



Charities Commission Annual Report

2021 - 2022

Introduction:

To conform to the legal duty placed upon the trust; this Trustees Annual Report is written to comply with the Charities Act 2006 and the Regulations of 2009. The financial report that forms part of the main report has been prepared by the trusts Treasurer.

This report has been produced to reflect a fair and constructive description of the organisation and how it functions and achieves its aims and objectives.

History:

The vision of providing a workshop for the disabled was the brainchild of Geoff and Joan Lythgoe. Their granddaughter had suffered vaccine damage as a baby. This had left her disabled and when she left full time education, they soon became aware that there was a complete lack of work opportunities for young adults with disabilities. They made a life changing decision which led to them setting up a centre that would offer basic work opportunities in a safe and caring environment.

In 1992 following some intense fundraising by family and friends, Business Opportunities for the Physically Handicapped obtained charity status and then leased a small unit from the local authority on the Charfleets Industrial Estate, Canvey Island. The unit was in a complete state of disrepair, however, with the help of local builders and tradesmen who gave up their free time and using their skills and expertise the unit was completely refurbished to a very high standard. The charity BOPH was founded in 1995 by Geoff and Joan Lythgoe and the doors were opened for the first time in that year and placements were offered for the physically handicapped and people with learning difficulties. Immediately it was a great success and it was then fully realised the desperate need for such an organisation within the community.

BOPH soon outgrew its existing premises and in 1999 when the workshop and the adjacent unit became available for sale the charity purchased both units.

Administrative Details of the Charity:

Charities Full Name: Business Opportunities for the Physically Handicapped

Address: Units 4-7 Charfleets Close, Canvey Island, Essex. SS8 0PW

Registered Charity No: 1146329

Email Address: b.o.p.h@hotmail.co.uk

Web: www.boph.org.uk

Telephone No: 01268 515794

Directors:

Chairman: Mr John Arthur Clarke F.I.B.M.S CMS(Director)

Finance: Mr Ian Knott CPFA (Director)

Company Secretary: Mr John Arthur Clarke F.I.B.M.S CMS (Director)

Directors: Mrs Jean Blackwell, Mr Roger Blackwell, Mr Peter May,

Mrs Sylvia Jillins, Mr Bernard Jillins, Mr Stuart Clarke

Volunteers:

Due to the Covid pandemic volunteers were unable to assist so there were no listed volunteers for this report.

Employed Staff:

Manager: Josephine Geary

Assistant Manager: Karen Bowers

Supervisor: Joan Lythgoe

Supervisor: Chris Parker

Project Worker: Brogan Bowers

Part Time Assistant: Zoe Jillins

Accounts Examiner:

Mr. Michael Machin

Fire Safety Consultant:

First Intervention Training Ltd, Coryton Refinery, The West Site, The Manorway,

Stanford le-Hope Essex SS17 9LL

Contact: 01375 676779, email: fitteam@btconnect.com

Organisational Structure & Management:

The Charity is run in accordance with the Charities Constitution which was adopted on the 27th of October 2004.

Membership of the Charity is open to any person over the age of 18 years who is interested in furthering the aims and objectives of the Charity.

The overall responsibility for the Charity is taken by the Directors who are elected by the members at the annual general meeting. The Chairperson, Secretary and Treasurer are also filled by election from the members at the Annual General Meeting each year..

There is an integrated management system in place for the day-to-day management of the disabled workshop and this is managed by a small group of full time staff consisting of a full time manager, assistant manager, workshop supervisor and a project worker.

Assets held by the Charity:

The Charity owns and manages the disabled workshop at Unit 4-7 Charfleets Close, Canvey Island. It is a single storey building that consists of a main workshop area, storage area, office area, social and eating area, kitchen and toilets.

Relevant Organisations & Persons:

Bank:

Barclays Bank Ltd. High Street, Canvey Island, Essex

Accountant:

Mr. Ian Knott

69 Long Road, Canvey Island, Essex SS8 0JA

Independent Examiner:

Mr. Mr. Michael Machin

Training:

Training is the direct responsibility of the Supervisor. There is a simple policy in place at present and it is custom and practise to carry out ongoing training for staff particularly when new work is introduced into the workshop. All new volunteers, staff and carers receive induction training which includes:

- Premises familiarisation
- Fire Safety Arrangements
- Health & Safety familiarisation and basic requirements
- Hygiene familiarisation and basic requirements for using the kitchen and WC facilities

In addition to the above selected staff and volunteers attend a basic first aid training course (Appointed Person) provided by an external provider and a Fire Safety Marshal course.

