

FOREST UPCYCLING PROJECT

England & Wales · Charity number 1158797

Details

Status Registered

Legal form CIO

Registered 2014-10-06

Register [View on the Charity Commission register](#)

Contact

Address Unit 8-10
Hollywood Works
Valley Road
Cinderford
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Website www.forestupcyclingproject.com

Activities

Objects: THE OBJECTS OF THE CIO ARE1. TO RELIEVE POVERTY FOR FAMILIES AND INDIVIDUALS IN NEED BY PROVIDING FURNITURE OR OTHER GOODS AT A HIGHLY REDUCED RATE OR IN EXTREME CASES FREE OF CHARGE.2. TO ADVANCE EDUCATION FOR PEOPLE WHO ARE UNEMPLOYED OR OTHERWISE IN NEED OF SUCH EDUCATION TO EQUIP THEM WITH THE SKILLS NECESSARY TO BE ABLE TO FIND EMPLOYMENT. 3. TO PROTECT AND PRESERVE THE ENVIRONMENT FOR THE PUBLIC BENEFIT AND FUTURE GENERATIONS BY THE PROMOTION OF WASTE REDUCTION, RE-USE, RECLAMATION, RECYCLING AND USE OF RECYCLED PRODUCTS.

Activities: The Forest Upcycling Project collects unwanted furniture and electrical goods in the Forest of Dean and works with disabled and unemployed people to repair and upcycle it selling to everyone, but to low income families at very reduced rates (and if needed free). Groups benefitting include people that believe in reuse and recycling, disabled, unemployed and philanthropists willing to volunteer.

Classification

- **How:** Provides Services, Other Charitable Activities
- **What:** Education/training, The Prevention Or Relief Of Poverty, Environment/conservation/heritage
- **Who:** Children/young People, Other Defined Groups, The General Public/mankind

Geography

- Gloucestershire
- Monmouthshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-01	£998,261	£961,970	£325,473	37
2024-06-01	£925,845	£929,043	£289,187	37
2023-06-01	£746,756	£633,963	£292,382	33
2022-06-01	£601,050	£577,031	£179,337	28
2021-06-01	£468,463	£430,114	-	-

Trustees

Name	Role	Appointed
Tanya Jenkins	Chair	2024-01-22
Caroline Reader		2026-04-08
Carys Jenkins-Jones		2026-05-06
Chelsea Durham		2026-04-08
Jennifer Jenkins		2024-01-22
Luke Greenway		2026-04-08
MATTHEW JONES		2026-04-08
Roger Burrows		2019-11-17
lacey hudson		2026-04-08

FOREST UPCYCLING PROJECT

England & Wales - Charity number 1158797

Accounts

The Forest Upcycling Project Trustees'
report and financial statements
for the year ended 31 May 2025

The Forest Upcycling Project

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The Forest Upcycling Project

Legal and administrative information

Charity number	1158797	
Trustees	Tanya Jenkins	22/01/2024
	Carl Laworth	09/12/2024
	Andrea Davies	03/10/2022
	Roger Burrows	16/11/2019
	Jenifer Jenkins	22/01/2024
Accountants	Oversby & Company Unit 1C Crucible Close Coleford Gloucestershire GL16 8RE	
Bankers	Santander	
	The Co Operative Bank	

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

The Trustees present their report and the financial statements for the year ended 31 May 2025. The Trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Policies and procedures of Trustees

This is the Eleventh Trustees' Annual Report since the Charity was established in June 2014.

The Forest Upcycling Project is a charitable organisation. The Charity was started on 1st June 2014 and registered with the Charity Commission on 6th October 2014.

The charity was established under a constitution which was written in June 2014. Our Registered Charity number is 1158797.

There have been some changes to the board of Trustees with the appointment of Tanya Jenkins (Chair) and Carl Lapworth.

Ashley and Rona Martin have stepped down as Trustees after 10 years. They still volunteer every week and have transformed our newest warehouse, Cwmbran

As existing Trustees, we elect new Trustees in accordance with the terms of our Constitution. On appointment, all new Trustees receive an induction pack, which consists of a copy of the Constitution, together with the Charity Commissions booklet 'Essential Trustee'. Trustees are elected to serve for a maximum of three years, after which time they must seek re-election at the next Annual Meeting. Trustees are free to resign from their post at any time. In the event of the Project being wound up the liability of Members (Trustees) is limited to a sum not exceeding £1.

The affairs of the charity are controlled by the Trustees and meetings occur at least 4 times a year at an agreed location. The decisions of the board are carried out by Matthew Jones (Project Manager).

The charity's organisational structure

The day-to-day management of the project is carried out by the Charity founder and former Trustee Matthew Jones. This includes purchasing necessary equipment, assigning roles to staff and accessing funds available. He is also responsible for recruitment, training and induction of new employees and volunteers.

The Charity is exploring the establishment of a linked charity arrangement, in which a CIC would undertake trading activities to generate income, enabling the CIO to focus exclusively on its charitable purposes and public benefit.

Decisions made regarding purchasing large items such as vehicles, rental agreements and management of employee contracts are made together with Trustees at Trustee meetings.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

The Charity's wider network

The charity has established robust partnerships with Gloucestershire County Council, Torfaen Council, Swindon Council and Monmouthshire Council, particularly collaborating with the waste team-Roger Smith, Tony Privitera, and Carl Tourig - to generate funds through recycling credit. In addition, the charity has formed valuable connections with Monmouthshire Housing and GDAS, strengthening volunteer placements and community support through the Chepstow branch.

Significant collaborations have also been forged with organizations such as Two Rivers Housing Association, Gloucestershire City Housing, Wyedean Housing, Salvation Army, Green Square, Monmouthshire Housing, MENCAP, Gwent Drug and Alcohol Support, and various local churches. These partnerships ensure that vulnerable members of the community have access to essential home furnishings and appliances.

Moreover, the charity has provided numerous work experience opportunities, in partnership with Cinderford, Coleford & Chepstow Job Centre Plus, Volunteers, Mencap, Heart of the Forest School, Forest High School, National Star College, Jobs Growth Wales, and Monmouthshire Housing.

In 2024/25, the charity also hosted 24 Duke of Edinburgh volunteers for six-month placements, as well as seven work experience placements in collaboration with Wyedean School and Cinderford College. Many volunteers found their experiences so rewarding that they chose to continue their involvement even after their official placements concluded.

Risk Management

The project employs several key controls, overseen by the Trustees, to ensure effective governance and risk management. These include:

"Formal Agendas for Board Activities: Structured agendas guide all Board meetings to ensure focused and effective decision-making.

"Budgeting, Planning, and Management of Accounts: Comprehensive financial oversight ensures that the project's funds are managed responsibly.

"Structured Induction and Reporting: New staff and volunteers undergo a formal induction process with clear reporting lines to maintain consistency and accountability.

"Annual Policy Reviews: Detailed written policies are in place and reviewed annually to ensure they remain relevant and effective.

"Training in Safety Procedures: Staff and volunteers receive adequate training in safety, fire safety, and first aid to ensure a safe working environment.

"Peninsula - is employed by the charity to give HR and Health and Safety support

While these systems provide a strong framework, it is acknowledged that they offer reasonable but not absolute assurance against all major risks. The day-to-day risk assessment in each location is the responsibility of Matthew Jones, the project manager, and his management team. Risk management to include 'Fire Strategy' and the need to undertake a Fire Risk Strategy.

The project also seeks yearly advice on fire safety from a designated fire officer, which includes the annual inspection of fire extinguishers. Additionally, new staff and volunteers are trained by the management team in safe lifting techniques and appropriate work attire. Essential safety gear, such as steel toe cap boots and goggles, is provided to staff, while volunteers receive supervision tailored to ensure their safety and well-being.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

The original aims of the charity as set out in its constitution

1. To relieve poverty for families and individuals in need by providing furniture or other goods at a highly reduced rate or in extreme cases free of charge.
2. To advance education for people who are unemployed or otherwise in need of such education to equip them with the skills necessary to be able to find employment.
3. To protect and preserve the environment for the public benefit and future generations by the promotion of waste reduction, re-use, reclamation, recycling and use of recycled products.

Public Benefit

The Trustees adhere to the Charity Commission's guidance on Public Benefit, ensuring that their activities meet these requirements and that they report on how this is achieved. The Forest Upcycling Project delivers public benefit across nine key areas:

1. Affordable Access to Household Goods:

- Those in need can purchase household items at significantly reduced prices compared to other retail outlets in Gloucestershire and Monmouthshire. The project offers a wider selection than most other second-hand stores.
- A free furniture collection service is available for individuals wishing to donate items.
- A house-moving service is provided at reduced rates, making it affordable for those moving under challenging circumstances.

2. Education and Work Experience:

- The project offers education and work experience opportunities for individuals facing long-term unemployment. Additionally, volunteers receive support in CV writing and job application processes.

3. Low-Cost Gardening Services:

- The project offers gardening services at extremely low costs and actively identifies and assists individuals in need by providing free gardening support.

4. Environmental Conservation:

- By diverting unwanted goods from landfill and focusing on reuse and recycling, the project contributes to environmental conservation efforts.

5. Support for Marginalized Individuals:

- The project provides work experience and paid employment opportunities to those on the margins of society, including individuals with disabilities, learning difficulties, substance abuse issues, depression, mental health challenges, and long-term unemployment.

6. Bike Recycling and Servicing:

- Employing Paul Whitcombe, a bike mechanic with ADD, the project recycles and services bikes, furthering their commitment to sustainability and inclusion.

7. Community Space:

- The project operates a community café open to all, which serves as a regular meeting place for groups such as a Ukulele group, Welsh group, and Arty Rats.

8. Employment and Support for Vulnerable Individuals:

- The café employs a Ukrainian refugee and provides support and training to several individuals with disabilities. Evening events are staffed by individuals with profound needs, creating inclusive employment opportunities.

9. Expansion and Success:

- The latest branch, Upcycle Swindon, has been a tremendous success and continues to experience weekly growth, further extending the project's impact.

Through these initiatives, The Forest Upcycling Project effectively delivers substantial public benefit, supporting diverse communities and promoting sustainability.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Main activities of the Forest Upcycling Project

The project operates by collecting unwanted furniture, household goods, bicycles, and other items from the community. These items are then cleaned, repaired, or upcycled and sold in our showrooms located in Cinderford and Chepstow. The project also has two gardening teams that provide private services for residents and undertake larger contracts for local businesses, with much of their work coming from repeat customers.

