

COGS Prepares 4 Life CIO
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Charity No: 1154296

COGS PREPARES 4 LIFE CIO

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 SEPTEMBER 2020

COGS PREPARES 4 LIFE CIO

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Laurel Cadman	Chairman/Secretary
Rebecca Flynn	Treasurer
Tracy Blakey	Trustee
William Griffiths	Trustee
Tony Wilkins	Trustee
Terrence Finn	Trustee
Vivienne Smart	Trustee
John Boyce	Trustee
Ian Clark	Trustee

Charity Number: 1154296

Charity's Principal Address:

**Burntwood Memorial Community Association
Rugeley Road
Burntwood
Staffordshire
WS7 9BE**

COGS PREPARES 4 LIFE CIO

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COGS PREPARES 4 LIFE CIO

TRUSTEES' ANNUAL REPORT FOR THE PERIOD

From: 1st October 2019

To: 30th September 2020

The Trustees presents it's report and financial statements for the year ending 30th September 2020.

The financial statements have been prepared in accordance with the charity's constitution, 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 applicable in the UK and Republic of Ireland (FRS 102).

Objectives and Activities

The object of the CIO is to develop the capacity and skills of the members of the socially and economically disadvantaged community of Staffordshire, and in particular Lichfield, Burtwood and Cannock in such a way that they are better able to identify and help meet their needs and to participate more fully in society. We specifically take on adults with learning disabilities.

The main activities that take place are the activities that our service users partake in which are learning gardening skills, woodwork skills, machine maintenance skills and independent living skills, which incorporates cooking skills. Some of these activities then benefit the public by offering a local venue to purchase plants, vegetables, and handmade woodwork products at a low price. A lot of projects and activities have been hindered this year due to the COVID-19 pandemic and a portion of funding received that is identified in the accounts are focused on COVID-19 related projects.

The trustees have paid regard to the guidance issued by the Charity Commission on public benefit and what activities the charity should undertake.

All the staff at COGS Prepares 4 Life CIO are permanent volunteers and work tirelessly with the service users to ensure activities are varied, educational and help forward their needs. We have also taken on two temporary volunteers this year who have adapted very well to the environment and have helped bolster the support we can give to the service users. All volunteers have also contributed tremendously towards fund raising by promoting the products the charity sells to the general public, despite many difficulties caused by the COVID-19 pandemic and subsequent lockdowns and restrictions.

Achievements and Performance

At the start of the year the service users successfully dismantled an old and worn vegetable bed and replaced it with two more durable vegetable beds intended for use in the Accessible Grow Cook Eat Project to grow a wider variety of seasonal vegetables for the service users to use throughout the year in their cooking activities. The kitchen floor was also replaced to benefit the cooking area, making it a better place for the service users to work.

However, this year saw very difficult conditions for the charity as it had to suspend many activities due to the COVID-19 pandemic which resulted in lockdowns and partial closure to the service users between March 2020 and July 2020. During this time, the volunteers successfully kept all the plants and produce alive during a sweltering summer, offering local residents a local outlet for buying plants when all retail garden centres were closed. This benefitted the local residents who were isolated during this time period, enabling them to carry on gardening at home to improve their mental health and stay physically active.

COGS PREPARES 4 LIFE CIO

TRUSTEES' ANNUAL REPORT FOR THE PERIOD (CONTINUED)

From: 1st October 2019

To: 30th September 2020

Throughout the closure volunteers worked hard to secure funding for PPE and making the site COVID-19 safe ready for when our service users returned. One achievement was receiving funding that allowed the charity to offer an outreach service to our beneficiaries which involved a 24/7 helpline, medication runs and shopping trips for those families who were not mobile.

When the service users returned, they achieved expanding the current fruit cage to double its size to allow for a wider variety of fruit to be grown which will expand their knowledge of growing produce, incorporating the produce into the Accessible Grow Cook Eat project as well as giving the public a wider variety to purchase which helps with fundraising. The Paint and Repair funding enabled the whole of the cabin to be painted in specialised covering which will protect the structure from all weather in the future.

