

COGS Prepares 4 Life CIO  
Burntwood Memorial Community Centre  
Rugeley Road  
Burntwood  
Staffordshire  
WS7 9BE  
TEL: 01543 676443  
After Hours: 07961 005 286  
Email: [cogspreparesforlife@gmail.com](mailto:cogspreparesforlife@gmail.com)  
Charity No: 1154296

## **COGS PREPARES 4 LIFE CIO**

### **ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 SEPTEMBER 2022**

## Independent Examiner's Report to the Trustees of the

### COGS PREPARES 4 LIFE CIO

I report on the accounts for the year ended 30<sup>th</sup> September 2021, which are set out on in this document.

#### Respective responsibilities of trustees and examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 43 (2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 43 (3) (a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7) (b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

#### Basis of independent examiner's report

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 and a comparison of the accounts presented with those records. It also includes consideration 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 there is no matter that has come to my attention:

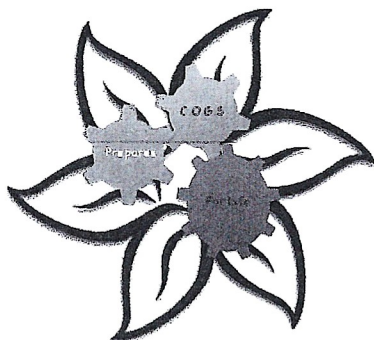
1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have 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: EMMA MALPASS

Qualification: MART

MAS Associates  
Chartered Certified Accountants  
Spear House  
Cobbett Road  
Burntwood, Staffordshire  
WS7 3GL  
Tel: 01543 273 830

Date: 12th JULY 2023



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## **COGS PREPARES 4 LIFE CIO**

**Trustees Annual Report For Year End Sept 22:**

**Charity Number: 1154296**

**Charity's Principal Address:**

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

### **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



## **COGS PREPARES 4 LIFE CIO**

### **TRUSTEES' ANNUAL REPORT FOR THE PERIOD**

**From: 1<sup>st</sup> October 2021**

**To: 30<sup>th</sup> September 2022**

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The Trustees presents it's report and financial statements for the year ending 30<sup>th</sup> September 2022.

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).

### **Structure, Governance and Management**

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

The CIO advertises for new trustees through Support Staffordshire, facebook and on its 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 it's purposes.

All policies are reviewed on a regular basis, and new ones drawn up if necessary.

### **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 learning gardening skills, woodwork skills, machine maintenance skills and independent living skills, which incorporates cooking skills. Some of these activities then benefit the wider public by offering a local venue to purchase plants, vegetables, and handmade woodwork products at a low price.

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 support members at COGS Prepares 4 Life CIO are permanent volunteers that are seconded from Cherry Orchard Garden Services CIC and work tirelessly with the service users to ensure activities are varied, educational and help forward their needs. We also have two temporary volunteers who have adapted very well to the environment and have helped bolster the support we can give to the service users. All volunteers have contributed tremendously towards fund raising by promoting the products the charity sells to the general public.



## **Achievements and Performance**

This year was a totally different experience from last year as the effects of COVID-19 restrictions started to ease, and normality started to finally arrive. The new customers that found us in the lockdown periods have all returned to purchase the goods that our service users have made or grown and been presented on our market stall.

Throughout the year various projects were funded and equipment bought around the site including funding for new electric lawnmowers and strimmers, brand new cooking equipment and white goods for the Grow-Cook-Eat programme along with new coldframes and stainless steel tables for the greenhouse.

We were especially excited to receive funding for a brand new greenhouse and base which has replaced the old greenhouse that was donated to us in 2013. The new greenhouse is much more energy efficient and has much more room inside for the service users to learn and expand their skills. New laptops were also funded as part of a new education scheme aimed at teaching the service users basic English, Maths and IT skills and has been widely welcomed by both the service users and their parents/carers due to the fact that the courses are specific to each individual, not a set curriculum.

All the service users have continued to refresh their skills throughout the year to ensure they can continue to use these transferable skills outside of the charity.

## **Section E - Financial Review**

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 current amount required in reserves is £1500.