The entire Training program and policy is going to be reviewed in the following twelve months and a formal training policy will be adopted. However, due to continuing Covid, this has yet to take place.

Child and Vulnerable Adults:

Criminal Records Bureau (CRB) checks are carried out on all employed staff and the disclosure notices are securely filed on the premises. Records of CRB check notices for all visiting care workers are also kept securely on the premises. CRB checks for the volunteers are not required as they are supervised at all times by the staff or carers that hold current CRB checks. It is worth noting that the volunteers are never left alone with any vulnerable person

Health and Safety:

There is a clear Health & Safety Policy Statement that is displayed and kept on the premises. Regular safety inspections are carried out each month and records kept in the general filing system. The relevant safety notices etc. are displayed and the unit keeps an accident book and strictly follows the legal requirements for reporting accidents (RIDDOR) etc. All new people joining the unit have a Health & Safety Induction and the records are kept on file. During this year the Company has followed all Covid – 19 Government guidance.

Chairman's report:

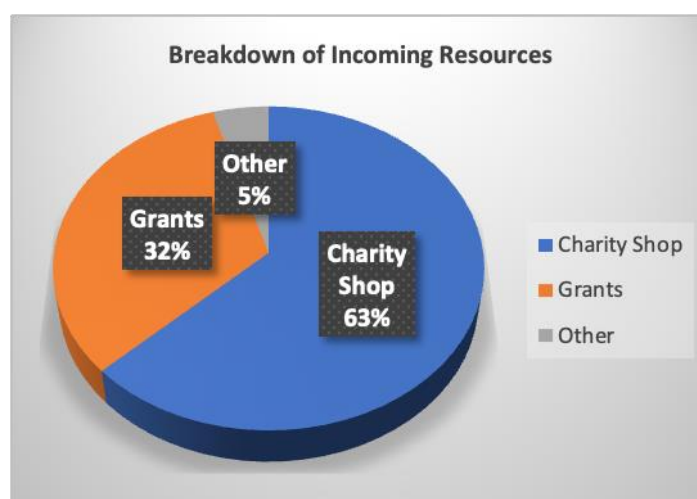
I do not have very much to report as the workshop and Charity shops having been closed due to the Covid pandemic for most of the previous year, very little has taken place..

Financial Overview for the year to 17th January 2022.

This year was marked indelibly by the start of the still ongoing, COVID-19 pandemic. With both BOPH's workshop and charity shops complying with all governmental guidelines our income earning potential was severely limited. However, we were grateful for the central financial support we received towards both the charity shops and staff.

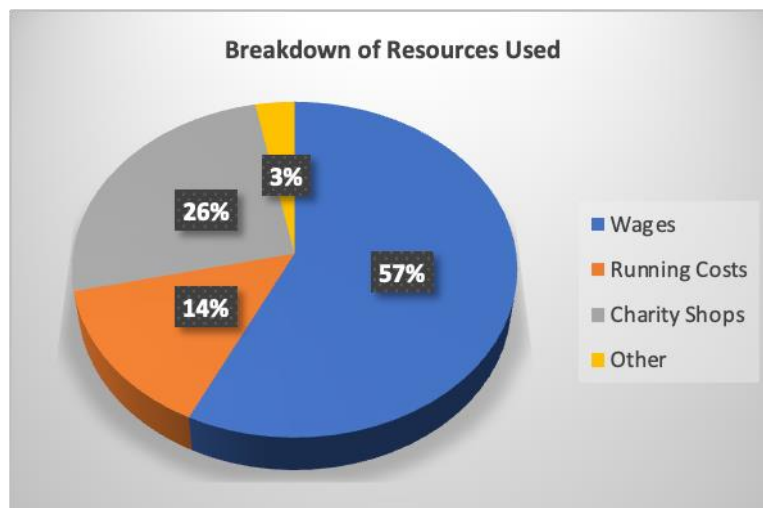
The charities turnover increased from the previous year by some 73.3% but of the £123.9K we received, a substantial £40.3K (32.48%) was by way of covid grants. This included £11.35K furlough grant towards staff salaries.

