



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1/01/2021 Period start date To 31/12/2021 Period end date

Charity name: Clacton and District Occupational Workshops (CADOWS)

Charity registration number: 1135833

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To provide a service for adults with learning difficulties or mental health issues in the North Essex area regardless of race, sex or creed.</p> <p>CADOWS is open to anyone and helps them integrate into the wider Community.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>CADOWS is a day centre for adults with learning difficulties or mental health issues which receives Clients from Social Services, the NHS, care homes and from parents who require some respite.</p> <p>CADOWS receives no grants or funding. It relies on income from its small charity shop which sells donated items. The Clients also pay a nominal £3 a day towards the funding and helps pay for tea, coffee, biscuits and cakes three times a day and weekly trips out.</p> <p>CADOWS has encouraged young adults with special needs to leave the isolation of their rooms where they play computer games to come and use the computers at CADOWS and at the same time interact with other people and learn new skills. This has been a great success and has attracted many new Clients.</p> <p>Clients are taught how to make decorative items for festive occasions throughout the year as well as other craftwork which they then take home.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The Trustees declare that they have regard to the guidance issued by the Charity Commission on public benefit.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<p>All CADOWS Trustees and Volunteers are unpaid dedicated people without whom CADOWS could not exist.</p> <p>Everything concerning CADOWS from dealing with the finance to cleaning the toilets is performed by the unpaid volunteers and trustees.</p>
Other		

**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The number of Clients at CADOWS has increased tremendously over the last few years. When the new Clients arrive, most will not participate in the activities but with a little encouragement they are soon making various items of craftwork, bracelets, cards and many more items which they are thrilled with and take home.</p> <p>CADOWS is somewhere to go for adults with special needs who would otherwise be wandering the streets.</p> <p>CADOWS helps the VIPs social group every Thursday by letting it use the premises and provided refreshments.</p> <p>However this year because of the Pandemic CADOWS has been closed it reopened on 25<sup>th</sup> June and is carefully trying to get back to normal.</p> <p>The Clients spent three months rehearsing Snow White and the seven dwarfs which they really enjoyed doing. The finished play was performed in December.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	A tight rein is kept on expenses as CADOWS does not get any funding and we receive very few donations so we rely heavily on our shop selling donated items. Pat's Tombola continues to be a great help.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	CADOWS needs a small reserve as it owns the land and building. The drainage system is in need of a complete rebuild and the car park needs resurfacing, but with the pandemic it is a case of survival and to see what the future holds.
Amount of reserves held	Para 1.22	£170,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	60% of funds come from Shop & Tombola sales 40% of funds come from the nominal £3 a day the Clients pay
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Trust Deed
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	Deed
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by existing Trustees

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Clacton and District Occupational Workshops
Other name the charity uses	CADOWS
Registered charity number	1135833
Charity's principal address	24 OLD ROAD CLACTON ON SEA CO15 1HX

**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	Chris Simons	Chair, Treasurer		
2	Janet Estall			
3	Pat Knightley			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
NONE		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
NONE		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NONE
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name	Address

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

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

## Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Chris Simons	Janet Estall
<b>Position (eg Secretary, Chair, etc)</b>	Chair, Treasurer	
<b>Date</b>	18/01/2022	



# **CLACTON AND DISTRICT OCCUPATIONAL WORKSHOPS**

Charity Registration Number 1135833

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

---



# CLACTON AND DISTRICT OCCUPATIONAL WORKSHOPS

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

---

	Page
Receipts & payments account	1
Assets & liabilities statement	2
Notes to the financial statements	3
Independent examiner's report	4

---

# CLACTON AND DISTRICT OCCUPATIONAL WORKSHOPS

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2021

---

	2021 Total £
<b>Receipts</b>	
Donations	24,129
Subscriptions	1,795
Shop income	7,187
Fundraising	988
Interest	2,162
<b>Total receipts</b>	<b>36,261</b>
<b>Payments</b>	
Utilities	793
Vehicle & travel	42
Telephone	684
Insurance	460
Capital expenditure	150
Activities	103
Miscellaneous	1,007
<b>Total payments</b>	<b>3,239</b>
<b>Net of Receipts/(Payments)</b>	<b>33,022</b>
<b>Transfer between funds</b>	<b>-</b>
<b>Net of receipts/(Payments) after transfers</b>	<b>33,022</b>
<b>Cash funds brought forward at 1 January 2021</b>	<b>202,181</b>
<b>Cash funds carried forward at 31 December 2021</b>	<b>235,203</b>

---

The notes on page 3 form part of these financial statements

# CLACTON AND DISTRICT OCCUPATIONAL WORKSHOPS

## STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2021

	Note	2021 £
<b><u>Monetary assets</u></b>		
Cash at bank and in hand:		235,203
<b>TOTAL MONETARY ASSETS</b>		<b><u>235,203</u></b>
<b><u>Represented by funds</u></b>		
Unrestricted general fund		235,203
<b>TOTAL FUNDS</b>		<b><u>235,203</u></b>
<b><u>Non monetary assets and liabilities</u></b>		
Fixed assets for charity use	3	
Land & buildings		245,000
Fixture & fittings		2,479
Stock		196
		<b><u>247,675</u></b>
Creditors due within one year:	4	
Professional fees		228
		<b><u>228</u></b>