The charity's principal sources of funds used in this financial year are:

Plant Sales

Woodwork Sales

Public Donations

The David Solomon Trust (Mowers/Strimmers/Batteries)

The Yapp Charitable Foundation (Rent)

The Foyle Foundation (Stainless Steel tables)

The Albert Hunt Trust (Cooking Equipment)

The Dumbreck Charity (Cooking equipment)

The Wolfson Foundation (Greenhouse)

National Lottery/Awards For All (Growing/Cooking equipment)

Paint and Repair (Paint and Repair works – Cabin)

Groundworks

The National Lottery Community Fund (Covid Outreach)

Edward Cadbury Charitable Trust (Laptops)

The Sir Jules Thorn Charitable Trust (Laptops)

Awards For All (New Grow Cook Eat)

The Harry Payne Fund (Electric Mowers/Chargers)

Bernard Sunley (Greenhouse)

The Screwfix Foundation (Greenhouse)

We Love Lichfield (Electric Mower/Strimmer)

The Percy Bilton Charity (Cooking Equipment)

Arnold Clarke (Memorial Area)

The Rural Development Fund (Electric Mowers/Strimmer)

The expenditure of funds throughout the year have all supported the key objectives of the charity in many ways. The spending of funds on seeds and plants, new tools and machinery has ensured that the service users get to learn or refresh horticulture skills that are transferable, as well as providing locally sourced plants to the surrounding community. Funds spent on machinery, buildings and structures ensure that all belongings and property are maintained correctly to increase longevity of items.


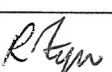
## **Section F – Optional Information**

All activities have resumed and are back to normal after the restrictions during the pandemic were lifted.

### **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)	Tracy Blakey	Rebecca Flynn
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	4.4.2023.	

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

COGS Prepares 4 Life CIO

1154296

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/10/2021

To

Period end date  
30/09/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	10,775	48,919	-	59,693	16,327
Charitable Activities	7,351	-	-	7,351	8,975
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>18,125</b>	<b>48,919</b>	<b>-</b>	<b>67,044</b>	<b>25,302</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>18,125</b>	<b>48,919</b>	<b>-</b>	<b>67,044</b>	<b>25,302</b>
<b>A3 Payments</b>					
Charitable Activities	13,820	41,643	-	55,463	25,726
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>13,820</b>	<b>41,643</b>	<b>-</b>	<b>55,463</b>	<b>25,726</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>13,820</b>	<b>41,643</b>	<b>-</b>	<b>55,463</b>	<b>25,726</b>
<b>Net of receipts/(payments)</b>	<b>4,306</b>	<b>7,276</b>	<b>-</b>	<b>11,581</b>	<b>424</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>4,306</b>	<b>7,276</b>	<b>-</b>	<b>11,581</b>	<b>424</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	HSBC	3,517	7,276	-
	Equals Card	789	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,306</b>	<b>7,276</b>	<b>-</b>

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

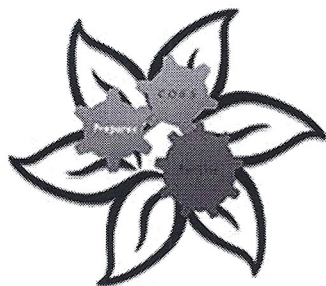
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



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**Rugeley Road, Burntwood.**  
**WS7 9BE.**

**Phone: 01543 676443**

**General enquiries CIO: [cogspreparesforlife@gmail.com](mailto:cogspreparesforlife@gmail.com)**

**Website: [www.cogsprepares4lifecio.co.uk](http://www.cogsprepares4lifecio.co.uk)**

## **COGS PREPARES 4 LIFE CIO**

### **STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 30<sup>TH</sup> SEPTEMBER 2022**

<b>Receipts/Income</b>	<b>Notes</b>	<b>Unrestricted Funds 2022</b>	<b>Restricted Funds 2022</b>	<b>Total 2022</b>	<b>Unrestricted Funds 2021</b>	<b>Restricted Funds 2021</b>	<b>Total 2021</b>
<b>Income from:</b>							
Donations		10,774.51	48,918.79	59,693.30	1,321.95	15,005.00	16,326.95
Garden Maintenance							
Grants							
Plants/Produce Sales		7,350.78		7,350.78	6,974.58	2,000.00	8,974.58
Woodwork Sales							
<b>Total receipts/Income</b>		<b>18,125.29</b>	<b>48,918.79</b>	<b>67,044.08</b>	<b>8,296.53</b>	<b>17,005.00</b>	<b>25,301.53</b>

<b>Payments/Expenditure</b>	<b>Notes</b>	<b>Unrestricted Funds 2022</b>	<b>Restricted Funds 2022</b>	<b>Total 2022</b>	<b>Unrestricted Funds 2021</b>	<b>Restricted Funds 2021</b>	<b>Total 2021</b>
<b>Expenditure on:</b>							
Building and Office		4,293.37	6,801.35	11,094.72	900.26		900.26
Tools and equipment		6,086.74	8,387.54	14,474.28		1,753.72	1,753.72
Plants and Produce		1,984.72	194.61	2,179.33	2,467.49		2,467.49
Woodwork		1,454.72	335.13	1,789.85	1,567.04		1,567.04
Outreach Service			159.00	159.00		5,000	5,000.00
Outdoor Projects/Structures			25,765.46	25,765.46		14,037.39	14,037.39
<b>Total Expenditure</b>		<b>13,819.55</b>	<b>41,643.09</b>	<b>55,462.64</b>	<b>4,934.79</b>	<b>20,791.11</b>	<b>25,725.90</b>