The pie chart below shows in simple detail our reliance on the charity shops especially when the grant figure is split and identifies that 72% of grants have replaced charity shop sales.



Expenditure this year is again skewed and slightly unrepresentative because of the Covid pandemic however wages, which increased by 10% from last year remain our largest item of expenditure and relate entirely to the workshop. Elsewhere expenditure on the charity shops relate mainly to rent and energy payments.

The pie chart below shows the breakdown of expenditure.



The statement of financial activities for the year reports that the charity made a surplus of £35K which is due, in the main, to the receipt of Covid grants relating, in part, to the year before. The charities revenue fund balance stood at £140K and puts the scheme initially well placed to meet the challenges going forward.

Volunteer Support Team.

The charity depends on a hard-core of volunteers to help with the activities in the workshop and the charity shops. Previously much of the fundraising is carried out by the volunteers hence their support is invaluable to the financial well-being of the charity. To equate this to some monetary value is very difficult; however, a simple guide to the contribution they make can be considered as follows:

Volunteers day-to-day support in the workshop:

Volunteers were not used during the period of this report, except in the Charity shop, when open, as the Charity was still recovering from the effects of Covid.

However, the normal numbers of volunteers in the workshop would normally be four per day equating to £1,069 per week or £48,105 for a 45-week year. This is based on an hourly minimum wage of £8.91.

Volunteers day-to-day support in the charity shop:

The value of volunteers in the charity shop, again based on four per day, equates to £65,435 for a 51-week year again using an hourly minimum wage of £8.91.

Elsewhere voluntary services are also provided for payroll production, Fire Safety consultants and fundraising, etc. Therefore, an equivalent monetary value on the contributions made by volunteers can be very approximately valued at something in the region of £130K.

Ian Knott
Hon. Finance Director.

Building Maintenance:

Due to the pandemic, there has not been much maintenance carried out for obvious reason as the building has been closed for most of the year.

Fundraising Report:

Workshop report:

The past year has been uneventful due to Covid lockdown. It is hoped that outings can be organised again in the near future. We have been following Government before guidelines regarding social distancing which unfortunately involved reducing the number of disabled adults and volunteers that could be accommodated in the workshop, hence the lack of volunteers. It was thought this would have an adverse effect on the amount of packing work that could be completed but in fact the amount has far exceeded that normally carried out. We now have vacancies, so are able to offer placements to those persons who meet our criteria.

Charity Shop Report:

The Charity shops were badly hit by the Government lockdown due to the pandemic. However, with continued help from our local community and a great team of volunteers, our shops are now open again and are doing well.

Admission Criteria:

The programme was initially designed for the physically handicapped; however, the majority of attendees referred to the workshop have a degree of learning difficulties. The general criterion for admission to the workshop is as follows:

- ❖ Be a minimum age of sixteen (no upper limit)
- ❖ Be able to travel to the unit independently
- ❖ Be self reliant when feeding or taking medication
- ❖ Be able to use the toilet facilities unaccompanied (unless accompanied by a support worker or carer).

There is a degree of flexibility regarding the criteria for acceptance to the workshop. For the workshop to be effective, it is important that all attendees maintain a good record of attendance and punctuality. Failure to do so may result in the termination of the placement. It should be noted that initially all new clients will be required to attend with a carer until they have undergone an assessment. Subject to the results of the assessment, it may not be necessary for the carers to be in attendance.

Description of benefits to clients and the community:

BOPH currently has 22 disabled people with ages ranging from 17 to 55 years and the majority of these have learning difficulties. They carry out small but valuable tasks like packing small items, providing packaging for cards, sorting etc. These individuals are incapable of being employed in a normal workplace, so the unit provides a safe place of work and offers them stability and an opportunity to enhance their personal development and to maximise their own potential. The unit also provides a much needed respite for the carers five days a week and it is completely free of charge.

The workshop is open from Monday to Friday every week and the 22 adults are gainfully employed on small working tasks that may involve numeracy, literacy and practical skills and this is all conducted in a working environment.