In addition to these services, the project runs a Coffee Shop that hosts evening events, including classical music concerts that have been well-received by the local community. The Chepstow Cycling Club also utilizes our venue for their Audax events and evening master classes.

To support our extensive work in Uganda and Jamaica, we have employed Carys to boost our book sales. Furthermore, we collaborated with Wilcox to reuse all bric-a-brac and clothes/fabric, ensuring that even broken TVs are responsibly recycled by a local electrical firm.

The project remains committed to supporting individuals facing economic hardship by providing low-cost or, in many cases, free furniture in the Forest of Dean, Monmouthshire, and Swindon. Our initiative, "Kids Upcycle," has been particularly impactful, assisting low-income and often single parents in setting up for a newborn or a new home, easing the financial burden during these costly times.

Additionally, we offer affordable house clearance and house moving services, which have seen increased demand, particularly during the 2023/24 period. Through these diverse activities, the project continues to make a significant positive impact on the community, both locally and abroad.

Staffing

At the end of our 10th Year, the staff at Upcycle is made up of 43 people in the UK and 1 employee (Joel) in Uganda.

New appointments this year have included:

Carl Morgan - Recycling Coordinator
Caroline Reader - Recycling Coordinator
Charlie White - Recycling Coordinator
Erin Jones - Barista
Freya Freeman – Monmouthshire Upcycle Manager
Gareth Davies - Recycling Coordinator
Katherine Neville - Recycling Coordinator
Lewis Allen - Recycling Coordinator
Mariam Eastwood - Recycling Coordinator
Megan Wood - Recycling Coordinator/Books
Menna Cristie - Recycling Coordinator/Books
Natalia Lutaenko – Coffee Shop Manager
Nia Rathkey - Recycling Coordinator
Oleh Onopa - Recycling Coordinator
Susan Williams – Events Coordinator

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Within our team there are staff with learning disabilities, hearing disabilities, long term unemployment, depression, single parents, autism, PTSD, refugees and those recovering from addiction.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Monmouthshire Upcycle became the second branch of the Forest Upcycle Project when it opened its doors in 2018. Since then, it has grown into a vibrant hub, supported by more than 20 dedicated volunteers and staff who bring their time, energy, and passion for reuse and community to everything we do.

A recent addition to our team is Lewis, who joined us while navigating personal challenges related to mental health, addiction, and chronic fatigue syndrome (CFS). Since becoming part of the Monmouthshire Upcycle family, Lewis has made incredible strides in his confidence, physical wellbeing, and self-esteem. Now a familiar face in the main unit, he warmly greets visitors at the front of the shop and has built meaningful connections with both customers and colleagues. His journey is a powerful testament to the healing impact of community, routine, and social connection.

Over at our Chepstow site, our community café-lovingly managed by Carys and Natalia-has quickly become a favorite gathering spot for locals. With its cozy corners, shelves of hidden treasures, and the ever-popular "talking table" that encourages friendly conversation, the café is about much more than food and drink-it's about connection and belonging. We run a "pay it forward" scheme and offer hearty, homemade soup for a donation, ensuring everyone in the community can enjoy a warm, nourishing meal regardless of their financial situation.

Throughout the summer, the café and its courtyard are transformed into a lively venue for community events, including:

- "Live music evenings
- "Food and drink socials
- "Easter card-making workshops
- "Ukrainian tea parties
- "Spanish conversation meetups

Here's what some of our visitors have said:

""Great coffee spot. Couldn't believe how great value for money was! Lovely atmosphere."

""When we pop over to Chepstow, this is our go-to. Staff are lovely, quality is fab, atmosphere is lovely and relaxed."

""Amazing coffee. Probably the best I've had! Blown away by how nice the café is. I think this will be our meeting place forever."

Monmouthshire Upcycle also plays a vital role in supporting individuals and families facing hardship. Through partnerships with local councils and housing associations, we've developed a voucher system that enables people to select essential household items from our store. When vouchers aren't available, we still provide key furniture like sofas, beds, wardrobes, white goods, and chests of drawers-often alongside bric-a-brac, bedding, and small appliances. Our commitment to community extends beyond individuals. We regularly donate bundles of useful items to local schools, shops, pubs, and small businesses-helping reduce waste and supporting the fabric of our community.

We're especially proud to report that in May alone, Monmouthshire Upcycle diverted more than 14 tonnes of furniture and materials from landfill. This milestone reaffirms our core mission: building a more sustainable, compassionate, and connected future through reuse and community action

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

At Upcycle Cinderford, we're committed to making a tangible difference in our community. Recently, we've had the privilege of assisting individuals transitioning from homelessness by providing essential furniture for their new homes. One particularly touching moment involved donating a large teddy bear to an elderly lady who, after losing her husband, found comfort and companionship in this simple gift.

Our volunteers are the heart of our operations. William, one of our dedicated team members, had an unforgettable experience joining Dan and Ryan in the van for a day, gaining firsthand insight into our outreach efforts. His enthusiasm and joy were truly inspiring.

We're also thrilled to welcome Caitlin to our team. She's been doing an outstanding job managing our children's section, bringing creativity and care to every interaction.

To better serve our community, we've expanded our office space in Cinderford. This enhancement has made our facilities more accessible and efficient, and positive feedback from our customers has been incredibly encouraging. Thank you to everyone who supports Upcycle Cinderford. Together, we're creating a more compassionate and connected community.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Upcycle Swindon continues to grow into a well-liked, much needed resource in the Swindon area. Whilst it has been a tough year financially, we have seen some great strides in certain areas of our offering and strengthened relationships with other charities in the local area.

Sadly, this year saw us say goodbye to Carlos, our Veteran employee, as he has moved on to concentrate on family life back in Lincolnshire and this left us with a tough challenge to cover the van.

Whilst finances haven't allowed us to employ another driver just yet the team have pulled together to ensure that our collection and delivery offering has remained at 4 days per week consistently, and we have been able to do this thanks to the support of our hardworking and dedicated volunteer team of Hazel, Jill, Teresa, Dave, Linda, Alfie, James, Angela and Sreetika.

We have, however, welcomed 2 new members of the team to help in the warehouse. Charlie joined full-time to take over the running and organisation of the children's area. Since her arrival the children's sales have consistently improved from an average of £30 per day to approx. £75 - £90 per day. The care and consistency she apply to the role has enabled her to create a rapport with our customer base who can trust that all items have been tested and cleaned prior to sale.

We have also employed Katie on a part-time basis to help with the day to day running of the furniture and bric a brac section of the warehouse. Her ideas have shaped how we display smaller, more unusual items and we again have seen an increase in these items being sold, whilst also providing valuable support to our customers.

We have increased our visibility on social media in the past year and hit a milestone of 10,000 Facebook followers which is rapidly growing each day, and we have seen word of mouth recommendations increase also.

We have successfully formed a partnership with New College Swindon to support young 16- 24-year-olds with anxiety, depression, ADHD and autism to gain real life working skills. So far, we have had 2 successful participants through on a 12-week program and both have gone from shy individuals to confident and sociable adults who have both gone on to secure work placements within Swindon Borough Council. We hope to extend this offer to youth justice and one of the local youth centers going into 2025/2026 and offer interview and CV building skills into this. We have also continued to work with Alfie, one of our young volunteers, and he has grown to be a much-loved member of the team and we are proud of how far he has come since starting with us last year.

We have continued to work closely with our local recycling centre and regularly pick up items of furniture from them to resell in our warehouse, typically we pick up 500 - 600kg of items each time which mutually helps the local council meet its greener goals and saves items from landfill.

We have also maintained our support of Ukrainian refugees by working with the local team within the council to provide free/ low cost furniture through our voucher scheme and have presently helped 25 families who have been displaced by the ongoing war within Ukraine. We have also donated children's items to local church groups, and kindergartens, a ping pong table to a local youth centre and multiple items of household furniture through our referrals process.

Lastly, we have secured a £10,000 grant from Nationwide to enable us to begin construction of a mezzanine floor to house either children's items or the bric a brac section. The mezzanine will be a much-needed addition to help us expand and increase our large furniture sales as more floor space becomes available.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Since opening Cwmbran in December 2025, we have gained a number of volunteers, each with a backstory we currently have: -

"Julie, who has retired and loves coming in Julie works super hard sorting the clothes section out. She loves talking to the customers and feels part of the team in Cwmbran.

"Jack, who is accompanied by a member of his care team, Jack loves coming in to sort through donations and is often found talking to customers about their weekend.

"Andrew loves books, he comes in to sort them weekly and said that they remind him of good memories, he also said he loves coming and seeing the staff at Cwmbran.

"Leo volunteers when they feel they can due to their mental health, they find comfort in coming into upcycle as they have made friends with the staff, they love to do most jobs, and say they are learning more and more each time they come.

"Kieran has a stressful day-to-day job, so finds volunteering with partner Abbie on a Saturday very therapeutic and enjoyable. They said it's great for their mental health to do something for charity that they enjoy.

"Abbie is lovely, she comes in when she can and is always a massive help, especially in the kid's section.

Cwmbran wouldn't have been possible without Ashley and Rhona our wonderful, retired trustees, they were instrumental in the building work done in the months before opening. Building shelves and a sold area out of recycled doors, which looks amazing. Since our opening, they are still volunteering around the shop.

Good things we have done

"We have helped multiple families who are starting out with nothing to furnish their houses. These families have been refused leave from us by local organisations who have little funding and need extra help.

"We have donated dresses and items to make a dressing room for a local school who were making a prom shop so every student could go to prom no matter what the budget.

"We regularly donate items to schools for their mud kitchens.

"Given a huge discount on kids' items to local nurseries.

"One of our elderly customers was on a mission to find 100 soft toys for a local charity tombola, so of course we donated a bin liner full to get her past her goal. She was so thankful and said we were the first charity to donate some to her, which made her day.

"We donated tea sets to a local tea rooms who do afternoon teas for elderly people with declining memory.

"A local community theater group with a very small budget came to see what they could get for the props for their show. We lent them the items we needed and they will be returning them once they have finished. This was a massive help to them and the show to make it more realistic; unfortunately, without places like this, it wouldn't be possible for them. "Donated a lot of items to dog homes, ie, towels, bowls, toys.

"Our Delivery guys go the extra mile; they stayed on to help an elderly lady to build a bed as she had no one else to help her.