<b>Net of receipts/(payments)</b>	<b>Notes</b>	<b>Unrestricted Funds 2022</b>	<b>Restricted Funds 2022</b>	<b>Total 2022</b>	<b>Unrestricted Funds 2021</b>	<b>Restricted Funds 2021</b>	<b>Total 2021</b>
<b>Net movement in funds</b>		<b>4,305.74</b>	<b>7,275.70</b>	<b>11,581.44</b>	<b>3,361.74</b>	<b>-3,786.11</b>	<b>-424.37</b>

<b>Fund Balances</b>	<b>Notes</b>	<b>Unrestricted Funds 2022</b>	<b>Restricted Funds 2022</b>	<b>Total 2022</b>	<b>Unrestricted Funds 2021</b>	<b>Restricted Funds 2021</b>	<b>Total 2021</b>
Cash Fund Balance at 1 <sup>st</sup> October 2021					5,584.44	7,251.03	12,835.47
Cash Fund balance at 30 <sup>th</sup> September 2022		<b>9,890.18</b>	<b>14,526.73</b>	<b>24,416.91</b>			

<b>Breakdown of Cash Funds</b>	<b>Unrestricted Funds 2022</b>	<b>Restricted Funds 2022</b>
HSBC	9,890.18	13,405.41
FairFX Card/Account		788.86
Cash (Petty)		332.46

<b>Total Cash Funds</b>	<b>9,890.18</b>	<b>14,526.73</b>
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# COGS PREPARES 4 LIFE CIO

## BALANCE SHEET

AS AT 30<sup>TH</sup> SEPTEMBER 2022

	<b>Total 2022</b>	<b>Total Prior Year</b>
<u>Current Assets</u>		
HSBC Bank Balance	23,295.59	12,508.56
FairFX Card	788.86	327.01
Cash	332.46	0.00
Accounts Receivable	0.00	0.00
Prepayments	0.00	0.00
<b>Total Current Assets</b>	<b>24,416.91</b>	<b>12,835.47</b>
<u>Non-Current Assets</u>		
Fixed Assets	0.00	0.00
Investments	0.00	0.00
<b>Total Non-Current Assets</b>	<b>0.00</b>	<b>0.00</b>
<u>Current Liabilities</u>		
Accounts Payable	0.00	0.00
Deferred Income	0.00	0.00
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>
<u>Non-Current Liabilities</u>		
Long Term Loan / Mortgages	0.00	0.00
<b>Total Non-Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Net Assets (Assets Minus Liabilities)</b>	<b>24,416.91</b>	<b>12,835.47</b>
<u>Represented By</u>		
HSBC – General Spending (Unrestricted)	3,897.05	1,350.66
HSBC – Plant Sales (Unrestricted)	5,679.35	4,221.10
HSBC – Woodwork Sales (Unrestricted)	313.78	12.68
David Soloman (Restricted)	42.99	0.00
Accessible Grow Cook Eat (Restricted)	0.00	206.96
Paint and repairs (We Love Lichfield) (Restricted)	0.00	335.13
Groundworks (Restricted)	0.00	7.94
Covid Outreach (Awards For All) (Restricted)	0.00	159.00
The Yapp Charitable Trust (Restricted)	439.00	1,542.00
The Foyle Foundation (Restricted)	2,700.00	0.00
The Albert Hunt Trust (Restricted)	1,729.15	0.00
The Dumbreck Charity (Restricted)	300.80	0.00



The Wolfson Foundation (Restricted)	9,314.79	0.00
The Screwfix Foundation (Restricted)	0.00	5,000.00
Edward Cadbury (Restricted)	0.00	0.00
IT For The Future/The Sir Jules Thorn (Restricted)	0.00	0.00
New Grow-Cook-Eat (Restricted)	0.00	0.00
The Harry Payne (Restricted)	0.00	0.00
Bernard Sunley (restricted)	0.00	0.00
Tools For Our Future/We Love Lichfield (Restricted)	0.00	0.00
The Percy Bilton Charity (Restricted)	0.00	0.00
Arnold Clarke (Restricted)	0.00	0.00
The Rural Development Fund (Restricted)	0.00	0.00

The financial statements were approved by the Trustees on:

Rebecca Flynn  
Treasurer/Trustee