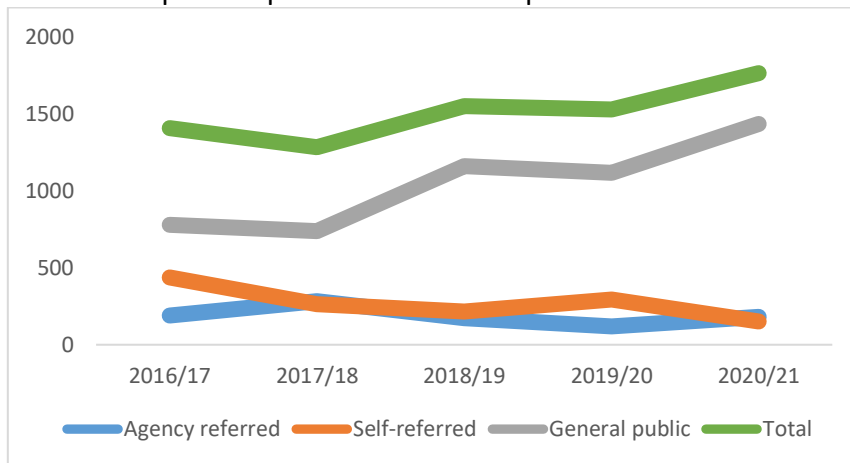
Sales

53 tonnes of furniture sold.
Around **490 tonnes** of furniture sold in the last **11** years.

Our Scheme **van** operated for **153** days completing **886 visits**.

2. Customers

Richmond Furniture Scheme's customers include people receiving benefits and members of the public. The figure below shows that members of the public have increased as a proportion of the overall sales. However, the past year may not be part of a trend given the level of disruption experienced from the pandemic.

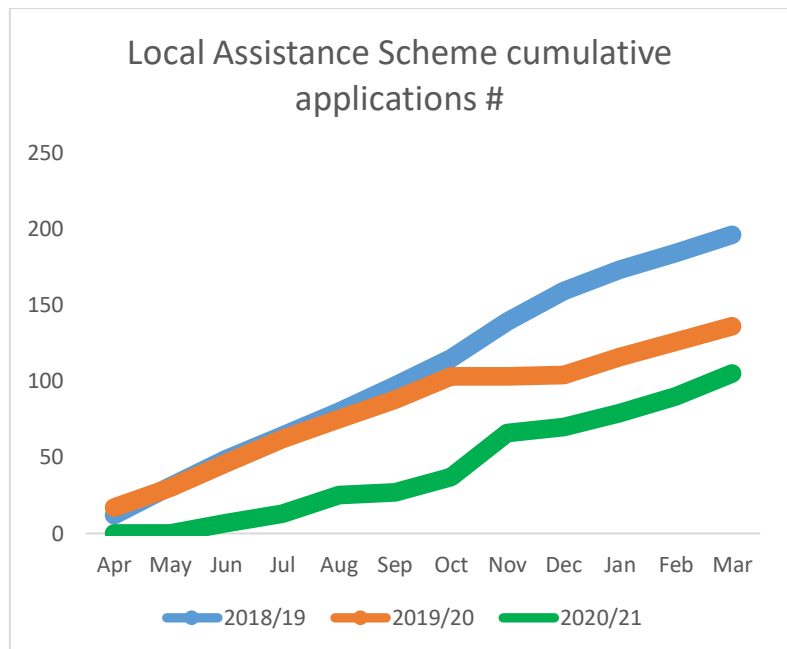


2019/20 split %

Agency referred	10
Self-referred	9
General public	81

Grant referrals

Most grant referrals come via Richmond Council and the Local Assistance Scheme. The figure opposite shows the trend for the last three years and how last year, activity was hampered by the first lockdown.