"Julie, our lovely volunteer, is a massive supporter of cat protection, and she makes little gift sets for them to raffle off. We donate some items to help her on her way. She loves to help charity and is always so thankful for the few bits she can get.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

A few comments from customers:

"Communication with Upcycle Torfaen is great - a date was set for a pickup; we were told a window of 10am-3pm and told to expect a call on the day. Sure enough, the call came before 9am and we were given a much narrower window 1-3pm. Another call to flag they were half hour away. When O'Neil and Gareth arrived, they worked like Trojans with smiles and laughter. Removing some items was challenging in terms of exits and stubborn screws etc. that needed removing for items to be maneuvered through tight spaces - but they persevered cheerfully. Good job guys."

"I just want to say what wonderful people that work for this charity organisation from the lady I spoke to on the phone to the two gentlemen who I met in person. I had some household items to donate but couldn't get them to the upcycling place. I spoke to someone on messenger and they said that they would come and collect them, so we arranged for today. The two gentlemen Gareth and O'Neil (AKA Mr Upcycle) came, and they were just so warm, friendly and bubbly!! They asked how my day was going and were just having a laugh enjoying themselves whilst moving the items out. I asked them about a few more items and they offered to take those too for a small charge which massively helped me out!! I ended up crying because of their kindness as I was so stressed about getting things out of my house as it all had to be gone by tomorrow and it's hard work moving with a child Please always be yourselves guys because you most certainly made my day 100x better"

"Fab place to go treasure hunting, or have a coffee and a chat. love this place"

"Been there for the first time today, lovely set up, really good deals and lovely people working in there, definitely be coming back xxxx"

"Amazing place for all you needs, lovely staff"

"Very friendly, great atmosphere, extremely welcoming and excellent prices. Will definitely recommend and go again myself."

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Main achievements of the Forest Upcycling Project

We employ Joel Ekaunhannington, who oversee our Ugandan Upcycle program in Uganda. The following piece is his report.

Reporting Period: June 1, 2024 - May 31, 2025

Prepared by: Joel Hannington Ekaun & Professor Ben Jones

Executive Summary

This report highlights the community development initiatives implemented by Upcycle Uganda in Eastern Uganda, made possible through generous financial donations. Projects ranged from large-scale capital investments in education and training to targeted support for vulnerable individuals through livestock and small cash grants.

Major Projects (Capital Investment)

1. Construction of a Teacher's House - Kaikamosing Primary School (Katakwi District)

"Budget: £6,818.90 (UGX 30,000,000)

"Partners: Fr. Olivier Uwayesu (Katakwi Mission)

"Impact: A new permanent house now accommodates two teachers (male and female), improving retention and learner performance in this remote village.

2. Solar Power Installation - Onyede Primary School

"Budget: £2,045.50 (UGX 9,000,000)

"Partners: School Management Committee (SMC), PTA

"Impact: Lighting installed in two staff houses has enabled teachers to prepare lessons and stay connected, marking the first solar power source at the school.

3. Tailoring Training - St. Andrews Community (Ngora District)

"Budget: £2,272.70 (UGX 10,000,000)

"Partners: Executive Church Committee

"Impact: Ten sewing machines were provided to train 21 vulnerable youth. Some graduates are already earning an income through tailoring.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Small-Scale Livelihood Projects

4. Livestock Distribution - Multiple Communities

"Kaderun (St. John's Church)

o33 Sheep | Budget: £1,136.40 (UGX 5,000,000)

"Nyamongo (St. Leo's Catholic Church)

o32 Goats | Budget: £1,136.40 (UGX 5,000,000)

"Odwarat (St. Andrews Community)

o12 Sheep | Budget: £568.18 (UGX 2,500,000)

"Ngora Town (Pentecostal Assembly of God)

o32 Goats | Budget: £1,136.40 (UGX 5,000,000)

Impact: Livestock donations have empowered vulnerable households-especially orphans, widows, and elderly individuals-to improve their food security and generate income. Some recipients have grown their herds, creating sustainable sources of livelihood.

5. Direct Cash Assistance to Vulnerable Individuals

"Budget: £390.90 (UGX 1,720,000)

"Recipients: 12 individuals

"Use Cases: Food, medication, transport to medical facilities.

"Impact: Targeted support to elderly, widows, and critically ill individuals-many without family or government support.

Community Voices

"With this goat, I now have hope of paying school fees for my children." - Susan, widow, Nyamongo

"Tailoring skills changed my life. I can now support my family." - Sarah, young mother, Odwarat

"Thank you, Upcycle, for remembering the elderly and sick. Your support is a blessing." - Rose, Kaderun

Conclusion

Upcycle Uganda continues to make meaningful, measurable change in underserved communities across Eastern Uganda. From education infrastructure and renewable energy to economic empowerment and emergency support, each project reflects our mission to uplift the most vulnerable.

We thank all donors, partners, and local leaders who make this work possible.

The Bike Project

We are now in our six year of the Upcycle Bike Project,

Paul Whitcombe started working at Upcycle on a part time basis in November 2023 involved with upcycling and servicing of bicycles. This developed into full-time employment in March this year.

In 2023 he suffered a range of health issues hinging gastric problems, hiatus hernia and trigeminal neuralgia. He has ADD (Attention Deficit Disorder), the symptoms amplify when under stress and especially over the pandemic lockdown period.

His health issues have largely disappeared since working for the Upcycle Bike Project.

Our bike project works closely with Chepstow Cycling Club and our Community on a Thursday evening. We have also established ourselves as a hub for Audax cycling events from Chepstow.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Our charity thrives thanks to the dedication, expertise, and generosity of our trustees and volunteers. We are deeply grateful for the contributions of the following individuals:

Tanya Jenkins (Chair) & Jennifer Jenkins (Trustee)

Tanya, recently appointed as Chair, leads with energy and commitment. Both she and Jennifer remain actively involved in day-to-day tasks, from maintaining high standards in the café to cooking for our successful cycling Audax events. Their willingness to contribute hands-on support is a significant strength for the charity.

Ashley Martin & Rona Martin (Former Trustees, now Volunteers)

As long-standing supporters, Ashley and Rona played an important role in shaping the charity's early direction during their time as Trustees. Now serving as volunteers, they continue to give generously of their time and enthusiasm, ensuring their legacy of leadership continues to make a difference.

Andrea Davies (Trustee)

Andrea is a driving force for new ideas and initiatives, providing valuable input into HR and staffing matters. Her insights are central to ensuring that the coffee shop remains both welcoming and financially sustainable, and she continues to be a key figure in guiding future growth.

Roger Burrows (Trustee)

Roger provides practical support with van operations and transport, often stepping in when needed most. Known for lifting team morale-sometimes with refreshments from his Lucozade connection-he adds both reliability and good humour to the organisation.

Carl Lapworth (Trustee)

Carl contributes deep knowledge of buildings and management structures, alongside being a long-term and generous customer. His professional expertise and ongoing support are instrumental to the charity's development and continued expansion.

Trustees have recognised that although staff are supported and developed within the charity, additional investment in structured staff training is required.

Grants:

£20,000 Awards for All - To establish a permanent Repair Café and Community Hub at our newly opened Upcycle unit in Cwmbran. This will provide residents with a space to bring broken household items for repair by skilled volunteers.

People can either have items fixed or learn how to repair them themselves, gaining valuable skills. To enhance the community, feel, we also plan to introduce a bean-to-cup coffee machine, creating a welcoming space for people to connect and share knowledge. A dedicated staff member will be hired to manage the project. Our project will reduce waste, increase sustainability, and provide skill development opportunities. By repairing instead of discarding, we will save more household items from landfill, while also helping people develop practical repair skills.

The café will serve as a social hub, reducing isolation and encouraging community participation. This initiative will benefit Cwmbran residents, local volunteers, and individuals looking to gain hands-on experience. It will also provide a stable job for one person, supporting employment in a town which is in the 30% most deprived areas of Wales. We intend this

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

project to be long-term and self-sustaining, building on the success of our monthly Repair Café in Chepstow. We will promote it through social media, local press, community groups, and partnerships with local organizations. To measure impact, we will track participation, gather feedback, and assess skill development. This learning will shape future projects, expand our reach and refining our approach. This project is both a continuation and an expansion-our Chepstow Repair Café has been successful, and this will be a larger, more permanent version that deepens our impact on the local community. With funding, we can create a lasting, meaningful change in Cwmbran, empowering people and promoting sustainability.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Helping the environment

In 2024/25 we saved over 650 tonnes of furniture from going to landfill, it roughly breakdown as follows: Chepstow -

210 tonnes

Cinderford - 220 tonnes

Swindon - 120 tonnes

Cwmbran - 100 tonnes

"Wood Recycling: Scrap wood is creatively repurposed, with most of it being transformed into kindling. This kindling is then sold in pillowcases, providing a practical product while minimizing waste. Any wood that isn't suitable for kindling is sent to the local recycling centre, where it is converted into soil conditioner.

"Metal Recycling: We prioritize salvaging all recyclable metals from waste products before they are discarded, ensuring minimal environmental impact.

Our volunteers play a crucial role in these efforts, helping to make the most out of every material and supporting your mission to reduce waste.

Reserves policy

The trustees have reviewed the charity's reserves policy in line with Charity Commission guidance.

The charity holds unrestricted reserves to ensure that it can continue to operate and meet its obligations in the event of unexpected reductions in income, unforeseen expenditure, or delays in cash receipts. In particular, reserves are held to cover ongoing staffing costs, premises costs, vehicle running costs, and essential operational expenditure.

The Trustees consider it prudent to maintain unrestricted reserves equivalent to approximately **one to two months of normal operating expenditure**, which at the year-end equates to a minimum target reserve of **£120,000**. This level of reserves provides an appropriate balance between financial security and the need to apply funds to charitable activities.

The Trustees review the reserves policy annually and will adjust the target level where appropriate considering operational needs, risk assessment, and future plans.

Sources of funding

Sales of furniture have been our key income, followed by gardening, house moves, house clearances, organic produce, book sales, coffee shop events, bric-a-brac, fabric, metal recycling, vintage clothing and bike sales and servicing.

Expenditure

Our main costs are operational and include running vehicles (the Charity now has fleet of 6 vans), donations, paying rent and utility bills and most importantly wages. Income from our products and services support these costs each month.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Plans for future periods

. There have been no serious incidents at Forest Upcycling Project this year and we continue to review our policies and risk assessments throughout the operational year.