Packing – this plays a very important part in confidence building and helps to develop the ability to work in a team. *Skill Tasters* – this provides our attendees with hands on experience in a wide range of skills. It is also beneficial to the long term unemployed people, P C S O, Student Police Officers, Trident Students, Special Needs College Students, and volunteers all of whom attend BOPH for training. This provides then with an insight into a number of different skills and the ability to work with disabled people. It provides invaluable experience of the needs and capabilities of people with disabilities. Two of our volunteers discovered that they had discovered their true vocation and went on to gain employment in the caring profession (one of these is now the manager of a home for the disabled).

Confidence Building – this is greatly enhanced by taking our attendees out into the community to provide tasks such as, helping out at fetes and open days, selling small items that have been produced to generate funds for BOPH and this in turn improves their communication skills etc. Just to quote one of our attendees “my family used to try everything to get me out of the house and now thanks to BOPH they have trouble keeping me in”.

Primary Aims and Objectives of the Charity:

The Charity’s aims and objectives are to promote the welfare of physically and mentally handicapped persons and those with special needs in a manner which is now or may be deemed by law to be charitable, within the community of Castle Point and in particular for the provision of and assistance with facilities for employment training within the workshop for such persons.

Fundamental to achieving these aims and objectives, is the desire to provide an environment for disabled people within the community, which is safe and offers them stability and an opportunity to enhance their personal development and to maximise their own potential.

Strategy for achieving these objectives:

Continue to seek assistance from donors and sponsors by actively showing that the charity is meeting their objectives. This is achieved by ensuring the key donors and members of the public are kept informed of the charity’s activities via newsletters, press releases and media cover.

To seek and obtain suitable work that can be actively carried out by our clients. This is achieved by keeping in close contact with our current work providers and by writing to new company’s advertising the charities objectives and how we can be of assistance to their company.

To carryout fund-raising events, open days, bazaars, charity dinners etc.

To support and provide assistance to the volunteers at the Charity Shop in the Knightswick Centre, Canvey Island.

Volunteer Support Team:

The charity depends on a hard core of volunteers to help with the activities in the workshop and the charity shop. Much of the fundraising is carried out by the volunteers and hence their support is invaluable to the financial and well being of the charity. To equate this to some monetary value is very difficult; however, a simple guide to the contribution they make can be considered as follows: BOPH Charities Commission Annual Report Year 2014/2015 Page 7

Review of the year's Aims and Objectives:

BOPH does not receive any funding or support from the government or local authorities. The aims and objectives can only be achieved by donations, work output and fund raising by the charity

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Review of the year's Aims and Objectives:

BOPH does not receive any funding or support from the government or local authorities. The aims and objectives can only be achieved by donations, work output and fund raising by the charity.

There have been 22 regular disabled clients that have attended the workshop during the year. One of the key aims is to provide the service and support that the charity provides free of charge to its clients. It is pleasing to report that this has been achieved, which in the current financial climate has been a remarkable achievement.

The charity shop which was opened in July of 2010 continues to be a great success and supports the main workshop financially. There has been no shortage of volunteers and the support from members of the public that have donated items for sale has been incredible. The income from the shop can be clearly seen in the annual accounts. However, although this cannot be relied on as the shop is on a short term lease, its contribution this year has been substantial. There can be little doubt that the shop will continue and even if the lease is terminated the charity will seek alternative premises.

Usually, these activities raised valuable funds for the charity; however, more significantly each of these activities provided a high profile for the charity within the community. During the year the charity has received good coverage in the local news papers and our key sponsors and work providers have been kept fully informed of the charities progress throughout the year.

Our work providers have been very kind to us this year, and we have had a fairly constant flow of work for our clients. To be fair there have been some quiet periods where the work time has been filled with social activities. However, in the present financial climate the charity had anticipated and planned for this.

Many outside companies and organisations have carried out fund raising events for the charity, and we wholeheartedly recognise the time and effort that this has taken. On behalf of everybody involved at BOPH we would like to thank those involved for their continued support and donations:

Looking to the future:

Forward planning for the charity will include meeting the primary aims and objectives of the charity which will include:

- ❖ The charity will provide our services and facilities free of charge for all the physically and mentally handicapped clients that attend the workshop.
- ❖ The charity will offer continued support for the staff and volunteers that actively assist with running the workshop, charity shop and fundraising.
- ❖ The charity will strive to ensure that all those attending the workshop will continue to enjoy a safe and happy environment.
- ❖ The charity will make every effort to ensure there is sufficient work for our clients during the year.
- ❖ The charity will continue to improve good communications with our work providers and primary sponsors and encourage their continued support.
- ❖ In addition to meeting these aims the charity has identified the need to expand and offer the services currently enjoyed by its clients, to a substantial increase in number of physically and mentally handicapped within the community.

