

COGS PREPARES 4 LIFE CIO

Trustees Annual Report for Year End: Sept 25

Charity Number: 1154296

Charity Address: Burntwood Memorial Community Association
Rugeley Road
Burntwood
Staffordshire
WS7 9BE

Chairperson: Karen Child

Vice Chairperson: Colin Millage

Treasurer: Carl Ansell

Secretary: Katie Peach

Independent Examiners Report

I report to the trustees on my examination of the accounts of COGS PREPARES 4 LIFE CIO ('the charity') for the year ended 30/09/2025.

Responsibilities and Basis of Report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 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 2011 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent Examiner's Details

Name: MAS Associates Ltd

Address:

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

Name **EMMA MALPASS**

Signature



Date **27th MAY 2026**

COGS PREPARES 4 LIFE CIO

TRUSTEES' ANNUAL REPORT FOR THE PERIOD

From: 1st October 2024 To: 30th September 2025

The Trustees presents it's report and financial statements for the year ending 30th September 2024.

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 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, Burntwood 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, arts & crafts 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 built classroom to learn Maths, English and IT skills by a specialist tutor provided by Cherry Orchard Garden Services CIC.

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 three 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.

Reserves Policy

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.

Signature

This report was approved by the trustees, and is signed on their behalf by:

Name

CARL Ansell

Signature



Date

27th MAY 2026

Asset & Liability Statement

Cash Assets

	Unrestricted	Restricted	Total	Prior Year
HSBC - General Spending (Unrestricted)	8,958	0	8,958	1,605
HSBC - Plant Sales (Unrestricted)	4,465	0	4,465	3,453
HSBC - Woodwork Sales (Unrestricted)	4,341	0	4,341	2,989
HSBC - Arts & Crafts (Unrestricted)	1,377	0	1,377	554
HSBC - Reserves Fund (Unrestricted)	1,500	0	1,500	1,500
The National Lottery - Awards For All - 12-07-2024 (Restricted)	0	3,413	3,413	8,965
The Axis Foundation (Restricted)	0	846	846	988
Arnold Clark Community Foundation (Restricted)	0	29	29	500
npowerBusinessSolutions - 03-07-2024 (Restricted)	0	0	0	5,429
The Blakemore Foundation - 31-03-2025 (Restricted)	0	0	0	0

Other Monetary Assets

	Notes	Unrestricted	Restricted	Total	Prior Year
Gift Aid		0	0	0	0
Stock		0	0	0	0
Other		0	0	0	0

Investment Assets

	Notes	Unrestricted	Restricted	Total	Prior Year
Property		0	0	0	0
Investment Accounts		0	0	0	0
Other		0	0	0	0

Fixed Assets

	Notes	Unrestricted	Restricted	Total	Prior Year
Land & Buildings		0	0	0	0
Music & PA Equipment		0	0	0	0
Computers & IT		0	0	0	0
Furniture		0	0	0	0
Motor Vehicles		0	0	0	0

Liabilities


	Notes	Unrestricted	Restricted	Total	Prior Year
Loans Outstanding		0	0	0	0
Pension Payment Owed		0	0	0	0
HMRC Payments Owed		0	0	0	0
Independent Examination Fee Due		0	0	0	0

Other		0	0	0	0
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Signature

These accounts have been approved by the trustees, and are signed on their behalf by:

Name CARL ANSEN.

Signature


Date 27th MAY 2026.

Notes to the Accounts

Accounting Policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

Transactions to Related Parties

There were no transactions related parties during the accounting period.

Movement of Funds

Fund Name	Opening Balance	Income	Expenditure	Fund Transfers	Closing Balance
Unrestricted					
HSBC - General Spending (Unrestricted)	1,605	30,243	22,889	0	8,958
HSBC - Plant Sales (Unrestricted)	3,453	8,966	7,954	0	4,465
HSBC - Woodwork Sales (Unrestricted)	2,989	3,434	2,082	0	4,341
HSBC - Arts & Crafts (Unrestricted)	554	1,048	224	0	1,377
HSBC - Reserves Fund (Unrestricted)	1,500	0	0	0	1,500
Total	10,101	43,691	33,150	0	20,641
Unrestricted Total	10,101	43,691	33,150	0	20,641
Restricted					
The National Lottery - Awards For All - 12-07-2024 (Restricted)	8,965	0	5,552	0	3,413
The Axis Foundation (Restricted)	988	0	143	0	846
Arnold Clark Community Foundation (Restricted)	500	0	471	0	29
npowerBusinessSolutions - 03-07-2024 (Restricted)	5,429	0	5,429	0	0

The Blakemore Foundation - 31-03- 2025 (Restricted)	0	100	100	0	0
Total	15,882	100	11,694	0	4,287
Restricted Total	15,882	100	11,694	0	4,287
TOTAL	25,982	43,791	44,844	0	24,929

Blakemore Foundation

The Blakemore foundation monies was spent on compost which was purchased TFM Penkrige. This was used for the plants in the green house and on site. This compost enables the plugs and seedlings to reach maturity which meant the sale of these enabled the charity to fulfil the maximum sales possible.