Moving into Year 12 we have some exciting projects lined up:

- Selling Upcycle Swindon to another Charity in order that we can pursue growth nearer to our center
- Building a School in Uganda
- Running larger cycling events
- Developing an Eco shop to go alongside our café
- Running workshops in Upcycling
- Expanding the selling of books to fund our increasingly ambitious Ugandan program
- Providing employment for more people in need
- Expanding our free food off for those most at need in society
- Exploring the idea for another unit

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

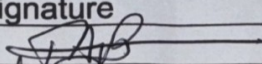
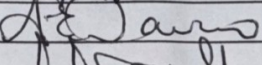
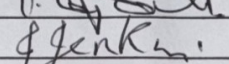
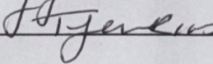
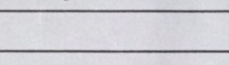
Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other

Trustees' declaration.

The trustees declare that they have approved this end of year report.

Name	Signature	Date
Roger Burrows		16/9/25
ANDREA DAVES		16/9/25
CARL LARSON		16/9/25
Jennifer Jenkins		16/9/25
Tanya Jenkins		16/9/25

On behalf of the board

The Forest Upcycling Project

**Report of the trustees
for the year ended 31 May 2025
Secretary**

The Forest Upcycling Project

Independent examiner's report to the trustees on the unaudited financial statements of The Forest Upcycling Project.

I report on the accounts of The Forest Upcycling Project for the year ended 31 May 2025 set out on pages 2 to 27.

Basis of independent examiner's statement

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 Charities Act 2011** and in carrying out my examination I have followed 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 matters have come to my attention in connection with the examination which give me reasonable cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do 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.

.....
Mr Daniel J. Oversby
Certified Public Accountants Association
Independent examiner
Unit 1C Crucible
Close Coleford
Gloucestershire
GL16 8RE

The Forest Upcycling Project

Statement of financial activities

For the year ended 31 May 2025

	Notes	Unrestricted funds £	2025 Total £	2024 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	2,798	2,798	16,779
Activities for generating funds	3	965,466	965,466	909,066
Incoming resources from charitable activities	4	29,997	29,997	-
Total incoming resources		<u>998,261</u>	<u>998,261</u>	<u>925,845</u>
Resources expended				
Purchases		53,998	53,998	90,151
Staff costs	5	636,469	636,469	614,375
Establishment costs		189,351	189,351	127,797
Motor and travelling expenses		31,427	31,427	36,313
Accountancy fees		1,495	1,495	1,495
Legal and professional fees		11,308	11,308	13,451
Communications and IT		5,450	5,450	2,600
Other office expenses		11,493	11,493	19,606
Depreciation and impairment		20,979	20,979	23,253
Total resources expended		<u>961,970</u>	<u>961,970</u>	<u>929,041</u>
Total funds brought forward		<u>289,184</u>	<u>289,184</u>	<u>292,382</u>
Total funds carried forward		<u>325,475</u>	<u>325,475</u>	<u>289,186</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 22 to 27 form an integral part of these financial statements.

The Forest Upcycling Project

Income and expenditure account

For the year ended 31 May 2025

	Notes	2025 £	2024 £
Income		998,261	925,845
Operating expenditure		(961,970)	(929,041)
Operating surplus/(deficit)		<u>36,291</u>	<u>(3,196)</u>
Retained surplus/(deficit) for the financial year		<u><u>36,291</u></u>	<u><u>(3,196)</u></u>

All activities derive from continuing operations.

The notes on pages 22 to 27 form an integral part of these financial statements.

The Forest Upcycling Project

The notes on pages 22 to 27 form an integral part of these financial statements.

The Forest Upcycling Project

Balance sheet as at 31 May 2025

	Notes	£	2025 £	£	2024 £
Fixed assets					
Tangible assets	7		118,883		139,863
Current assets					
Debtors	8	8,558		3,147	
Cash at bank and in hand		215,960		159,389	
		<u>224,518</u>		<u>162,536</u>	
Creditors: amounts falling due within one year	9	(17,928)		(13,212)	
Net current assets			<u>206,590</u>		<u>149,324</u>
Net assets			<u>325,473</u>		<u>289,187</u>
Funds	10				
Unrestricted income funds			<u>325,473</u>		<u>289,187</u>
Total funds			<u>325,473</u>		<u>289,187</u>

The financial statements were approved by the trustees on and signed on its behalf by

Tanya Jenkins
Trustee

The notes on pages 22 to 27 form an integral part of these financial statements.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2025

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities (FRS 102), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from the charity shop is included in the year in which it is receivable.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2025

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	- 15% Reducing Balance
Fixtures, fittings and equipment	- 15% Reducing Balance
Motor vehicles	- 15% Reducing Balance

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

2. Voluntary income

	Unrestricted funds £	2025 Total £	2024 Total £
Ugandan Donations	2,798	2,798	16,779
	<u>2,798</u>	<u>2,798</u>	<u>16,779</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2025

3. Activities for generating funds

	Unrestricted funds £	2025 Total £	2024 Total £
Sales – Furniture	651,514	651,514	709,318
Sales – Gardening	21,466	21,466	34,965
Sales - House moves	21,232	21,232	21,947
Sales – Café	61,032	61,032	78,005
Sales - Bike income	11,655	11,655	3,132
Other Income	198,567	198,567	61,699
	<u>965,466</u>	<u>965,466</u>	<u>909,066</u>

4. Incoming resources from charitable activities

	Unrestricted funds £	2025 Total £	2024 Total £
Grants	29,997	29,997	-
	<u>29,997</u>	<u>29,997</u>	<u>-</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2025

5. Employees

Employment costs	2025 £	2024 £
Wages and salaries	581,650	567,957
Social security costs	44,064	34,366
Pension costs	10,755	12,052
	<u>636,469</u>	<u>614,375</u>

No employee received emoluments of more than £60,000 (2024 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2025 Number	2024 Number
Project Manager	1	1
Overseas Staff	1	1
Co Workers	35	35
	<u>37</u>	<u>37</u>

6. Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2025 £	2024 £
Pension charge	<u>10,755</u>	<u>12,052</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2025

7. Tangible fixed assets	Plant and machinery £	Fixtures, fittings and equipment £	Motor vehicles £	Total £
Cost				
At 1 June 2024 and				
At 31 May 2025	<u>13,937</u>	<u>78,156</u>	<u>127,203</u>	<u>219,296</u>
Depreciation				
At 1 June 2024	8,599	29,277	41,557	79,433
Charge for the year	801	7,332	12,847	20,980
At 31 May 2025	<u>9,400</u>	<u>36,609</u>	<u>54,404</u>	<u>100,413</u>
Net book values				
At 31 May 2025	<u>4,537</u>	<u>41,547</u>	<u>72,799</u>	<u>118,883</u>
At 31 May 2024	<u>5,338</u>	<u>48,879</u>	<u>85,646</u>	<u>139,864</u>

8. Debtors	2025 £	2024 £
Trade debtors	480	899
Other debtors	8,078	2,248
	<u>8,558</u>	<u>3,147</u>

9. Creditors: amounts falling due within one year	2025 £	2024 £
Pension fund loan	1,714	2,380
Other taxes and social security	13,739	9,293
Other creditors	980	44
Accruals and deferred income	1,495	1,495
	<u>17,928</u>	<u>13,212</u>

The Forest Upcycling Project

Notes to financial statements
for the year ended 31 May 2025

10. Analysis of net assets between funds

	Total funds £
Fund balances at 31 May 2025 as represented by:	
	-

11. Unrestricted funds

	At 1st April 2024 £	Incoming resources £	Outgoing resources £	At 31st March 2025 £
General Funds	289,184	998,261	(961,970)	325,475

Purposes of unrestricted funds

Running cost funds

The Forest Upcycling Project

The following pages do not form part of the statutory accounts.

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2025

	2025 £	2024 £
Charitable activities Activity		
1		
<i>Activities undertaken directly</i>		
Activity1 - Direct - Staff - Wages & Salaries	581,650	567,957
Activity1 - Direct - Staff - Employer's NIC	44,064	34,366
Activity1 - Direct - Staff - Pension costs	10,755	12,052
Activity1 - Direct - Establishment - Rent	149,199	108,788
Activity1 - Direct - Establishment - Rates & water	8,657	1,863
Activity1 - Direct - Establishment - Light & heat	12,888	10,839
Activity1 - Direct - Establishment - Rep. & maint.	3,221	3,963
Activity1 - Direct - Establishment - Insurance	15,386	2,344
Activity1 - Direct - Motor vehicle expenses	31,427	36,313
Activity1 - Direct - Office expenses - Telephone	5,450	2,600
Activity1 - Direct - Printing, Postage and Station	1,219	8,724
Activity1 - Direct - Computer Costs	2,432	1,109
Activity1 - Direct - Hire of Equipment	5,664	1,257
Activity1 - Direct - Staff Welfare	1,588	3,166
Activity1 - Direct - Training Costs	590	1,200
Activity1 - Direct - Subscriptions	-	1,524
Activity 1 - Direct - Licenses	-	180
Activity 1 - Direct - Staff entertainment	-	2,448
Activity1 - Direct - Depreciation & impairment	20,979	23,253
	<u>895,169</u>	<u>823,946</u>
Activity 1 total expenditure	<u>895,169</u>	<u>823,946</u>
Activity 2		
<i>Activities undertaken directly</i>		
Activity2 Bike - Direct - Purchases	3,238	1,372
	<u>3,238</u>	<u>1,372</u>
Activity 2 total expenditure	<u>3,238</u>	<u>1,372</u>
Activity 3		
<i>Activities undertaken directly</i>		
Activity3 Cafe - Direct - Purchases	18,334	35,875
	<u>18,334</u>	<u>35,875</u>
Activity 3 total expenditure	<u>18,334</u>	<u>35,875</u>
Total charitable activity expenditure	<u>916,741</u>	<u>861,193</u>

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2025

Governance costs

Activities undertaken directly

Professional - Accountancy fees

1,495

1,495

Professional - Other

11,308

13,451

12,805

14,944

Total governance costs

12,805

14,944

Net incoming/(outgoing) resources for the year

(40,469)

(82,646)

