

Company Number: 7684229
Charity Number: 1147053

Award Solutions
(A Company Limited by Guarantee)
Annual Report
&
Financial Statements
For the year ended
31 December 2020

Greater Merseyside Community Accountancy Service
Sefton Council for Voluntary Service
3rd Floor, Suite 3b
Burlington House
Crosby Road North
Waterloo
Liverpool
L22 0LG

Award Solutions

Contents

Pages

7	Independent Examiner's Report
8	Statement of Financial Activities
9	Balance Sheet
10-19	Notes to the Financial Statements

Award Solutions

Trustee's Annual Report

For the year ended 31 December 2020

The trustees, who are also Directors for the purposes of the Companies Act, present their annual report and financial statements of the charity for the year ended 31 December 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland.

Objectives and Activities

To act as a resource for young people living in Sefton and surrounding areas by providing advice and assistance and organising programmes of physical, educational and other activities, in particular but not exclusively the delivery of Duke of Edinburgh's award, as a means of:

- (a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- (b) advancing education;
- (c) relieving unemployment;
- (d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's guidance on public benefit.

Achievements and Performance

The year was dominated by the Covid 19 Pandemic.

We started with a full diary beginning in January 2020 with our usual schools, February followed, with only a small amount of concern, but things were going well and we continued to move forward with expeditions. In March concern was growing but it was not until the 17th March that the true scale impacted and with 1 group of 7 people completed did we find that the dominoes fell and we cancelled all expeditions, or rather schools cancelled them all and we followed other countries with a stay at home notice.

We were luckier than most, we were able to diversify and maintain our objectives. Although it was not easy working with young people online, and offering advice and support to young people on how to complete their DofE. Our Mental Health Courses fitted the bill and Zoom and Drop Box soon came into their own.

As soon as we could we were out working with young people again although in smaller numbers than usual and day walks and navigation only. Working with still over 100 young people to successful outcomes we continued.

We managed to get funding to deliver the Lowland Walk Leader to 24 people who were not working and this kept us busy as well as the young people going out themselves. Overall 87 adults completed qualifications with us and over 100 young people completed either whole DofE Awards or the Certificate of Achievement.

Award Solutions Trustee's Annual Report For the year ended 31 December 2020

Financial Review

During the 18 months ended 31 December 2020 the charity had income of £53,152 (2019: £97,190) and expenditure of £37,935 (2019: £102,872). There was a surplus during the period of £15,217 (2019: deficit of £5,682). At 31 December 2020 assets exceeded liabilities by £8,890. Liabilities included a loan of £10,000 from Jean Riding, a trustee.

The reserves policy is to hold unrestricted reserves equal to at least 6 months' expenditure.

A loan was used to purchase kit and equipment to allow young people to go on expedition. The terms of the loan are open, payment is due when the charity is prepared, and Trustees agree it can be paid back in instalments or in a whole, it is not repayable on demand.

We are sponsored by a BNI Chapter in Hillside Southport so we will be using those links to increase the number of courses such as First Aid 1- 3 Day (Adult and Paediatric), Food Hygiene Level 2 and Mental Health Level 1 and 2. We can provide businesses with a level of corporate social responsibility as our profit from courses goes back into Award Solutions to make Award Solutions Sustainable

Reference and administrative details

Charity number:	1147053
Company number:	7684229
Registered Office:	Future House, 25 Pomona Street, Liverpool, L3 5TL

Our advisors

Independent Examiner: Anthony Deegan MAAT MICB Pm.Dip
Bankers: The Co-operative Bank, Business Direct, P.O. Box 250, Skelmersdale.

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purposes of charity law. The trustees and officers serving during the year and since the year-end were as follows:

Trustees

Maurice Byrne
Gillian Smith
Jean Riding
Elaine Murphy
Peter Maguire

Company Secretary	Gillian Smith
--------------------------	---------------

Award Solutions Trustee's Annual Report For the year ended 31 December 2020

Structure, Governance and Management

Governing Document

Award Solutions is a company limited by guarantee governed by its Memorandum and Articles of Association dated 28th September 2015. It is registered with the Charity Commission. Anyone over the age of 18 can become a member of the Company and there are currently - members (- in 2019), each of whom agrees to contribute £1 in the event of the charity winding up.

Appointment of trustees

As set out in the Articles of Association the trustees are elected by members of the charitable company attending the Annual General Meeting. The longest service one third of trustees retires each year and is able to offer themselves for re-election.

Organisation

The board of trustees administers the charity.

Related parties and co-operation with other organisations

One of our trustees receives remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity and any client or supplier is disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Risk Management

The trustees have a risk management strategy which comprises:

- * an annual review of the principal risks and uncertainties that the charity faces;
- * the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- * the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for both the charity and its subsidiary. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank and active management of trade debtors and creditors balances to ensure sufficient working capital by the charity.

Attention has also been focused on non-financial risks arising from fire, health and safety of clients, food hygiene. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place, and regular awareness training for staff working in these operational areas.