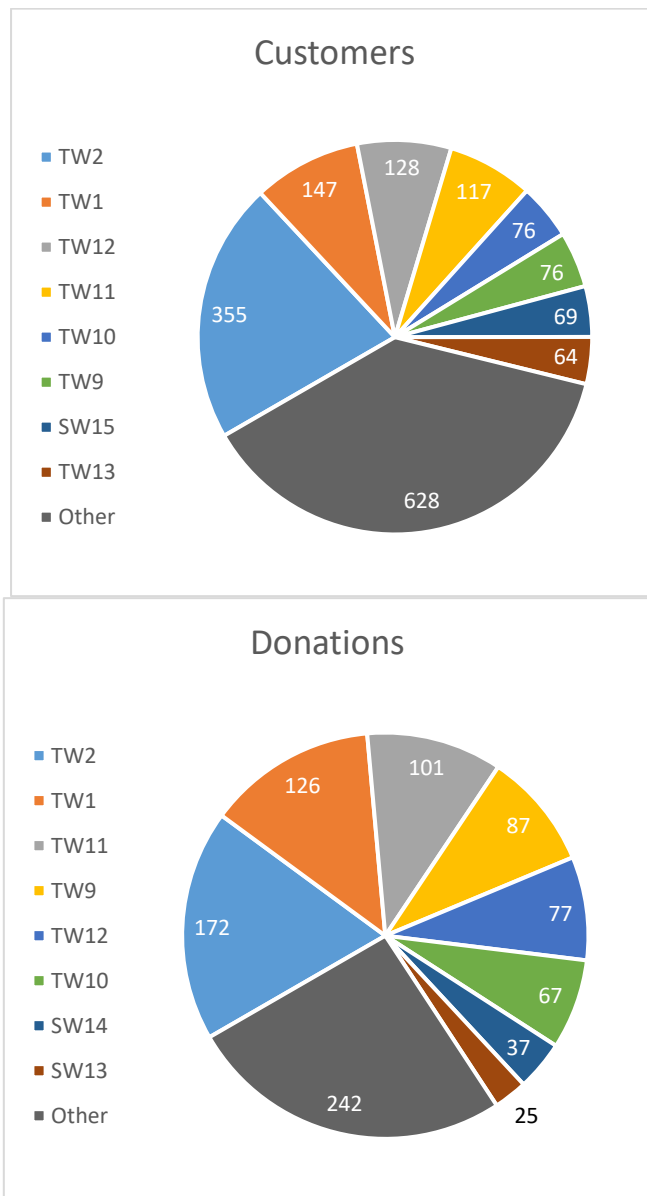
Where do customers and donors come from?

We collect a lot of post code information to analyse where our customers and donors are from.

While we had the pop up in Putney, perhaps unsurprisingly, transactions increased from that end of the borough. The most popular post codes remain on the Twickenham side of the river Thames.

We would like to see more donors and customers from SW13 and SW14 if at all possible.

As with last year, although the majority of activity was within the borough, we did see some interesting outliers including Brighton, Plymouth and Cambridge.