The Axis Foundation

:- Grow Cook Eat – the aim of the grow cook eat programme is the to teach the service users, how to grow cook and consume the food. This was achieved by sowing seeds which taught hand eye coordination plant management skills, compost reddling skills and time management skills. This also gave the service users a purpose and reason to check the growth ratio per day over the growth cycle of the produce.

Once the produce had gotten to the desired growth, then this was picked and then it was taken to cook process. The cook process was taught in a way that enabled them to maintain their skills to be used in their home environment and in a way that they could maintain and practice the skills that were taught. Repetition is the aim of the game with our users, simple recipes and food that they would eat in their normal lives is taught and not fancy recipes because the food was organically grown, there is no fear of pesticides, poisons. They enjoy the cook process because they cook for their fellow service users. As part of this process, they are also taught safe and effective use of sharps. Boards and surfaces. Also, wash and clean as they go to maintain a safe working environment.

The eat process and the look of satisfaction of the fellow service users faces, leads to immense satisfaction and enjoyment and feelings of happiness that the process has been worth it, this is why the grow cook eat process works so well. The grow cook eat programme has run over many years with many different funders and has always been a success.

N Power Business Solutions

: - Gardening and Horticulture Training – Our main focus is gardening, where the service users are taught the skills to maintain a garden ready for when the time comes to live independently. This includes growing edibles so they can understand where some of their food comes from. Teaching them the importance of maintaining their gardens is so they understand how a messy garden can make their property appear vacant, attracting vandalism and squatters. These skills are also essential if they would like a career in gardening or horticulture.

: - Cooking & Catering Skills – The next focus is cooking skills, which is essential when living independently. They are taught how to prepare and cook simple, nutritious and easy meals that can be replicated at home, often using the fruit and vegetables they have grown onsite which is a far more healthier alternative to them eating microwave meals. The skills taught are essential for those looking to work in a café/restaurant or catering.

: - Woodwork & Carpentry Skills – We also do wood work activities, introducing skills needed for basic maintenance around their property. Skills include the basics and understanding tools such as screwdrivers, tape measures, hammers, saws and also painting skills. Our more confident service users can be trained how to operate power tools. The skills taught can be used in a variety of employment or volunteering opportunities.

: - Machine Maintenance Training – For our more advanced service users, they are given the opportunity to learn how to repair and maintain our lawnmowers and strimmer's and to understand how this will save on repairing costs. These skills are useful for anyone wanting to work in machine maintenance.

: - Arts & Crafts Training – This activity focuses on those who would be interested in starting up their own small business by making homemade items and selling them either online, fairs or markets.

The total price of all the materials needed to run the project for 1 year are as follows:

Garden Supplies - £3925.83

Woodwork Supplies - £1873.15

Arts & Crafts - £262.76

Any funds received would be used in all these separate areas throughout the course of the year period from 30.06.2024 until 30.06.2025.



CHARITY COMMISSION
FOR ENGLAND AND WALES

COGS Prepares 4 Life CIO

1154296

Receipts and payments accounts

CC16a

For the period
from

01/10/2024

To

30/09/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Plants & Woodwork Sales	13,448	-	-	13,448	-
Day Service Fees	23,421	-	-	23,421	-
Garden Service Fees	5,769	-	-	5,769	-
Lichfield Lottery Donations	342	-	-	342	-
The Blakemore Foundation	-	100	-	100	-
Gift Aid Small Donation Scheme	194	-	-	194	-
Other Donations	516	-	-	516	-
Sub total (Gross income for AR)	43,691	100	-	43,791	30,735
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,691	100	-	43,791	30,735
A3 Payments					
Plants & Woodwork Expenses	10,261	-	-	10,261	-
Arnold Clark Community Fund	-	471	-	471	-
nPower Business Solutions	-	5,429	-	5,429	-
The Axis Foundation	-	143	-	143	-
The Blakemore Foundation	-	100	-	100	-
The National Lottery	-	5,552	-	5,552	-
Staff Wages/PAYE/NEST/Benefits	16,851	-	-	16,851	-
Vehicle/Machine/Building Upkeep	2,476	-	-	2,476	-
Office/Utilities/General Expenditure	3,562	-	-	3,562	-
Sub total	33,150	11,694	-	44,844	20,434
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	33,150	11,694	-	44,844	20,434
Net of receipts/(payments)	10,541	- 11,594	-	- 1,054	10,301
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	15,681
Cash funds this year end	10,541	- 11,594	-	- 1,054	25,982

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 £
B1 Cash funds	HSBC Bank	12,814	11,594	-
	Petty Cash - Plants Fund	248		
	Petty Cash - Woodwork Funds	84		
	Petty Cash - Arts & Crafts Fund	122		
	Petty Cash - General Spending	64		
	Equals Top Up card	3		
	Total cash funds	13,335	11,594	-
(agree balances with receipts and payments account(s))		Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of the trustees (SS)

Signature

2

Print Name

Date of approval
16/04/2026