These accounts were approved by the Trustees on

and signed on their behalf by:

  
Chris Simons

7/4/2022  
Date

# CLACTON AND DISTRICT OCCUPATIONAL WORKSHOPS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

---

1. These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2019) issued in 2019, with all revenue and expenses shown on a cash basis.  
Non-monetary Assets and Liabilities are shown as actual values at the end of the year.
2. No remuneration was paid to any Trustee or to any person or persons known to be connected with any of them.
3. Prior to these financial statements, fixed assets were recorded at cost only. In order that the financial statements present a true and fair view of the assets and liabilities of the Charity, the values of the assets have been written down to their fair market value. All existing and new assets will be depreciated at the rate of 25% of their brought forward value each year.
4. The Independent Examination fee is £228.
5. Comparative figures- there are no comparative figures as in 2020 they fell under the income threshold for an independent examination.



# CLACTON AND DISTRICT OCCUPATIONAL WORKSHOP

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

---

I report on the accounts of Clacton and District Occupational Workshop for the year ended 31 December 2021 which are set out on pages one to three.

### **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 (2) of the Charities Act 2011 (The Act) but 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 Statement**

My examination was carried out in 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 considerations of any unusual items or disclosures 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.

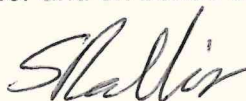
### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:  
Community360, Winsley's House  
High Street, Colchester, Essex



Date 21<sup>st</sup> April  
2022

# **CLACTON AND DISTRICT OCCUPATIONAL WORKSHOPS**

Charity Registration Number 1135833

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

---





# CLACTON AND DISTRICT OCCUPATIONAL WORKSHOPS

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

---

	Page
Receipts & payments account	1
Assets & liabilities statement	2
Notes to the financial statements	3
Independent examiner's report	4

---

# CLACTON AND DISTRICT OCCUPATIONAL WORKSHOPS

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2021

---

	2021 Total £
<b>Receipts</b>	
Donations	24,129
Subscriptions	1,795
Shop income	7,187
Fundraising	988
Interest	2,162
<b>Total receipts</b>	<b>36,261</b>
<b>Payments</b>	
Utilities	793
Vehicle & travel	42
Telephone	684
Insurance	460
Capital expenditure	150
Activities	103
Miscellaneous	1,007
<b>Total payments</b>	<b>3,239</b>
<b>Net of Receipts/(Payments)</b>	<b>33,022</b>
<b>Transfer between funds</b>	<b>-</b>
<b>Net of receipts/(Payments) after transfers</b>	<b>33,022</b>
<b>Cash funds brought forward at 1 January 2021</b>	<b>202,181</b>
<b>Cash funds carried forward at 31 December 2021</b>	<b>235,203</b>

---

The notes on page 3 form part of these financial statements

# CLACTON AND DISTRICT OCCUPATIONAL WORKSHOPS

## STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2021

	Note	2021 £
<b><u>Monetary assets</u></b>		
Cash at bank and in hand:		235,203
<b>TOTAL MONETARY ASSETS</b>		<b><u>235,203</u></b>
<b><u>Represented by funds</u></b>		
Unrestricted general fund		235,203
<b>TOTAL FUNDS</b>		<b><u>235,203</u></b>
<b><u>Non monetary assets and liabilities</u></b>		
Fixed assets for charity use	3	
Land & buildings		245,000
Fixture & fittings		2,479
Stock		196
		<b><u>247,675</u></b>
Creditors due within one year:	4	
Professional fees		228
		<b><u>228</u></b>

These accounts were approved by the Trustees on

and signed on their behalf by:

  
Chris Simons

7/4/2022  
Date

# CLACTON AND DISTRICT OCCUPATIONAL WORKSHOPS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

---

1. These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2019) issued in 2019, with all revenue and expenses shown on a cash basis.  
Non-monetary Assets and Liabilities are shown as actual values at the end of the year.
2. No remuneration was paid to any Trustee or to any person or persons known to be connected with any of them.
3. Prior to these financial statements, fixed assets were recorded at cost only. In order that the financial statements present a true and fair view of the assets and liabilities of the Charity, the values of the assets have been written down to their fair market value. All existing and new assets will be depreciated at the rate of 25% of their brought forward value each year.
4. The Independent Examination fee is £228.
5. Comparative figures- there are no comparative figures as in 2020 they fell under the income threshold for an independent examination.



# CLACTON AND DISTRICT OCCUPATIONAL WORKSHOP

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

---

I report on the accounts of Clacton and District Occupational Workshop for the year ended 31 December 2021 which are set out on pages one to three.

### **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 (2) of the Charities Act 2011 (The Act) but 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 Statement**

My examination was carried out in 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 considerations of any unusual items or disclosures 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.

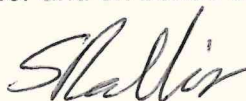
### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:  
Community360, Winsley's House  
High Street, Colchester, Essex



Date 21<sup>st</sup> April  
2022