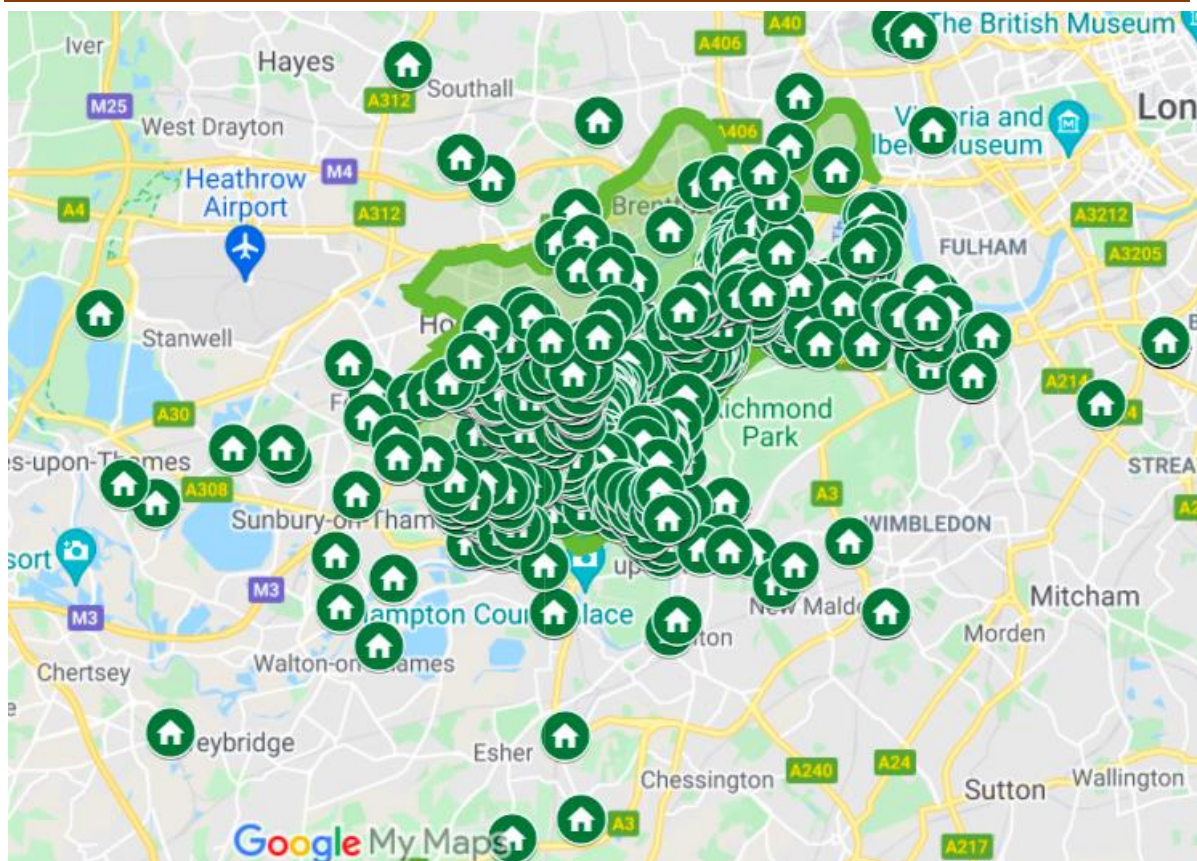


The illustrations below give an idea of the spread of customers and donors that we have supported in the past 12 months.

Customer map



Donor map



3. Funding and grants

Richmond Furniture Scheme works with a range of agencies and grant providers. In 2020/21 The Scheme received **£22.5k** in agency referred-grant funding, for people in need, to help them acquire essential, affordable furniture. Here are the groups we worked with in the last financial year.

The Scheme also benefits financially in other ways.

Benefactors	Donation or benefit
London Borough of Richmond Upon Thames	£15,700 rentable value of the site at Fortescue Avenue
Hampton Fund	£14,000 salary support
Richmond Parish Lands	£5,800 to salary support and £950 to help construct temporary mobile storage for the yard



There was a significant increase in income outside of income from the sale of furniture. UK Government provided tremendous support through Furlough and grant support.

Source	Donation or benefit
Gift Aid & other donations	£14,000
Furlough support	£29,500
Business interruption grants	£23,300

4. Strategy and values. Be kind. Be bold. Be creative

The Scheme always keeps one eye on future direction. In November 2020, the trustees held a virtual meeting to discuss strategy and to begin work on developing a long-term plan. Little did we appreciate then that COVID would be so disruptive.

One outcome of this work was the desire for some Scheme values that would underpin any future direction and development. We launched a consultation with volunteers and staff. We asked everyone what the Scheme meant to them, and the resulting word cloud shows this in words and short phrases.



Be kind. Being friendly, compassionate, supportive, and welcoming to the RFS community. Seek to understand before being understood. Being inclusive and non-judgemental.

Be bold. Do it now and do it properly. Show leadership. Show courage.

Be creative. Always find a way. Innovate and empower action. Make a difference.

These values are important for the future. They are already supporting decision making, and we are learning to use them; hopefully well.

In terms of strategy: we agree that we can and should do more where possible. As well as supporting more people in need of affordable furniture, we need to be more conscientious about the environment, and do more to collect and re-use as much furniture as we can. And, of course, volunteering will play a greater role in this process.

There are challenges that need to be addressed as we look to grow:

- **Space** – Fortescue is a great base but there is a limitation on what we can store on site. It can also limit space for volunteers to work.
- **Logistics** – we could collect more, but we will have a challenge to store it. The Scheme van is also showing its age, so we need to review and look at suitable replacement that is compliant with the ultra-low emission zone.
- **Deepen impact across the River Thames** – our base in Twickenham may be lessening our impact across the East of the Richmond borough, we need to seek solutions to this challenge.

5. Systems development

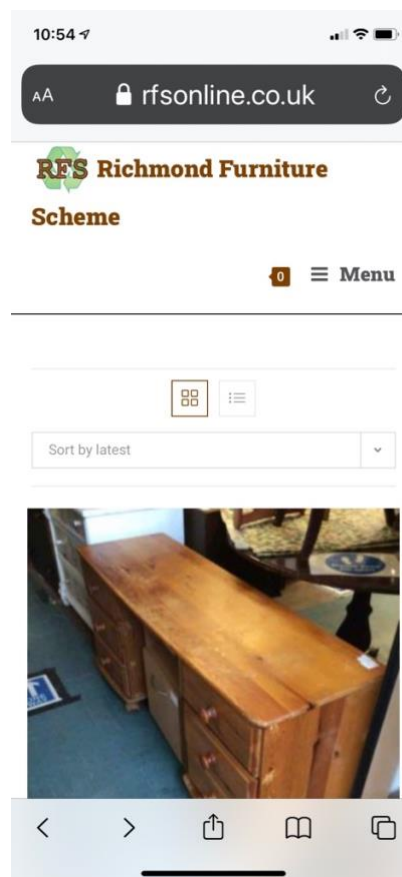
2020-21 continued the developments from the previous year, adding new features and functions.