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2025

	2025		2024	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
Ugandan Donations		2,798		16,779
		<u>2,798</u>		<u>16,779</u>
<i>Activities for generating funds</i>				
Sales - Furniture		651,514		709,318
Sales - Gardening		21,466		34,965
Sales - House moves		21,232		21,947
Sales - Cafe		61,032		78,005
Sales - Bike income		11,655		3,132
Other Income		198,567		61,699
		<u>965,466</u>		<u>909,066</u>
Total incoming resources from generating funds		<u>968,264</u>		<u>925,845</u>
Incoming resources from charitable activities				
Grants		29,997		-
		<u>29,997</u>		<u>-</u>
Total incoming resources		<u>998,261</u>		<u>925,845</u>
Resources expended				
Costs of generating funds:				
Cost of generating voluntary income				
<i>Donations</i>				
Donations - Purchases	28,698		37,781	
		<u>28,698</u>		<u>37,781</u>
Total cost of generating voluntary income		<u>28,698</u>		<u>37,781</u>
Fundraising trading:				
cost of goods sold and other costs				
<i>Activity 1</i>				
Activity 1 - Shop Purchases	3,728		15,123	
		<u>3,728</u>		<u>15,123</u>

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2025

Total fundraising trading		
cost of goods sold and other costs	3,728	15,123
Total costs of generating funds	32,426	52,904

FOREST UPCYCLING PROJECT

England & Wales - Charity number 1158797

Accounts

The Forest Upcycling Project
Trustees' report and financial statements
for the year ended 31 May 2024

The Forest Upcycling Project

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The Forest Upcycling Project

Legal and administrative information

Charity number	1158797
Trustees	Ashley Martin Rona Martin Andrea Davies Matt Wood Tanya Jenkins Roger Burrows Jennifer Jenkins
Accountants	Oversby & Company Unit 1C Crucible Close Coleford Gloucestershire GL16 8RE
Bankers	Santander

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

The trustees present their report and the financial statements for the year ended 31 May 2024. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Policies and procedure of Trustees

This is the Tenth Trustee's Annual Report since the Charity was established in June 2014.

The Forest Upcycling Project is a charitable organisation. The Charity was started on 1st June 2014 and registered with the Charity Commission on 6th October 2014.

The charity was established under a constitution which was written in June 2014. Our Registered Charity number is 1158797.

There have been some changes to the board of Trustees with the appointment of Matt Wood, Jennifer Jenkins and Tanya Jenkins.

Ashley Martin maintains position of Chair.

As existing Trustees, we elect new trustees in accordance with the terms of our Constitution. On appointment, all new Trustees receive an induction pack, which consists of a copy of the Constitution, together with the Charity Commissions booklet 'Essential Trustee'. Trustees are elected to serve for a maximum of three years after which time they must seek re-election at the next Annual Meeting. Trustees are free to resign from their post at any time. In the event of the Project being wound up the liability of Members (Trustees) is limited to a sum not exceeding £1.

The affairs of the charity are controlled by the Trustees and meetings occur at least 4 times a year at an agreed location. The decisions of the board are carried out by Matthew Jones (Project Manager).

The charity's organisational structure

The day-to-day management of the project is carried out by the Charity founder and former trustee Matthew Jones. This includes purchasing necessary equipment, assigning roles to staff and accessing funds available. He is also responsible for recruitment, training and induction of new employees and volunteers.

Decisions made regarding purchasing large items such as vehicles, rental agreements and management of employee contracts are made together with trustees at Trustee meetings.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

The Charity's wider network

The charity has established robust partnerships with Gloucestershire County Council and Monmouthshire Council, particularly collaborating with the waste team-Roger Smith, Tony Privitera, and Carl Tourig - to generate funds through recycling credits. In addition, the charity has formed valuable connections with Monmouthshire Housing and GDAS, strengthening volunteer placements and community support through the Chepstow branch.

Significant collaborations have also been forged with organizations such as Two Rivers Housing Association, Gloucestershire City Housing, Wyedean Housing, Salvation Army, Green Square, Monmouthshire Housing, MENCAP, Gwent Drug and Alcohol Support, and various local churches. These partnerships ensure that vulnerable members of the community have access to essential home furnishings and appliances.

Moreover, the charity has provided numerous work experience opportunities, in partnership with Cinderford, Coleford & Chepstow Job Centre Plus, Volunteers, Mencap, Heart of the Forest School, Forest High School, National Star College, Jobs Growth Wales, and Monmouthshire Housing.

In 2023/24, the charity also hosted 21 Duke of Edinburgh volunteers for six-month placements, as well as seven work experience placements in collaboration with Wyedean School and Cinderford College. Many volunteers found their experiences so rewarding that they chose to continue their involvement even after their official placements concluded.

Risk Management

The project employs several key controls, overseen by the Trustees, to ensure effective governance and risk management. These include:

- " Formal Agendas for Board Activities: Structured agendas guide all Board meetings to ensure focused and effective decision-making.
- " Budgeting, Planning, and Management of Accounts: Comprehensive financial oversight ensures that the project's funds are managed responsibly.
- " Structured Induction and Reporting: New staff and volunteers undergo a formal induction process with clear reporting lines to maintain consistency and accountability.
- " Annual Policy Reviews: Detailed written policies are in place and reviewed annually to ensure they remain relevant and effective.
- " Training in Safety Procedures: Staff and volunteers receive adequate training in safe handling, fire safety, and first aid to ensure a safe working environment.
- " Peninsula - has been employed by the charity to give HR and Health and Safety support

While these systems provide a strong framework, it is acknowledged that they offer reasonable but not absolute assurance against all major risks. The day-to-day risk assessment in each location is the responsibility of Matthew Jones, the project manager, and his management team.

The project also seeks yearly advice on fire safety from a designated fire officer, which includes the annual inspection of fire extinguishers. Additionally, new staff and volunteers are trained by the management team in safe lifting techniques and appropriate work attire. Essential safety gear, such as steel toe cap boots and goggles, is provided to staff, while volunteers receive supervision tailored to their abilities to ensure their safety and well-being.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

The original aims of the charity as set out in its constitution

1. To relieve poverty for families and individuals in need by providing furniture or other goods at a highly reduced rate or in extreme cases free of charge.
2. To advance education for people who are unemployed or otherwise in need of such education to equip them with the skills necessary to be able to find employment.
3. To protect and preserve the environment for the public benefit and future generations by the promotion of waste reduction, re-use, reclamation, recycling and use of recycled products.

Public Benefit

The Trustees adhere to the Charity Commission's guidance on Public Benefit, ensuring that their activities meet these requirements and that they report on how this is achieved. The Forest Upcycling Project delivers public benefit across nine key areas:

1. Affordable Access to Household Goods:
 - o Those in need can purchase household items at significantly reduced prices compared to other retail outlets in Gloucestershire and Monmouthshire. The project offers a wider selection than most other second-hand stores.
 - o A free furniture collection service is available for individuals wishing to donate items.
 - o A house-moving service is provided at reduced rates, making it affordable for those moving under challenging circumstances.
2. Education and Work Experience:
 - o The project offers education and work experience opportunities for individuals facing long-term unemployment. Additionally, volunteers receive support in CV writing and job application processes.
3. Low-Cost Gardening Services:
 - o The project offers gardening services at extremely low costs and actively identifies and assists individuals in need by providing free gardening support.
4. Environmental Conservation:
 - o By diverting unwanted goods from landfill and focusing on reuse and recycling, the project contributes to environmental conservation efforts.
5. Support for Marginalized Individuals:
 - o The project provides work experience and paid employment opportunities to those on the margins of society, including individuals with disabilities, learning difficulties, substance abuse issues, depression, mental health challenges, and long-term unemployment.
6. Bike Recycling and Servicing:
 - o Employing Paul Whitcombe, a bike mechanic with ADD, the project recycles and services bikes, furthering their commitment to sustainability and inclusion.
7. Community Space:
 - o The project operates a community café open to all, which serves as a regular meeting place for groups such as Ukulele group, Welsh group, and Arty Rats.
8. Employment and Support for Vulnerable Individuals:
 - o The café employs a Ukrainian refugee and provides support and training to several individuals with disabilities. Evening events are staffed by individuals with profound needs, creating inclusive employment opportunities.
9. Expansion and Success:
 - o The latest branch, Upcycle Swindon, has been a tremendous success and continues to experience weekly growth, further extending the project's impact.

Through these initiatives, The Forest Upcycling Project effectively delivers substantial public benefit, supporting diverse communities and promoting sustainability.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

Main activities of the Forest Upcycling Project

The project operates by collecting unwanted furniture, household goods, bicycles, and other items from the community. These items are then cleaned, repaired, or upcycled and sold in our showrooms located in Cinderford and Chepstow. The project also has two gardening teams that provide private services for residents and undertake larger contracts for local businesses, with much of their work coming from repeat customers.

In addition to these services, the project runs a Coffee Shop that hosts evening events, including classical music concerts that have been well-received by the local community. The Chepstow Cycling Club also utilizes our venue for their Audax events and evening master classes.

To support our extensive work in Uganda and Jamaica, we have employed Carys to boost our book sales. Furthermore, we collaborate with Wilcox to reuse all bric-a-brac and clothes/fabric, ensuring that even broken TVs are responsibly recycled by a local electrical firm.

The project remains committed to supporting individuals facing economic hardship by providing low-cost or, in many cases, free furniture in the Forest of Dean, Monmouthshire, and Swindon. Our initiative, "Kids Upcycle," has been particularly impactful, assisting low-income and often single parents in setting up for a newborn or a new home, easing the financial burden during these costly times.

Additionally, we offer affordable house clearance and house moving services, which have seen increased demand, particularly during the 2023/24 period. Through these diverse activities, the project continues to make a significant positive impact on the community, both locally and abroad.

Staffing

At the end of our 10th Year, the staff at Upcycle is made up of 37 people in the UK and 1 employee (Joel) in Uganda.

New appointments this year have included:

Carys Jenkins-Jones - Barista and Book sales

Matilda Share - Barista

Colin Spencer - Recycling coordinator and leader of our repair café

Ursula Lloyd-Bussell - Recycling coordinator

Victoria Ellis - Upcycle Swindon

Manager Aaron Marshall - Recycling

Coordinator Sean Lynch - Recycling

Coordinator Lowri Christie - Barista

Paul Whitcombe - Bike mechanic

Robert Rew - Recycling Coordinator

Carlos Azzopardi - Recycling Coordinator

Graham Ford - Recycling Coordinator

Danny Hudson - Recycling Coordinator

George Davies - Recycling Coordinator

Within our team there are staff with learning disabilities, hearing disabilities, long term unemployment, depression, single parents, autism, PTSD, refugees and those recovering from addiction.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

Chepstow Upcycle

Over the past year, Chepstow has made significant strides in helping people across various sectors, including schools, homelessness, domestic violence, social services, and adult social care. We've welcomed several new volunteers who have become invaluable members of our team, and it's been heartening to see many of them thrive since joining us.