Kind donations were received this year from: -

Mrs Mooney

Mr Williams

Diane and John

Kings Residents Club

Castlepoint Bowling

Grant Geary



Breaking Barriers

ANNUAL FINANCIAL STATEMENTS

For the year ended 17th January 2022

BUSINESS OPPORTUNITIES FOR THE PHYSICALLY HANDICAPPED
STATEMENT of FINANCIAL ACTIVITIES for the year ended 17 JANUARY 2022

Details	Unrestricted Funds	Total Funds last year
	£	£
<u>INCOMING RESOURCES</u>		
Printing Work	-	1,154.62
Donations	3,934.48	1,205.00
T-Shirt Printing	-	-
Fund Raising	18.43	-
Packing Work	1,722.14	-
Charity Shop	78,028.77	38,946.39
Grants	40,272.38	29,670.55
Investment Income	11.06	52.93
Other Income	-	528.83
Total Income	123,987.26	71,558.32
<u>RESOURCES USED</u>		
<i>Direct Charitable Expenditure</i>		
Wages & Payroll Costs	46,130.63	42,133.74
Purchase of Materials	-	16.20
Therapeutic earnings	-	-
Fund Raising Events - Expenses	483.68	236.00
Rent & Rates	619.32	-
Insurance	1,996.25	1,895.43
Light & Heat	2,608.06	3,049.42
Charity Shop	20,665.09	21,171.51
Repairs & Renewals	5,462.20	716.30
Printing, Postages & Stationery	-	-
Telephone	890.28	1,166.01
Louipment	-	646.12
Sundry Expenses	2,049.26	2,070.14
	81,204.77	73,100.87
<i>Other Expenditure</i>		
Capital Outlay	-	-
Depreciation	7,643.00	7,643.00
	7,643.00	7,643.00
Total Resources Used	88,847.77	80,743.87
Net Movement in Funds	35,139.49	(9,185.55)
Fund Balances brought forward	105,146.47	114,332.02
Fund Balances carried forward	140,285.96	105,146.47

BUSINESS OPPORTUNITIES FOR THE PHYSICALLY HANDICAPPED

BALANCE SHEET AS AT 17 JANUARY 2022

		<u>2021-22</u>	<u>2020-21</u>
	£	£	£
<u>FIXED ASSETS</u>			
Buildings		221,637.78	229,280.78
<u>CURRENT ASSETS</u>			
Cash at Bank			
- Community Account	26,166.09		
- High Interest Business Account	110,872.92		
- Shop Account	<u>94,593.36</u>		
		231,632.37	188,849.88
<u>CURRENT LIABILITIES</u>			
Creditors		-	-
<u>TOTAL CAPITAL EMPLOYED</u>		<u>453,270.15</u>	<u>418,130.66</u>
 Represented by:			
Unrestricted Funds		140,285.96	105,146.47
Capital Account		312,984.19	312,984.19
		<u>453,270.15</u>	<u>418,130.66</u>

I M Knott CPHA
Finance Director

Signed on 31st August 2022 on behalf of the Charity:



Mr J Clarke
Scheme Chairman



I M Knott.
Honorary Finance Director.

Notes to the Accounts.

3. Accounting Policies.

The financial statements have been prepared in accordance with applicable Accounting Standards and the Statement of Recommended Accounting Practice (SORP). A summary of the more important accounting policies which have been applied consistently is set out below:

a) Basis of Accounting.

The financial statements have been prepared under the historical cost convention.

b) Tangible Fixed Assets.

The cost of tangible fixed assets is their purchase cost, together with any incidental costs of acquisition.

Depreciation is calculated so as to write off the cost of the tangible fixed asset on a straight-line basis over the expected useful economic life of the asset concerned. The principal annual rate used for this purpose is 4% for freehold buildings.