In February, we launched our **web shop**. Customers are able to view and buy a wide range of products online. We also designed it so that anyone with a grant or who is set up as a self-referral, can use the site to choose items.

At the same time, we revised the current website to improve performance as well as simplify our web address from www.richmondfurniturescheme.co.uk to www.rfsonline.co.uk. We also upgraded our payments so that we can take payment online, over the phone and via card terminal.

Other systems have been enhanced to improve access, reporting and simplify processes including further work on Gift Aid.

Derek Papworth continues to be the chief architect and programmer. His IT skills drive the system development, and we are extremely grateful for his help and ongoing support. We also benefit from Microsoft's support for charities whereby we receive free access to their suite of office products and databases.



1 screen shot from the web shop



One area for development is labelling. We are hoping that we can help customers access our store in more novel ways using their own tech. It's early days but watch this space.

6. Team development

Lucy Stepan, Volunteer Coordinator, joined the team in October 2020. This is a new position for the Scheme which was made possible by the tremendous support from Hampton Fund. The role is focussed on three main areas:

- Volunteer recruitment and retention,
- Volunteer policy and procedure and,
- Understanding more about how we can improve the volunteer experience.

Lucy has made a big impact in a short space of time and our volunteer numbers a very healthy as we write this report.

One of our biggest challenges was coping with the pandemic and most of the team were furloughed at some point or another during various lockdowns. Like many organisations, we adapted our communications to be via Teams or WhatsApp. It's never quite the same as meeting in person.

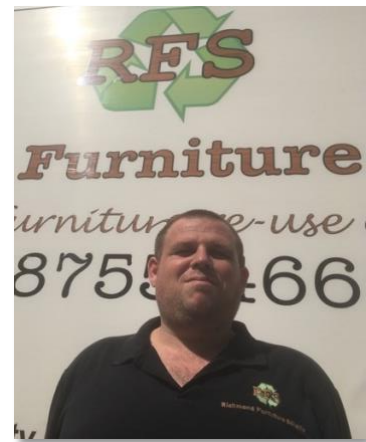
There have been more recent changes though. Liliana Tomas, Manager Assistant, has left to pursue a career in interior design with a business in West London. Doubtless, Liliana will dazzle them with her administrative prowess. We have also had two new team members join as part of the Government's Kickstart initiative. Both settled in well and one, Joeseph Bracken, has now joined the Scheme as Liliana's replacement.

7. Volunteering

Volunteers at the Richmond Furniture Scheme come in all shapes and sizes. We had volunteers from the general public, from schools and colleges, some who were homeless and even the odd trustee. We are a very eclectic mix of people and we are keen to support as many volunteers as we can in order to offer opportunities to the community.

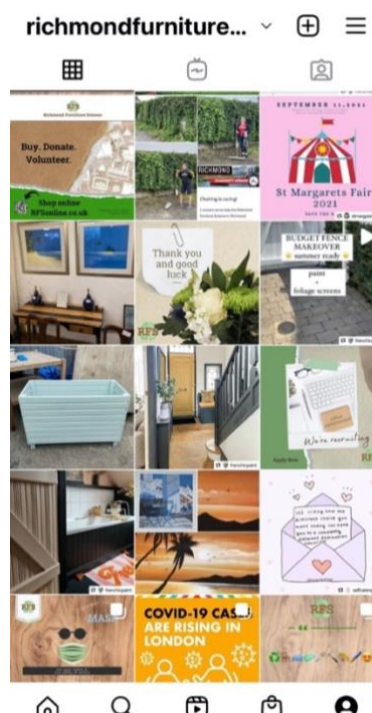
Volunteers engaged in a wide range of tasks and listed below are areas that we benefited greatly from help:

- Retail and warehouse support
- Van operations
- Office support
- Tidying and cleaning (this one never stops)
- Furniture repair
- Up-cycling
- Re-cycling
- Construction and site repair
- Gardening
- Training
- Social media (see below for more information)
- Emergency support!



Paul Skilling (pictured above), celebrated seven years as a volunteer with the Scheme. We marked the occasion with cake! Paul volunteers in our warehouse supporting customers as well as operations.