A young man, who had just received his first home after living on the streets, shared:

"My home is now complete thanks to you. I feel like this can now be my forever home. I'm so grateful."

Our van driver, Andy, added:

"It made me feel proud to work here!"

'Repair Café Chepstow' also started this year. It occurs on the first Saturday of every month and has been a well-attended success. Special mention to Colin who has made this happen.

Upcycle Cinderford

Our Community Impact:

We have been dedicated to supporting families and individuals in need through various initiatives:

" Supporting the Homeless: We provided a homeless man living outside a hospital with a tent, clothes, and essential items.

" Helping Individuals in Transition: We assisted a gentleman who, after splitting with his partner, had nothing. We provided him with essential items to help him get back on his feet.

" Donating Disability Aids: We offer disability aids to those who need them, ensuring everyone has access to necessary equipment.

" Supporting a Pet Sanctuary: We regularly donate blankets and other essentials to a local pet sanctuary.

" Aid for Ukrainian Families: We have donated furniture and other household items to support Ukrainian families in need.

" Connecting with the Community: Many of our regular customers visit us not just for items, but for companionship, and we're always here for those who feel lonely.

" Supporting Schools and Charities: We have donated items to numerous schools, nurseries, and charity events, helping to support education and community activities.

" International Support: We've also raised funds through book donations to support initiatives in Uganda.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

Upcycle Swindon

Upcycle Swindon has been the newest addition to the forest upcycling project family and opened its doors to the public 16th September 2023, only 2 weeks after acquiring the unit itself. The Swindon unit has gone from strength to strength and has had 9500 transactions equating to more than 89.4 tonnes of household items recycled in just 12 months.

Early on in our journey we gratefully received a £1000 grant from Central Swindon North Community grant which was used to purchase new uniforms for the staff and volunteers.

The Swindon team is small yet effective and currently employs 3 part time and 3 full time members of staff. We are also very lucky to have a fabulous volunteer team of Hazel, Jill, Alfie, Angela, James and Linda who come week in week out to help us with small donations and odd jobs. We literally couldn't have got to where we are without them.

We have also formed some great relationships within the local community and have a fruitful partnership with Swindon Borough Council recycling centre which results in us being able to collect furniture and other small household items free of charge, since the partnership began we have received items that roughly add an additional £100 - £200 to our sales on a Saturday. We also have great relationships with multiple local waste collection services who routinely drop off good quality items to use to prevent them going into landfill.

We have also been working closely with other charities in the area to be able to provide furniture to those in the most need, there is still much work to do on setting up a referral service however in the short time we have been open we have helped 12+ families with a range of essential furniture. The client's backgrounds range from experiencing homelessness to fleeing domestic violence and we are very proud as a team to have been able to have a positive impact on these people's lives.

Most recently we supported and attended the Swindon Pride Festival with an information stall in a hope to engage with the local community in attendance and spread the word and endeavour to attend more of these style events in the coming months.

The proudest moment I've had as Swindon Manager by far is being able to witness the change in the youngest member of our team Aaron, he came to us through a council led employment support programme and struggled with anxiety, as many young people have following Covid. From barely speaking two words in his interview, he has flourished into a confident, well-loved member of the team and has resulted in him moving from 2 days per week to full time hours and he performs all the duties required of him on both the van and in the warehouse.

Looking forward to the 2nd year of Upcycle Swindon we are excited about setting up an employment training scheme for young people in conjunction with Swindon New College who are experiencing anxiety, depression, ADHD and other learning disabilities. The structured scheme will run for 12-16 weeks per student, and we aim to be able to develop their skills both in the warehouse and on the van with our more experienced drivers and increase their confidence for the future.

We are also excited to say that we will shortly be expanding our unit with the 1st phase of a mezzanine floor within a number of weeks and with this will come the ability to increase collections of large items of furniture and a dedicated floor to the children's section similar to the other 2 units, along with this expansion I hope to be able to employ a part time member of staff to be able to drive the sales and increase the output of the children's area.

We thank the support of the trustees in this new venture, particularly Ashley and Rona who helped us to get things together in the very beginning and continue to provide feedback and support with all of our ideas.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

Ugandan Book Donations

The bookshop, whose donations are now exclusively allocated to projects and grants for individuals in Uganda, has experienced a steady week-on-week increase in revenue. A dedicated bookshop has been added to the Cinderford location, and together, the two units generate between £200 and £400 weekly in donations. This increased revenue has significantly enhanced the project's ability to support more people in the Teso region than ever before.

In addition to in-store sales, the project has successfully expanded its book sales to eBay. This online platform has allowed for a considerable boost in revenue, with books that previously sold for 50p or less now fetching prices of over £4. This success in both physical and online sales has strengthened the project's financial capacity to make a meaningful impact in Uganda.

We employ Joel Ekaunhannington, who oversee our Ugandan Upcycle programme in Uganda. The following piece is his report.

Community Outreach Initiatives (Jan-March 2023)

1. **St. John's Church of Uganda, Kaderun**

- o Budget: GBP 1,704.50 / UGX 7,500,000
- o Responsible: Mr. Odongo Peter & Church Executive Committee
- o Duration: 2023-2024
- o Description: Provided sheep to 50 vulnerable individuals (34 women, 16 men) to improve their living standards by enabling them to sell sheep to meet basic needs.

2. **PAG Central Church, Ngora**

- o Budget: GBP 1,704.50 / UGX 7,500,000
- o Responsible: Rev. Michael Oselo & Church Executive Committee
- o Duration: 2023-2024
- o Description: Distributed goats and sheep to 47 vulnerable people (43 goats, 4 sheep) to alleviate poverty.

3. **St. Leo's Catholic Church, Nyamongo**

- o Budget: GBP 1,704.50 / UGX 7,500,000
- o Responsible: Okwii Paul & Church Executive Committee
- o Duration: 2023-2024
- o Description: Provided goats to 51 vulnerable individuals to improve their living conditions by selling products during times of scarcity.

4. **Teacher's House, Onyede Primary School**

- o Budget: GBP 5,522.70 / UGX 23,000,000
- o Responsible: Mr. Anthony, School Management Committee
- o Duration: 2023-2024
- o Description: Constructed accommodation for teachers to enhance learning outcomes by reducing travel distances.

5. **Completion of School Block, Kaikamosing Primary School**

- o Budget: GBP 12,864.50 / UGX 56,604,000
- o Responsible: Fr. Armel
- o Duration: 2023-2024
- o Description: Constructed a four-classroom block to reduce travel distances for children and accommodate more students.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

6. Benches, St. Leo's Catholic Church, Nyamongo

- o Budget: GBP 1,136.40 / UGX 5,000,000
- o Responsible: Okwii Paul & Church Committee
- o Duration: 2023-2024
- o Description: Purchased benches for church services to improve comfort for congregants.

7. Completion of Sunday School, PAG Central Ngora

- o Budget: GBP 4,204.50 / UGX 18,500,000
- o Responsible: Rev. Michael Oselo & Church Committee
- o Duration: 2023-2024
- o Description: Roofed a Sunday school building to support Christian education for over 180 children.

8. Tailoring Project, Tilling Sabbath School Rehabilitation Centre

- o Budget: GBP 1,590.90 / UGX 7,000,000
- o Responsible: Okiror Daniel, Project Coordinator
- o Duration: 2023
- o Description: Purchased sewing machines for training vulnerable youth, providing life skills to 11 participants (10 girls, 1 boy).

9. Unisex Salon Project, Tilling Sabbath School Rehabilitation Centre

- o Budget: GBP 660.20 / UGX 2,905,000
- o Responsible: Okwii Joseph
- o Duration: 2023
- o Description: Purchased salon equipment to train vulnerable youth in hairdressing, supporting their self-sufficiency.

10. Small Financial Support for Vulnerable Individuals

- o Budget: GBP 840.90 / UGX 3,700,000
- o Responsible: Joel Hannington Ekaun
- o Duration: 2023-2024
- o Description: Provided small sums of money to 35 vulnerable individuals (elderly, sick, orphans) to meet basic needs like medical bills and food.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

The Bike Project

We are now in our fifth year of the Upcycle Bike Project, Rob has left the charity after getting a job as a bike mechanic. He has now been clean for 2 years after being addicted to class A drugs for many years.

Paul Whitcombe started working at Upcycle on a part time basis in November 2023 involved with upcycling and servicing of bicycles. This developed into full time employment in March this year. In 2023 he suffered a range of health issues hinging gastric problems, hiatus hernia and trigeminal neuralgia. He has ADD (Attention Deficit Disorder), the symptoms amplify when under stress and especially over the pandemic lockdown period. His health issues have largely disappeared since working for the Upcycle Bike Project.

Our bike project works closely with Chepstow Cycling Club and our Community on a Thursday evening. We have also established ourselves as a hub for Audax cycling events from Chepstow.

We have helped a lot of refugees from Afghanistan who have been relocated at Beachley Barracks (near us).

Coffee @ Upcycle

Coffee @Upcycle has had a fantastic year and has gone from strength to strength. The coffee shop launched a soup initiative which saw collaboration with the Chepstow Community Fridge whose aim to reduce food waste. The Community fridge give us surplus vegetables which we use to make soup which we serve for a donation which helps to feed those in need for free. Leaflets were printed and were given to the Food Bank, Job Centre and Social Services to distribute to those in need explaining that soup was available to them for free and we have served 639 portions of soup in this time.

We continue to support volunteers and have 3 regular volunteers who have a range of complex needs but build their confidence and improve their customer service week by week. Our Friday night events were popular and we ran them fortnightly between May and September. We supported local bands and food vendors which was extremely popular and always well attended especially by local families.

In January 2024 we undertook a huge renovation to convert our large, overrun stock run/office into a huge fully commercial kitchen. The works took around 5 weeks and we were able to stay open during the time. Once they were completed it meant that we had a much bigger workspace, larger cooking area and ovens. We have been able to increase the items on our menu, create homemade cakes and bakes and cater for functions. We were able to take on a permanent cook who started with us 18 months ago as a volunteer.

Gardening

The gardening division of our charity is currently fully booked until the end of November, reflecting strong demand. The Charity is struggling with this aspect of the charity continues to struggle to break even.