Financial Review

The charity has had a difficult year but due to specific funding and continued fundraising when and where possible we have maintained an average financial position at the end of the period.

The charity has always aimed to hold a reserve of 3 months expenditure in unrestricted funds which would allow it to continue current activities while consideration is given to ways in which additional funds could be raised. The required level of reserves has been maintained throughout the year.

The charity's principal sources of funds are:

National Lottery/Awards For All - (Accessible Grow Cook Eat)

Community Foundation/We Love Lichfield (Paint and Repair)

National Lottery Community Fund (Emotional and Wellbeing Support)

Community Foundation Emergency Grants - (Protecting COGS from Covid)

Groundworks

National Lottery Fund - (Covid Outreach)

Structure, Governance and Management

The charity is a Charitable Incorporated Organisation (CIO) which is governed by its constitution registered with the Charity Commission on 21st October, 2013

The CIO advertises for new trustees through Support Staffordshire, Do.It.org, on the website. The role of trustee is open to everyone over the age of 16 years old who has the purpose to bring enthusiasm and expertise to the board and would be most likely to further the purposes of the CIO. At each Annual General Meeting the trustees are required to stand down from their role and can be re-appointed by membership vote if they wish to stand for another term.

New charity trustees receive a copy of the constitution and any amendments made to it along with a copy of the charity's latest trustee's annual report and statement of accounts.

The board of trustees, which shall be a minimum of three with a maximum of twelve, administers the CIO whilst the members have voting rights on decisions that arise through the board. Membership of the CIO is open to anyone who is interested in furthering its purposes.

COGS PREPARES 4 LIFE CIO

TRUSTEES' ANNUAL REPORT FOR THE PERIOD (CONTINUED)

From: 1st October 2019

To: 30th September 2020



Names of the charity trustees who manage the charity

Laurel Cadman	Chairman/Secretary
Rebecca Flynn	Treasurer
Tracy Blakey	Trustee
William Griffiths	Trustee
Tony Wilkins	Trustee
Terrence Finn	Trustee
Vivienne Smart	Trustee
John Boyce	Trustee
Ian Clark	Trustee

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Laurel Cadman	REBECCA SARAH FLYNN
Position (eg Secretary, Chair, etc)	Secretary	TREASURER
Date	18/2/2021	

COGS PREPARES 4 LIFE CIO

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 30TH SEPTEMBER 2020

Receipts/Income	Notes	Unrestricted Funds 2020	Restricted Funds 2020	Total 2020	Unrestricted Funds 2019	Restricted Funds 2019	Total 2019
Income from:							
Donations	1	3270	-	3270	1,500	-	1,500
Garden Maintenance		160	-	160	-	-	-
Grants	2	-	11,703	11,703	-	10,895	10,895
Plants/Produce Sales		3,847	-	3,847	1,500	-	1000
Woodwork Sales		234	-	234	265	-	765
Total receipts/Income		7,511	11,703	19,214	3265	10,895	14,160

Payments/Expenditure	Notes	Unrestricted Funds 2020	Restricted Funds 2020	Total 2020	Unrestricted Funds 2019	Restricted Funds 2019	Total 2019
Expenditure on:							
Building and Office		5,302	2,620	7,922	-	-	-
COVID and other	3	-	1,634	1,634	-	-	-
Plants and Produce		1,014	2,198	3,212	-	-	-
Specialised Staffing	4	-	7,449	7,449	-	-	-
Woodwork		564	1,200	1,764	-	-	-
2018 – 2019 Expenditure		-	-	-	2,649	8,365	11,014
Total Expenditure		6,880	15,101	21,981	2,649	8,365	11,014

Net of receipts/(payments)	Notes	Unrestricted Funds 2020	Restricted Funds 2020	Total 2020	Unrestricted Funds 2019	Restricted Funds 2019	Total 2019
Net movement in funds		631	- 3,398	- 2,767	3,078	68	3,146