8. Marketing development



During many a Trustee meeting we said; 'we must do more to promote the Scheme to the wider public.. know anyone good with Social Media?' Fortunately, one volunteer, Jessica Andrews, does. She has done an enormous amount of work for the scheme. What Jess looks after includes Facebook, Instagram, Twitter and Linked-in. Jessica developed our branding and signage too, and we are working on more ideas for the website and beyond – a big thank you to Jessica Andrews.

9. A volunteer story – community support



There's one adventure from the last 12 months that we wanted to share. It involves a chap called John who has consented to us sharing his story.

In 2016, John was homeless. His personal life was in tatters, he was sleeping rough by the Thames, and he was suicidal. To complicate matters, John has learning challenges, ADHD and suffers with physical and mental ill health. Spear stepped in and helped him to get a roof over his head in a house of multiple occupancy in Feltham. With income support, once his rent was paid, John was left with around £10 per week to live on.

To survive, John walked miles and was a frequent visitor to local food banks and community drop ins. One such place was the Vineyard Church in Richmond and, through an association the Scheme developed with the Vineyard, John became a volunteer at the Scheme in the summer of 2020.

John's always helpful and happy to put a shift in. A big strong guy, he throws himself into physical work, moving furniture, helping to construct our yard shelters, and keeping the Scheme ship shape. Often part of a team of volunteers, his contributions and achievements include:

- Helping to shift furniture into storage when we left Putney,
- Rolling up carpet from Putney that we were able to donate to people who needed it (there was well over a tonne of it),
- Collecting and delivering furniture during lockdowns two and three,
- Helping to clear furniture from a pop-up storage in Fulham (accompanied by show tune renditions blasting out of another volunteer's speaker – he does love a show tune).



Despite having a cheerful disposition, John was dependent on food handouts and his mental health was in a bad place. To make matters worse, while John was tidying up his room a resident brandished a knife at him. Understandably, John was shocked and frightened. He came back to the Scheme looking as white as a sheet. The Police were informed, an arrest was made, but John was too frightened to go back to his room.

Richmond Furniture Scheme has great friends. One, when called upon, stepped in to help and was able to find hotel accommodation for a few nights paid for by a Richmond benefactor. Through our network, we found John seasonal work at a local golf club and, with a large slice of good fortune and tremendous help from our friends in the borough, he moved into a small flat in Twickenham.

We could write a novel about all of John's trials and tribulations. Suffice to say, John has provided superb support to the Scheme, and we were proud and delighted to have been there for him when he needed help.

10. Doing the right thing – [Kind. Bold. Creative. Ed]

There are occasions when the Scheme is called upon to help someone in a pickle. Usually, we receive a referral from one of our many community partners. One such case came from a primary school in Barnes who, because we had worked with a family of their's before, contacted the scheme about one of their families.



In short, a single mum with four children aged seven and under needed help. She had one family bed, no place to store clothes, was surviving on benefits and was clearly depressed. Things had got so bad that the children were complaining about coming home and would rather stay with friends.

The Scheme stepped in. Following a visit to assess the situation, we prioritised furniture that would help the family and organised a team of staff and volunteers to go in and assist. Among the tasks we needed to clean, clear out some of the old furniture, construct bunk beds, move in a new sofa, create space for a dining area, put in a stand for the TV, move wardrobes in, make the beds and provide the children with a few toys.



The photos tell a little of the story. Clearly, **RFS** was able to help this time (**we donated the furniture and support free of charge**) but, we are sure that there are other families, and individuals who need this type of help.

There are other examples of where the Scheme has supported people around our community include:

The case of a broken bed! Help, a child has come to school with scratches from sleeping with a broken bed. We were able to supply a new cabin bed for the child and a new bed for the mum and dad. **RPLC supported this family with a grant.**

Refugee crisis A family who recently arrived from Afghanistan with three children and a Mum who was eight months pregnant, needed support. Items supplied included chests of drawers, wardrobes and places to sit. **RFS donated the furniture free of charge to the family.**

‘Living in a shoe’ We supported a family with six children at home, a mum with a congenital heart condition and the partner. The key requirements were beds, chests of drawers, wardrobes. **RPLC supported this family with a grant.**

11. Location, location, location...



The Scheme broke new ground by having a pop-up shop in Putney on the Upper Richmond Road. RFS worked in partnership with Wandsworth Oasis and shared the space. Many volunteers helped out and one in particular, Raymond Figgins, became as tremendous supporter of the shop from Christmas 2019 until we had to vacate in August 2020.

While Putney has closed, what we learned from our experience will enable us to replicate the model elsewhere and we are looking for new retail opportunities.