Award Solutions

Trustee's Annual Report

For the year ended 31 December 2020

Trustees' Responsibilities

The trustees, who are also the directors of Award Solutions for the purpose of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing the financial statements, the trustees are required to:

- 1) select suitable accounting policies and then apply them consistently;
- 2) observe the methods and principles on the Charities SORP;
- 3) make judgements and estimates that are reasonable and prudent;
- 4) state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 5) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the board of trustees on 20 August 2021 and signed on their behalf.

Gillian Smith
Company Secretary

Independent Examiner's Report To the trustees of Award Solutions For the year ended 31 December 2020

I report on the charity trustees on my examination of the accounts of the Award Solutions for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity's trustees of Award Solutions (and also the directors for the purpose of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Award Solutions are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

(1) accounting records were not kept in respect of Award Solutions as required by section 368 of the 2006 Act; or

(2) the accounts do not accord with those records; or

(3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or

(4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Anthony Deegan MAAT MICB Pm.Dip
Community Accountant
Sefton Council for Voluntary Service
Burlington House

20 August 2021

Award Solutions
Statement of Financial Activities
(Incorporating Income & Expenditure Account)
For the year ended 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Income and endowments from:					
Donations and legacies	2	16,692	14,503	31,195	2,304
Charitable activities	3	13,372	-	13,372	94,886
Total income		30,064	14,503	44,567	97,190
Expenditure on:					
Raising funds	4	-	-	-	96
Charitable activities	5	27,072	2,750	29,822	102,776
Total expenditure		27,072	2,750	29,822	102,872
Net income/(expenditure)		2,992	11,753	14,745	(5,682)
Other recognised gains:					
Net movement in funds		2,992	11,753	14,745	(5,682)
Reconciliation of funds:					
Funds b/fwd		(6,327)	-	(6,327)	(645)
Funds c/fwd		(3,334)	11,753	8,419	(6,327)

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

All income and expenditure derive from continuing activities.

Award Solutions Balance Sheet As at 31 December 2020

Company Number: 7684229

	Note	2020 £	£	2019 £
Current Assets				
Debtors	9	736		468
Cash at bank and in hand	10	18,686		3,394
		19,422		3,862
Creditors: Amounts falling due within one year	11	1,004		189
Net Current Assets			18,418	3,673
Total Assets Less Current Liabilities			18,418	3,673
Creditors: Amounts falling due after more than one year	12		(10,000)	(10,000)
Total Net Assets/(Liabilities)			8,418	(6,327)
Funds of the charity				
General Fund			(3,334)	(6,327)
Total Unrestricted Funds	14		(3,334)	(6,327)
Restricted Funds	15		11,753	-
Total Funds			8,419	(6,327)

In approving these financial statements as directors of the company we hereby confirm the following:
For the year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- 1) The members have not required the company to obtain an audit for its accounts for the year in question in accordance with section 476.
- 2) 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 and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the board of directors on 20 August 2021.

Jean Riding, Trustee

The notes on pages 10 to 19 form part of these financial statements

Award Solutions

Notes to the Accounts

For the year ended 31 December 2020

1 Accounting Policies

1a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), and the Companies Act 2006 and the UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

Award Solutions meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for Charities applying FRS102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The functional currency used by Award Solutions is the £ Sterling.

1b. Preparation of the accounts on a going concern basis

The charity has an excess of liabilities over assets of £6,327. A trustee has provided a loan of £10,000. The financial support of the trustee means that the trustees expect the charity to be able to meet its liabilities as they fall due for at least 12 months from the date of signing of the accounts. The trustees consider that the charity is a going concern and the accounts have been prepared on a going concern basis.

1c. Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

The notes on pages 10 to 19 form part of these financial statements

Award Solutions

Notes to the Accounts (cont.)

For the year ended 31 December 2020

1 Accounting Policies (cont.)

1d. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Activities for young people

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1e. Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charities programmes and activities. these costs have been allocated between cost of raising funds and expenditure on charitable activities. the bases on which support costs have been allocated are set out in note 6.

1f. Funds Accounting

All income and expenditure together with gains and losses are allocated to a specific charitable fund.

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Restricted funds are donations which the donor has specified are to be used solely for particular areas of the charity's work or for specific projects being undertaken by the charity. Further details of restricted funds together with their purposes are set out in note 15.

1g. Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

The notes on pages 10 to 19 form part of these financial statements

Award Solutions

Notes to the Accounts (cont.)

For the year ended 31 December 2020

1 Accounting Policies (cont.)

1h. Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1i. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

1j. Pension costs

The company operates a defined contribution plan for its eligible employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payment obligations. The contributions are recognised as an expense when they are due. Amounts not paid are shown in creditors or accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

2. Donations and Legacies

	2020	2019
	£	£
Grants and Donations	28,676	2,304
HMRC Job Retention Scheme	2,519	-
	<hr/>	<hr/>
	31,195	2,304
	<hr/>	<hr/>

The notes on pages 10 to 19 form part of these financial statements

Award Solutions

Notes to the Accounts (cont.)