We have increased our charges to £30 per hour for two gardeners, which includes equipment and fuel costs. Unfortunately, after accounting for wages, travel, and fuel expenses, there is very little left to cover other operational costs.

Additionally, we have been offering our gardening services at reduced rates to a variety of organizations.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

Volunteer contributions

Our Charity has an incredible group of trustees and volunteers. Here's an overview of their contributions:

- " Ashley Martin & Rona Martin (Trustees): Both are incredibly dedicated, making the Charity truly special with their leadership and commitment.
- " Andrea Davies (Trustee): A valuable resource for staffing and HR issues, she's also key in efforts to make the coffee shop profitable.
- " Matt Wood (Trustee): Collaborates closely with Katie to enhance the coffee shop, contributing to its welcoming atmosphere.
- " Tanya & Jennifer Jenkins (Trustees): Super helpful and always willing to dive into deep cleaning the café, ensuring it's always at its best.
- " Roger Burrows (Trustee): Not only helps out on the van but also keeps the team energized with drinks, thanks to his Lucozade connection.
- " Philip: A dedicated gardening assistant who, despite his learning disabilities, enjoys working with the gardening team, especially under the guidance of head gardener Paul.

Regular volunteers at Chepstow

- " Solly: The go-to person for repairs, always cheerful and ready to fix anything.
- " Shirley: The expert in bric-a-brac, with a keen eye for interesting items.
- " Adam and Kevin: The dynamic duo in the warehouse, ensuring everything that can be recycled, is.
- " Billy: A young volunteer who is growing in confidence each day.
- " Hilary and Jean: The dedicated book ladies, keeping the bookshop stocked and organized every week.
- " Liam: The expert polisher, known for his politeness and helpful nature.
- " Bobby: A star in the warehouse, excellent at moving and displaying items.
- " Bike Project Team: A group of volunteers who keep the bike project running smoothly, with special recognition for Matthew, who has made significant progress since he started volunteering.

Regular volunteers at Cinderford

Wendy - improves the appearance of Cinderford unit and helping the poorest in society through collection of our extra clothing
Yvonne - sweeping, cleaning and dealing with customers
Janet - sweeping, cleaning and dealing with customers
Adrian - workshop, customer service, being on the van
Kieran - workshop, customer service, being on the van
Neville - generally fixing things

Regular Volunteers at Swindon

We are also very lucky to have a fabulous volunteer team of Hazel, Jill, Alfie, Angela, James and Linda who come week in week out to help us with small donations and odd jobs. We literally couldn't have got to where we are without them.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

Grants

£1000 grant from Central Swindon North Community grant which was used to purchase new uniforms for the staff and volunteers.

£1000 Tesco Stronger Starts - Lights to Improve Safety.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

Main achievements of the Forest Upcycling Project

Successful Launch of Upcycle Swindon

Successful Launch of Chepstow Repair café

Successful launch of bike servicing and increased profitability

Expansion of our eBay book sales to raise money for Uganda

Training and Development

The staff training day on June 13th was a great success, focusing on four key areas:

- " GDPR: Ensuring that all staff are up to date with data protection regulations.
 - " Safeguarding: Reinforcing the importance of keeping everyone safe.
 - " Team Meetings: Improving the effectiveness and productivity of team collaborations.
 - " Staff Reviews: Enhancing the process for performance evaluations and feedback.
- The feedback from the day was overwhelmingly positive

Furniture sales

Across our 3 stores this year we have sold or given away over 50,000 items of furniture and home goods

We now work a referral system for people in need. We have helped out many people that have been relocated from Afghanistan and Ukraine.

Helping the environment

In 2023/24 we have saved over 470 tonnes of furniture from going to landfill, breakdown as follows:

Chepstow - 190 tonnes

Cinderford - 210 tonnes

Swindon - 70.6 tonnes

" Wood Recycling: Scrap wood is creatively repurposed, with most of it being transformed into kindling. This kindling is then sold in pillowcases, providing a practical product while minimizing waste. Any wood that isn't suitable for kindling is sent to the local recycling centre, where it is converted into soil conditioner.

" Metal Recycling: We prioritize salvaging all recyclable metals from waste products before they are discarded, ensuring minimal environmental impact.

Our volunteers play a crucial role in these efforts, helping to make the most out of every material and supporting your mission to reduce waste.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

Ethical investment policy adopted.

- " Improved lighting
- " Security systems
- " Staff Clothing
- " Refurbishment of our coffee shop to build an industrial kitchen
- " 3 new storage containers to house our growing needs
- " Development of an affordable adults' clothes shop
- " A large donation to our project in Uganda
- " Buying a new van

Reserves in the Charity 35 days' notice savings account are kept at £120,000 minimum. The charity has no debts at the end of its 10th financial year.

Sources of funding

Sales of furniture has been our key income, followed by gardening, house moves, house clearances, organic produce, book sales, coffee shop events, bric-a-brac, fabric, metal recycling, vintage clothing and bike sales and servicing.

Expenditure

Our main costs are operational and include running vehicles (the Charity now has fleet of 6 vans), paying rent and utility bills and most importantly wages. Income from our products and services support these costs each month.

Plans for future periods

There have been no serious incidents at Forest Upcycling Project this year and we continue to review our policies and risk assessments throughout the operational year.

Moving into Year 11 we have some exciting projects lined up:

- Building and opening a large kids section at Upcycle in Swindon
- Various projects in Uganda
- A bike repair shop in the heart of Chepstow (which is now in its infancy)
- Sponsoring a male and female football team
- Providing employment for more people in need
- Expanding our free food offer for those most in need in society

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2024

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other

On behalf of the board

Secretary

The Forest Upcycling Project

Independent examiner's report to the trustees on the unaudited financial statements of The Forest Upcycling Project.

I report on the accounts of The Forest Upcycling Project for the year ended 31 May 2024 set out on pages 2 to 23.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended; and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....

Mr Ben Hinton
A.C.C.A
Independent examiner
Unit 1C
Crucible Close
Coleford
Gloucestershire
GL16 8RE

The Forest Upcycling Project

Statement of financial activities

For the year ended 31 May 2024

	Notes	Unrestricted funds £	2024 Total £	2023 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	16,779	16,779	8,355
Activities for generating funds	3	909,066	909,066	738,401
Total incoming resources		<u>925,845</u>	<u>925,845</u>	<u>746,756</u>
Resources expended				
Purchases		90,151	90,151	58,486
Staff costs	4	619,552	619,552	426,913
Establishment costs		127,797	127,797	67,158
Motor and travelling expenses		36,313	36,313	43,066
Accountancy fees		1,495	1,495	998
Legal and professional fees		4,540	4,540	35
Communications and IT		2,600	2,600	2,991
Other office expenses		23,342	23,342	13,310
Depreciation and impairment		23,253	23,253	21,005
Total resources expended		<u>929,043</u>	<u>929,043</u>	<u>633,962</u>
Total funds brought forward		292,382	292,382	179,337
Prior year adjustment		-	-	251
Restated total funds brought forward		<u>292,382</u>	<u>292,382</u>	<u>179,588</u>
Total funds carried forward		<u>289,184</u>	<u>289,184</u>	<u>292,382</u>

All of the above amounts relate to continuing activities.

The notes on pages 19 to 23 form an integral part of these financial statements.

The Forest Upcycling Project

Income and expenditure account

For the year ended 31 May 2024

	Notes	2024 £	2023 £
Income		925,845	746,756
Operating expenditure		(929,043)	(633,962)
Operating (deficit)/surplus		<u>(3,198)</u>	<u>112,794</u>
Retained (deficit)/surplus for the financial year		<u><u>(3,198)</u></u>	<u><u>112,794</u></u>

All activities derive from continuing operations.

The notes on pages 19 to 23 form an integral part of these financial statements.

The Forest Upcycling Project

Balance sheet as at 31 May 2024

	Notes	£	2024 £	£	2023 £
Fixed assets					
Tangible assets	6		139,863		119,029
Current assets					
Debtors	7	3,147		11,895	
Cash at bank and in hand		159,389		170,195	
		<u>162,536</u>		<u>182,090</u>	
Creditors: amounts falling due within one year	8	<u>(13,212)</u>		<u>(8,737)</u>	
Net current assets			<u>149,324</u>		<u>173,353</u>
Net assets			<u>289,187</u>		<u>292,382</u>
Funds	9				
Unrestricted income funds			<u>289,187</u>		<u>292,381</u>
Total funds			<u>289,187</u>		<u>292,381</u>

The financial statements were approved by the trustees on and signed on its behalf by

Ashley Martin
Trustee

The notes on pages 19 to 23 form an integral part of these financial statements.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2024

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from the charity shop is included in the year in which it is receivable.

The Forest Upcycling Project

Notes to financial statements
for the year ended 31 May 2024

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	- 15% Reducing Balance
Fixtures, fittings and equipment	- 15% Reducing Balance
Motor vehicles	- 15% Reducing Balance

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

2. Voluntary income

	Unrestricted funds £	2024 Total £	2023 Total £
Ugandan Donations	16,779	16,779	8,355
	<u>16,779</u>	<u>16,779</u>	<u>8,355</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2024

3. Activities for generating funds

	Unrestricted funds £	2024 Total £	2023 Total £
Sales - Furniture	709,318	709,318	535,676
Sales - Gardening	34,965	34,965	35,126
Sales - Eco	-	-	1,390
Sales - House moves	21,947	21,947	28,862
Sales - Cafe	78,005	78,005	66,287
Sales - Bike income	3,132	3,132	-
Other Income	61,699	61,699	71,060
	<u>909,066</u>	<u>909,066</u>	<u>738,401</u>

4. Employees

Employment costs	2024 £	2023 £
Wages and salaries	567,957	397,357
Social security costs	34,366	21,398
Pension costs	12,052	8,158
Other costs	5,177	-
	<u>619,552</u>	<u>426,913</u>

No employee received emoluments of more than £60,000 (2023 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2024 Number	2023 Number
Project Manager	-	2
Deputy Manager	-	2
Recycling Coordinator	-	18
Gardner	-	4
Coffee Shop / Other	-	7
	<u>-</u>	<u>33</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2024

5. Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2024	2023
	£	£
Pension charge	12,052	8,158

6. Tangible fixed assets

	Plant and machinery	Fixtures, fittings and equipment	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 June 2023	13,937	71,381	89,892	175,210
Additions	-	6,775	37,312	44,087
At 31 May 2024	13,937	78,156	127,204	219,297
Depreciation				
At 1 June 2023	7,657	20,983	27,541	56,181
Charge for the year	942	8,294	14,017	23,253
At 31 May 2024	8,599	29,277	41,558	79,434
Net book values				
At 31 May 2024	5,338	48,879	85,646	139,863
At 31 May 2023	6,280	50,398	62,351	119,030

7. Debtors

	2024	2023
	£	£
Trade debtors	899	4,521
Other debtors	2,248	7,374
	3,147	11,895

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2024

8. Creditors: amounts falling due within one year

	2024	2023
	£	£
Pension fund loan	2,380	2,509
Other taxes and social security	9,293	5,179
Other creditors	44	51
Accruals and deferred income	1,495	998
	<u>13,212</u>	<u>8,737</u>

9. Analysis of net assets between funds

	Unrestricted funds	Total funds
	£	£
Fund balances at 31 May 2024 as represented by:		
Current assets	289,183	289,183
	<u>289,183</u>	<u>289,183</u>

10. Unrestricted funds

	At 1st April 2023 £	Incoming resources £	Outgoing resources £	At 31st March 2024 £
General Funds	<u>292,382</u>	<u>925,485</u>	<u>(929,640)</u>	<u>288,227</u>

Purposes of unrestricted funds

Running cost funds

The Forest Upcycling Project

The following pages do not form part of the statutory accounts.