The Scheme expanded its storage facilities in Surbiton, Kingston and also in the Heart Shopping Centre, Walton. These locations are on pop-up leases which means we get the space free of charge.



12. And in other news...

Apart from Lockdown, Furlough here a couple of initiatives we have been involved with.

How to handle Covid – Furniture Scheme style



When the risk assessments have been written, government guidance is flying in from all angles, we needed to take action to see how we could address the needs of operating while trying to stay safe. **Paul Riley**, workshop volunteer, came up with the idea of making gel dispensers from old bed slats and tissue dispensers from left over MDF.



A stitch in time...



During lockdown, we discussed setting up upholstery at the Scheme. A wonderful volunteer, **Delyth Fetherston-Dilke** [please check out her work on line

<https://www.delythupholstery.com/>, fantastic stuff], offered to train up volunteers on the dark arts of upholstery. Of course we said yes and work has now started. Above is the tool cupboard built by workshop volunteers to house the equipment with special thanks to **Martin Smith**. We have pictures of work in progress too.



St Margaret's Fair - A difficult year for the community, but as soon as we could, we were there!



**'Ready
for the
weekend'**

We've been developing our merchandising skills often make up displays of furniture which have proved popular when we publish the pictures. Google reckons that our photos have been viewed around 50,000 times! Here's a few set up by Chandra and Chris, we hope you like them.



And finally ... Lots of us like dogs. The little fellow, Alfie, in the picture posed for a photograph on the back of our van with our CEO. This was one of our more popular social media posts too! Alfie has his own Instagram page, [@alfie_sits_up](#) if you'd like to follow him.



13. Outlook for 2021/2022

The future is uncertain for many. Measures put in place to cope with Covid in 2020 were a great sticking plaster over many social issues. As mentioned earlier in this report, the Scheme benefitted from some of these measures. However, as furlough finishes, rules governing landlord powers to evict are relaxed in favour of landlords and there is a £20 reduction in Universal Credit, pressure will mount on sectors of our community. The demand for our service seems to show no signs of abating.

The Scheme will have to grow and adapt to meet demand. This will mean:

- More furniture collections,
- More furniture to manage,
- More repairs,
- More refurbishment,
- More marketing of our services...

These are challenges that we are excited to take on providing we can support more people in need, reduce waste and provide more opportunities for volunteering.

If you are interested in volunteering for the Scheme, we'd love to hear from you. Volunteering roles vary from warehouse, customer support, administration, furniture repair and refurbishment to upcycling.

For more information and to arrange a meeting, please email us: admin@rfsonline.co.uk or call 020 8755 4665

Here's to a busy year ahead.

Information about how and why we operate

1. Principal activities

Richmond Furniture Scheme accepts and collects donations of furniture from the general public in the London Borough of Richmond upon Thames. It stores, repairs as necessary, displays and sells at discounted prices to people in need and at marginally higher prices to the general public. The Scheme also provides volunteering opportunities, training and work experience.

2. Background

Richmond Furniture Exchange was established in 1990 and became a registered charity in 1992, changing its name in 1997 to the Richmond Furniture Scheme. From 1st April 2010 the assets of the Scheme were transferred to Richmond Furniture Scheme, a newly formed company limited by guarantee and registered as a charity.

3. Objectives

The Scheme's objectives, as specified in its Memorandum of Association and agreed by the Charities Commission are the:

- Prevention and relief of poverty by supplying donated furniture and household goods at minimal cost to people in need
- Protection and preservation of the environment by encouraging reuse/recycling of donated furniture and household goods
- Relief of unemployment for the benefit of the public in such ways as may be thought fit, including the provision of training, employment, work experience and volunteering opportunities.

Governance

1. Board

The governing body of the scheme are the Trustees/Directors, none of whom is paid. The Trustees/Directors who supported the Scheme in 2019 and 2020 are:

John Hallett	full year (resigned as Chair March 21)
Cllr Annie Hambidge	Resigned March 21
Mithu Sengupta	Resigned June 21
Jack Stephen	full year (Chair from April 21)
Nicola Anson	full year

New starters for 2021

Helen Higgins	April 21
Helen Pugh	April 21
Ryan Richardson	April 21

Trustees/directors are recruited by advertisement, networking and personal contact; they are all asked to identify areas of interest. Their main responsibility is to ensure the good governance of the Scheme by strategic and financial planning, approving and monitoring expenditure, and ensuring sufficient funding is in place. The Trustees hold regular meetings with their appointed CEO where they review operational and financial performance reports and discuss and take decisions on the direction of the Scheme.