For the year ended 31 December 2020

3. Charitable Activity Income

	2020 £	2019 £
Activity fees	13,372	94,886
	<u>13,372</u>	<u>94,886</u>

Income from charitable activities has been applied to the following activities:

	2020 £	2019 £
Activities for young people	13,372	94,886
	<u>13,372</u>	<u>94,886</u>

4. Expenditure on Raising Funds

	2020 £	2019 £
Fundraising costs	-	96
	<u>-</u>	<u>96</u>

The notes on pages 10 to 19 form part of these financial statements

Award Solutions

Notes to the Accounts (cont.)

For the year ended 31 December 2020

5. Charitable Activities Expenditure

	Activities Undertaken Directly £	Support Costs £	Total 2020 £	Total 2019 £
Activities for young people	32,629	5,306	37,935	102,097
	<u>32,629</u>	<u>5,306</u>	<u>37,935</u>	<u>102,097</u>

6. Support Costs

	Human Resources & Administration £	Total 2020 £	Total 2019 £
Activities for young people	5,306	5,306	3,068
	<u>5,306</u>	<u>5,306</u>	<u>3,068</u>

The notes on pages 10 to 19 form part of these financial statements

Award Solutions

Notes to the Accounts (cont.)

For the year ended 31 December 2020

7. Staff Costs

	2020 £	<i>2019</i> £
Wages and Salaries	5,712	21,516
Pension costs	-	153
	<u>5,712</u>	<u>21,669</u>

The average number of employees during the 2020 was:

	2020 Number	<i>2019</i> <i>Number</i>
Activity organisers	<u>2</u>	<u>5</u>
	<u>2</u>	<u>5</u>

The trustees received remuneration of £2,064 during the year (2019: £5,440)

One trustee was remunerated in their capacity as an activity organiser.

No trustees received expenses during the year (2019: No expenses)

8. Key Management Personnel

The trustees consider that the key management personnel comprise the trustees as listed on page 4.

	2020 £	<i>2019</i> £
Total Remuneration	<u>2,064</u>	<u>5,440</u>

The notes on pages 10 to 19 form part of these financial statements

Award Solutions

Notes to the Accounts (cont.)

For the year ended 31 December 2020

9. Debtors

	2020 £	2019 £
Amounts falling due within one year		
Social Security and other taxes	736	468
	<u>736</u>	<u>468</u>

10. Cash at bank and in hand

	2020 £	2019 £
Cash at bank	18,684	3,393
Cash in hand	2	1
	<u>18,686</u>	<u>3,394</u>

11. Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	740	-
Accruals and deferred income	264	189
	<u>1,004</u>	<u>189</u>

12. Creditors: Amounts falling due after one year

	2020 £	2019 £
Other loans	10,000	10,000
	<u>10,000</u>	<u>10,000</u>

The notes on pages 10 to 19 form part of these financial statements

Award Solutions

Notes to the Accounts (cont.)

For the year ended 31 December 2020

13. Loans and Overdrafts

	2020 £	2019 £
The aggregate amount of loans was as follows:		
a) Falling due within one year or on demand		
b) Falling due after more than one year		
Unsecured loans repayable:-		
between one and two years	1,000	1,000
between two and five years	9,000	9,000
Secured loans repayable:-		
	10,000	10,000

14. Unrestricted Funds

	Balance brought forward 2019 £	Income £	Expenditure £	Balance carried forward 2020 £
General Fund	(6,327)	32,814	(29,822)	(3,335)
Total Funds	(6,327)	32,814	(29,822)	(3,335)

The notes on pages 10 to 19 form part of these financial statements

Award Solutions

Notes to the Accounts (cont.)

For the year ended 31 December 2020

15. Restricted Funds

	<i>Balance brought forward 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance carried forward 2020 £</i>
Total Funds (previous year)	-	-	-	-

	Balance brought forward 2019 £	Income £	Expenditure £	Balance carried forward 2020 £
Community Foundation	-	4,538	(759)	3,779
Sport England Lottery Fund	-	4,000	(1,400)	2,600
Workers Educational Association	-	4,465	(591)	3,874
Team Oasis	-	1,500	-	1,500
Total Funds (current year)	-	14,503	(2,750)	11,753

The notes on pages 10 to 19 form part of these financial statements

Award Solutions

Notes to the Accounts (cont.)

For the year ended 31 December 2020

16. Comparative Statement of Financial Activities Information

In order to comply with Financial Reporting Standard 102 which requires comparative information to be provided for all amounts, this note provides the necessary disclosure for comparative purposes of the Statement of Financial Activities for the year ended 31 December 2019.

	Unrestricted Fund £	Total Funds £
Income		
Donations and legacies	2,304	2,304
Comparative activities	94,886	94,886
Total income	97,190	97,190
Expenditure on		
Raising funds	96	96
Charitable activities	102,776	102,776
	102,872	102,872
Net expenditure	(5,682)	(5,682)
Other Recognised gains:		
Net movement in funds	(5,682)	(5,682)

The notes on pages 10 to 19 form part of these financial statements