4. Trustees.

	2021-2022	2020-2021
i) Amount of any remuneration/benefits paid to any of the charity's trustees or people connected with them.	£ Nil	£ Nil
ii) Transactions undertaken by the charity in which a trustee or connected person has a material interest.	None	None

5. Expenditure.

i) Amount of any payment made to an independent examiner.	£ Nil	£ Nil
ii) Amount of any grants made to any other institution.	£ Nil	£ Nil

6. **Endowment and Restricted Funds** - the charity has no endowment or restricted funds.

7. **Investment Assets** - the charity has no investment assets.

8. Paid Employees.

	2021-2022	2020-2021
Total emoluments of all scheme employees.	£46,430.63	£42,133.74
Average number of employees in the year.	5.00	5.00

9. Tangible Fixed Assets.

	Freehold Land & Buildings	
	2021-22	2020-21
	£	£
Asset Cost or Valuation		
At 18th. January	312,984.19	312,984.19
Additions	-	-
Disposals	-	-
At 17th. January	<u>312,984.19</u>	<u>312,984.19</u>
Accumulated Depreciation		
At 18th. January	83,703.41	76,060.41
Charge for the year	7,643.00	7,643.00
Elimination on disposals	-	-
At 17th. January	<u>91,346.41</u>	<u>83,703.41</u>
Net book value		
At 18th. January	229,280.78	236,923.78
At 17th. January	221,637.78	229,280.78

10. **Debtors and Prepayments** - the accounts of the charity do not have any debtors or prepayments.

11. **Creditors and Accruals** - the accounts of the charity have no creditors in 2021-22.

12. **Other Disclosure Issues.**

This charity: -

- ☐ does not have any commitments not provided for in the accounts.
- ☐ has not given any guarantees.
- ☐ has no loans
- ☐ does not have any contingent liabilities;
- ☐ does not receive grants as a material part of income.

Independent Examiner's Report on the Accounts.

Report to the Trustees/Members of Business Opportunities for the Physically Handicapped (BOPH) on the accounts for the year ended 17th. January 2022 as set out on pages 1 to 4.

Responsibilities and basis of report.

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

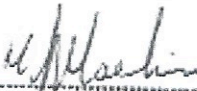
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 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
- the accounts did not comply with the applicable 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: 
M Machin.

Date: 26/4/2022



Breaking Barriers

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i) Amount of any payment made to an independent examiner.	£ Nil	£ Nil
ii) Amount of any grants made to any other institution.	£ Nil	£ Nil

6. **Endowment and Restricted Funds** - the charity has no endowment or restricted funds.

7. **Investment Assets** - the charity has no investment assets.

8. Paid Employees.

	2021-2022	2020-2021
Total emoluments of all scheme employees.	£46,430.63	£42,133.74
Average number of employees in the year.	5.00	5.00

9. Tangible Fixed Assets.

	Freehold Land & Buildings	
	2021-22	2020-21
	£	£
Asset Cost or Valuation		
At 18th. January	312,984.19	312,984.19
Additions	-	-
Disposals	-	-
At 17th. January	<u>312,984.19</u>	<u>312,984.19</u>
Accumulated Depreciation		
At 18th. January	83,703.41	76,060.41
Charge for the year	7,643.00	7,643.00
Elimination on disposals	-	-
At 17th. January	<u>91,346.41</u>	<u>83,703.41</u>
Net book value		
At 18th. January	229,280.78	236,923.78
At 17th. January	221,637.78	229,280.78

10. **Debtors and Prepayments** - the accounts of the charity do not have any debtors or prepayments.

11. **Creditors and Accruals** - the accounts of the charity have no creditors in 2021-22.

12. **Other Disclosure Issues.**

This charity: -

- ☐ does not have any commitments not provided for in the accounts.
- ☐ has not given any guarantees.
- ☐ has no loans
- ☐ does not have any contingent liabilities;
- ☐ does not receive grants as a material part of income.

Independent Examiner's Report on the Accounts.

Report to the Trustees/Members of Business Opportunities for the Physically Handicapped (BOPH) on the accounts for the year ended 17th. January 2022 as set out on pages 1 to 4.

Responsibilities and basis of report.

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

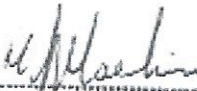
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 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
- the accounts did not comply with the applicable 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: 
M Machin.

Date: 26/4/2022