2. Management and staff

We have seven paid employees (six FTE). We have Chief Executive Officer, Simon Westgarth, who oversees all aspects of day-to-day business. Simon is supported by two part-time Office Administrators, a Volunteer Coordinator, a Showroom/Warehouse Supervisor, a Van Driver and a Van Driver's Assistant.

3. Risk and internal controls

The trustees have overall responsibility for ensuring that the Scheme has an appropriate system of controls in place - financial and otherwise. They are also responsible for safeguarding the assets of the Scheme and hence for taking reasonable steps in the prevention and detection of fraud and to ensure data protection and other assurance against irregularities such that:

- The Scheme's assets are safeguarded against unauthorised use
- Proper records are maintained so that financial information used within the Scheme or for publication is reliable
- The Scheme complies with relevant legislation and regulations.

As part of the Scheme's system of internal control, the trustees supported by the CEO, record and review risks including their likelihood of occurrence and potential impact and review associated actions to mitigate these.

Administrative details

1. Status

Richmond Furniture Scheme is registered as a Charity in England and Wales (1133019) and as a UK Registered Company Limited by Guarantee (7001417).

2. Registered Office and Business Address

1a Fortescue Avenue
Twickenham
Middlesex
TW2 5LS

3. Contact Details

Telephone	020 8755 4665
Email	admin@rfsonline.co.uk
Website	www.rfsonline.co.uk

4. Trustees/Directors at Year End

Nicola Anson
John Hallett (Treasurer and Secretary)
Annie Hambidge
Jack Stephen
Mithu Sengupta

5. CEO

Simon Westgarth

6. Accounts Examiner

Hyatt & Co
Onslow Hall
Little Green
Richmond
TW9 1QS

7. Bankers

Cafbank Ltd, Kings Hill, West Malling, Kent

8. Insurance

David Edwards Insurance Brokers Ltd
WRS Insurance Brokers Ltd
Ansfar Insurance

Financial statement

Richmond Furniture Scheme Statement of Financial Activities - April 2020 to March 2021

<u>Incoming Resources</u>		notes	Unrestricted Funds	Restricted Funds	Total 2020/21	Total 2019/20
			£	£	£	£
Grants		1				
	Hampton Fund			14,000	14,000	-
	LBRT (Notional Rent)			15,700	15,700	15,700
	Richmond Parish Lands (salary support)			5,800	5,800	
	Richmond Parish Lands (yard mobile storage)			950	950	6,300
				36,450	36,450	22,000
Income From Charitable Activities						
	Sales to Referred Clients		31,305		31,305	34,934
	Sales to Non- Referred Clients		35,674		35,674	60,992
	Sales Retail Outlets		6,445		6,445	17,188
	Online media traders		278		278	-
	Training/Work Experience		-		-	125
	Carousel		273		273	571
	Paint Sales		6,217		6,217	4,100
			80,192	-	80,192	117,910
Other Income						
	Bank Interest		409		409	645
	Donations incl Gift Aid		14,018		14,018	5,657
	Furlough receipts for salary support		-	29,450	29,450	-
	Covid Business interruption grants		23,286		23,286	-
	Other		6		6	-
			37,719	29,450	67,169	6,302
Total Incoming Resources			117,911	65,900	183,811	146,212
<u>Resources Expended</u>						
Collection & Distribution	Transport Costs		38,828		38,828	35,317
Overhead costs		2				
	Employee Costs		42,048	49,250	91,298	69,408
	Volunteer Expenses		4,233		4,233	4,872
	Rent & Rates (LB of Richmond)		-	15,700	15,700	15,700
	Insurance		2,299		2,299	2,625
	Utilities		3,577		3,577	4,813
	Office equipment/telecoms./computer		4,415	-	4,415	8,236
	Repairs/maintenance/tools/materials		258		258	2,008
	Outdoor Mobile Storage supported by RPLC		-	950	950	-
	Printing & Publicity & Postage & Stationery		762		762	1,153
	Training/health & safety		-		-	-
	Retail Outlet Cost		546		546	2,848
	Carousel Materials		-		-	152
	Paint Supplies		3,894		3,894	2,995
	Depreciation		-		-	1,099
	Covid-19 Hygiene Expenses		743		743	-
	Sundry Office Expenses		943		943	2,133
	Fees & Charges		1,604		1,604	1,607
Capital Expenditures Funded by Grants						
	New Portacabin				-	-
Total Resources Expended			104,149	65,900	170,049	154,966
Net Movement in Funds			13,762	-	13,762	(8,753)

1. Notes forming part of the financial statements for the year ended 31 March 2021

Basis of preparation

Accounting convention

The financial statements are prepared under the historical cost convention in accordance with the Financial Reporting Standard 102 and Accounting and Reporting by Charities – Statement of Recommended Practice (SORP) and with the Charities Act 2011.