Fund Balances	Notes	Unrestricted Funds 2020	Restricted Funds 2020	Total 2020	Unrestricted Funds 2019	Restricted Funds 2019	Total 2019
Cash Fund Balance at 1 st October 2019		-	-	-	4,155	11,872	16,027
Cash Fund balance at 30 th September 2020		4,786	8,474	13,260	-	-	-

Breakdown of Cash Funds	Unrestricted Funds 2020	Restricted Funds 2020
HSBC	3,368	8,474
FairFX Card/Account	288	-
Cash (Petty)	1,130	-

Total Cash Funds	4,786	8,474
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The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

COGS PREPARES 4 LIFE CIO

BALANCE SHEET AS AT 30TH September 2020

Current Assets	
Cash	13,259.84
Accounts Receivable	0.00
Prepayments	0.00
Total	13,259.84
Non-Current Assets	
Fixed Assets	0.00
Long Term Investments	0.00
Total	0.00
Current Liabilities	
Accounts Payable	0.00
Deferred Income	0.00
Total	0.00
Non-Current Liabilities	
Long Term Loan / Mortgage	0.00
Total	0.00
Total Net Assets (Assets Minus Liabilities)	13,259.84

Represented By

General Spending (Unrestricted)(HSBC/FairFX/Cash)	4,785.64
Accessible Grow Cook Eat (Restricted)	2,775.26
Paint and repair (We Love Lichfield) (Restricted)	335.13
Emotional and Wellbeing Support (NLCF) (Restricted)	5,000.00
Protecting COGS from Covid (Restricted)	0.00
Groundworks (Restricted)	240.48
Covid Outreach (Awards For All) (Restricted)	123.33

The financial statements were approved by the Trustees on: 18/2/2021



Rebecca Flynn
Treasurer/Trustee

COGS PREPARES 4 LIFE CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH SEPTEMBER 2020

Note 1 – Donations breakdown

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Total
Under £100	0	1	0	0	0	0	0	0	0	0	1	0	2
£100 - £300	0	0	1	0	0	0	0	0	0	0	0	0	1
£300 - £500	0	0	0	0	0	0	0	0	0	0	0	0	0
Over £500	0	0	0	1	0	0	0	0	0	0	1	0	2
Total	0	1	1	1	0	0	0	0	0	0	2	0	5
Total Amount	0.00	20.00	200.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00	0.00	3,270.00

Date	Description	Amount
27/11/2019	GASDS Donation	20.00
04/12/2019	Donation from HSBC	200.00
20/01/2019	Private Donation	2,000.00
25/08/2020	Private Donation	1,000.00
31/08/2020	GASDS Donation	20.00
31/08/2020	GASDS Donation	30.00
	Total Donations	3,270.00

Note 2 – Restricted Grants

Fund Name	Opening Balance at 1 Oct 2019	Income	Expenditure	Fund Transfers	Closing Balance at 30 Sep 2020
Accessible Grow Cook Eat	10,545.00	0	7,769.74	0	2,775.26
Paint and repair (We Love Lichfield)	0	1,000.00	664.87	0	335.13
Emotional and Wellbeing Support (NLCF)	0	5,000.00	0	0	5,000.00
Protecting COGS from Covid	0	703.13	706.46	3.33	0
Groundworks	1,327.00	0	1,086.52	0	240.48
Covid Outreach (Awards For All)	0	5,000.00	4,876.67	0	123.33

Note 3 – COVID and other

Where 'Covid' is stated in the statements, this refers to items relevant to the pandemic situation including, but not limited to PPE, Sanitisation Goods and other items relevant to protecting the site, users and staff of COGS Prepares 4 Life CIO.

Note 4 – Specialised Staff

There were no employees during the year. The specialised staff are seconded from Cherry Orchard Garden Services CIC for certain projects requiring specialised support.