Incoming resources

These are included when the charity becomes entitled to them.

Resources expended

Expenditure is included on an accruals basis.

Tangible fixed assets and depreciation

All assets costing more than £500 are written off on a straight-line basis over a period of 3-5 years.

Note

1. Grants Receivable

Unrestricted grants are those provided to meet the general running costs of the Scheme. Restricted grants are provided for specific purposes. Most grants received in 2020/21 were restricted.

Restricted Grants	Purpose	Balance b/fwd £	Additions £	Utilised £	Balance c/fwd £
LBRT Grants					
Notional Rent	Rent	0	15,700	15,700	0
New Workshop	New Workshop	1,843			1,843
Hampton Fund	Volunteer Coordinator	0	14,000	14,000	0
Richmond Parish Lands	Employee Costs	0	5,800	5,800	0
Richmond Parish Lands	Yard Storage project	0	950	950	0
Richmond Parish Lands	Carousel	2,500			2,500
		<u>4,343</u>	<u>36,450</u>	<u>36,450</u>	<u>4,343</u>

2. Staff costs and trustees' remuneration

No employees received remuneration amounting to more than £60,000 in the year. Trustees received no remuneration (2020/21 – Nil) and were not reimbursed for any expenses in the year (2020/21– Nil).

3. Fixed Assets

	£
Cost at 1 st April 2020	62,267
- Additions in year	Nil
Cost at 31 st March 2021	62,267

Depreciation at 1 st April 2020	60,056
- Depreciation for year	0
Depreciation at 31 st March 2021	61,156

Net book value at 1 st April 2020	12
Net book value at 31 st March 2021	12

4. Debtors

Sales:	£ 13,694
VAT:	-£ 359

Total: £ 13,335

5. Creditors

Amounts falling due within one year

Suppliers:	£9,060
Accruals:	£ 300

Total: £12,660

Creditors: Amounts falling due after more than one year

There were no such liabilities due.

6. Designated Funds

£7,000 is designated for property refurbishment.

**Richmond Furniture Scheme
Balance Sheet as at 31st March 2021**

(Company No 7001417)

		2021				2020	
	Notes	£	£	£	£	£	£
<u>Fixed Assets</u>							
Property and Equipment	3			12			12
<u>Current Assets</u>							
Stock of Paint		2,474			1,190		
Debtors	4	13,694			7,369		
Cash at Bank		111,181			105,274		
Petty Cash		659			349		
			128,008			114,181	
<u>Current Liabilities</u>							
Suppliers/accruals	5	3,968			3,903		
			3,968			3,903	
<u>Net Current Assets</u>							
				124,040			110,279
TOTAL NET ASSETS							
				£124,052			£110,290
<u>Representing</u>							
<u>Unrestricted Funds</u>							
Beginning of the year		98,947		105,700			
Surplus/(Deficit) for the year		13,762		(6,753)			
End of the year			112,709			98,947	
<u>Restricted Funds</u>							
Beginning of year	1	4,343		6,343			
Surplus/(Deficit) for the year		-		(2,000)			
End of the year			4,343			4,343	
<u>Designated Funds</u>							
Beginning of the year	6	7,000		7,000			
Designations released for the year		-		-			
End of the year			7,000			7,000	
TOTAL RESERVES							
				£124,052			£110,290

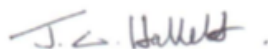
For the year ending 31st March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors Responsibilities:

The members have not required the company to obtain an audit of its accounts 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 accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the provisions of the small companies' regime



J W Hallett - Director/Trustee

Approved by the Board of Directors/Trustees on

19th October 2021

2. Independent Examiner's Report

Independent Examiner's Report to the Trustees of Richmond Furniture Scheme

I report on the accounts of the Richmond Furniture Scheme for the year ended 31st March 2021.

Respective responsibilities of trustees and examiner

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my 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 Commissioners (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 report

My examination was carried out on accordance with the General Directions given by the Charity Commissioners. 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 disclosure in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my 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; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met; or

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

Name: H. A. HASTY & CO.

Relevant professional qualification or body:

FCA

Address: ONLOW HALL
LITTLE GREEN
RICHMOND
SURREY, TW9 1PJ.

Date: 12th October 2021