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2024

	2024 £	2023 £
Charitable activities		
Activity 1		
<i>Activities undertaken directly</i>		
Activity1 - Direct - Staff - Wages & Salaries	567,957	397,357
Activity1 - Direct - Staff - Employer's NIC	34,366	21,398
Activity1 - Direct - Staff - Pension costs	12,052	8,158
Activity1 - Direct - Establishment - Rent	108,788	49,814
Activity1 - Direct - Establishment - Rates & water	1,863	3,063
Activity1 - Direct - Establishment - Light & heat	10,839	8,280
Activity1 - Direct - Establishment - Rep. & maint.	3,963	1,285
Activity1 - Direct - Establishment - Insurance	2,344	4,716
Activity1 - Direct - Motor vehicle expenses	36,313	42,893
Activity1 - Direct - Other motor & travel expenses	-	173
Activity1 - Direct - Office expenses - Telephone	2,600	2,991
Activity1 - Direct - Printing, Postage and Station	8,724	573
Activity1 - Direct - Computer Costs	1,109	3,615
Activity1 - Direct - Hire of Equipment	1,257	3,903
Activity1 - Direct - Staff Welfare	3,166	4,709
Activity1 - Direct - Training Costs	1,200	331
Activity1 - Direct - Subscriptions	1,524	-
Activity 1 - Direct - Licenses	180	180
Activity 1 - Direct - Staff entertainment	2,448	-
Activity1 - Direct - Depreciation & impairment	23,253	21,005
	823,946	574,444
Activity 1 total expenditure		
	823,946	574,444
Activity 2		
<i>Activities undertaken directly</i>		
Activity2 Bike - Direct - Purchases	1,372	-
	1,372	-
Activity 2 total expenditure		
	1,372	-
Activity 3		
<i>Activities undertaken directly</i>		
Activity3 Cafe - Direct - Purchases	35,875	-
	35,875	-
Activity 3 total expenditure		
	35,875	-

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2024

Total charitable activity expenditure	861,193	574,444
Governance costs		
<i>Activities undertaken directly</i>		
Professional - Accountancy fees	1,495	998
Professional - Other	4,540	35
Office expenses - Other	(2)	(1)
	6,033	1,032
Total governance costs	6,033	1,032
Net incoming/(outgoing) resources for the year	(79,954)	33,344

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2024

	2024		2023	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
Ugandan Donations		16,779		8,355
		<u>16,779</u>		<u>8,355</u>
<i>Activities for generating funds</i>				
Sales - Furniture		709,318		535,676
Sales - Gardening		34,965		35,126
Sales - Eco		-		1,390
Sales - House moves		21,947		28,862
Sales - Cafe		78,005		66,287
Sales - Bike income		3,132		-
Other Income		61,699		71,060
		<u>909,066</u>		<u>738,401</u>
Total incoming resources from generating funds		<u>925,845</u>		<u>746,756</u>
Total incoming resources		<u><u>925,845</u></u>		<u><u>746,756</u></u>
Resources expended				
Costs of generating funds:				
Cost of generating voluntary income				
<i>Donations</i>				
Donations - Purchases	37,781		16,132	
		<u>37,781</u>		<u>16,132</u>
Total cost of generating voluntary income		<u>37,781</u>		<u>16,132</u>
Fundraising trading:				
cost of goods sold and other costs				
<i>Shop costs</i>				
Shop costs - Purchases	-		24,644	
		-		24,644
<i>Activity 1</i>				
Activity 1 - Shop Purchases	15,123		17,710	
Activity 1 - Staff - Other	5,177		-	
		<u>20,300</u>		<u>17,710</u>

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2024

<i>Support costs</i>			
Support - Office expenses - Other	3,734	-	
		3,734	-
Total fundraising trading			
cost of goods sold and other costs		24,034	42,354
Total costs of generating funds		61,815	58,486

FOREST UPCYCLING PROJECT

England & Wales - Charity number 1158797

Accounts

Charity number: 1158797

The Forest Upcycling Project
Trustees' report and financial statements
for the year ended 31 May 2023

The Forest Upcycling Project

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The Forest Upcycling Project

Legal and administrative information

Charity number 1158797

Trustees Ashley Martin
Rona Martin
Andrea Davies
Simon Bunyan
Roger Burrows
Victoria Walters

Accountants Oversby & Company
Unit 1C
Crucible Close
Coleford
Gloucestershire
GL16 8RE

Bankers Santander

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

The trustees present their report and the financial statements for the year ended 31 May 2023. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Policies and procedure of Trustees

This is the Ninth Trustee's Annual Report since the Charity was established in June 2014.

The Forest Upcycling Project is a charitable organisation. The Charity was started on 1st June 2014 and registered with the Charity Commission on 6th October 2014.

The charity was established under a constitution which was written in June 2014. Our Registered Charity number is 1158797.

There have been some changes to the board of Trustees with the appointment of Andrea Davies and Victoria Ellis.

Ashley Martin maintains position of Chair.

As existing Trustees, we elect new trustees in accordance with the terms of our Constitution. On appointment, all new Trustees receive an induction pack, which consists of a copy of the Constitution, together with the Charity Commissions booklet 'Essential Trustee'. Trustees are elected to serve for a maximum of three years after which time they must seek re-election at the next Annual Meeting. Trustees are free to resign from their post at any time. In the event of the Project being wound up the liability of Members (Trustees) is limited to a sum not exceeding £1.

The affairs of the charity are controlled by the Trustees and meetings occur at least 4 times a year at an agreed location. The decisions of the board are carried out by Matthew Jones (Project Manager).

The charity's organisational structure

The day-to-day management of the project is carried out by the Charity founder and former trustee Matthew Jones. This includes purchasing necessary equipment, assigning roles to staff and accessing funds available. He is also responsible for recruitment, training and induction of new employees and volunteers.

Decisions made regarding purchasing large items such as vehicles, rental agreements and management of employee contracts are made together with trustees at Trustee meetings.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

The Charity's wider network

The charity works closely with Gloucestershire County Council and Monmouthshire Council on many aspects. This includes working with the waste team (Roger Smith, Tony Privitera and Carl Tourig) to raise funds in recycling credits and the Disabilities Commissioning Team at Gloucestershire Council (most significantly Vikki Walters and David Honeybill). Monmouthshire Housing and GDAS have also made strong relationships with the Chepstow branch for volunteer placement and assisting people in our local communities.

Links have been made with Two Rivers Housing Association, Gloucestershire City Housing, Wydean Housing, Salvation Army, Green Square, Monmouthshire Housing, MENCAP, Gwent Drug and Alcohol Support and various churches to ensure all members of society have the essentials of a home in terms of furniture and white goods.

Work experience placements at the project have been provided in conjunction with Cinderford, Coleford & Chepstow Job Centre Plus, Volunteers, Seetec, Mencap, Heart of the Forest School, Forest High School, National Star College, Jobs Growth Wales, and Monmouthshire Housing.

In 2022/2023 there have also been 14 Duke of Edinburgh volunteers each with 6-month placements and 5 work experience placements in conjunction with Wydean School. Many of the volunteers enjoyed their time with us so much that they are eager to stay on even after their placements have ended.

Risk Management

The key controls used by the project and controlled by the Trustees are;

- " Formal agendas for all Board activity
- " Budgeting, planning and management of Accounts.
- " Established structures for the induction of staff and volunteers and clear lines of reporting
- " Detailed written policies that are reviewed yearly
- " Adequate training for staff and volunteers with regards to safe handling, fire and first aid.

It is recognised that systems can only provide reasonable but not absolute assurance that all major risks have been eliminated. Matthew Jones, project manager and his management team are responsible for assessing risks in each location on a day-to-day basis.

Advice on fire safety is sought from our fire officer on a yearly basis and this includes the annual checking of fire extinguishers.

New staff and volunteers are trained in safe lifting and appropriate clothing by the management team. Staff are provided with essential safety wear such as steel toe cap boots and goggles. Volunteers are provided with supervision, the level of which depends on their abilities.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

The original aims of the charity as set out in its constitution

1. To relieve poverty for families and individuals in need by providing furniture or other goods at a highly reduced rate or in extreme cases free of charge.
2. To advance education for people who are unemployed or otherwise in need of such education to equip them with the skills necessary to be able to find employment.
3. To protect and preserve the environment for the public benefit and future generations by the promotion of waste reduction, re-use, reclamation, recycling and use of recycled products.

Public Benefit

The trustees have regard to the Charity Commission guidance on Public Benefit and to the requirement to report on its observance and delivery.

The public benefit generated by The Forest Upcycling Project can be summarised in one of nine areas:

1. a) Those in need can purchase household goods considerably cheaper than from other retail outlets in Gloucestershire and Monmouthshire, with much greater choice than other second-hand outlets.
- b) A free collection service for those wishing to donate items of furniture
- c) A house move service provided at reduced rates to allow those moving in difficult circumstances to afford it.
2. We provide education and work experience for those in long term unemployment and in addition give assistance to volunteers in CV writing and job applications.
3. Our gardening services are at extremely low cost and we strive to identify those in society that need our help and offer them free gardening assistance.
4. We help to conserve the environment by diverting unwanted goods away from landfill. We re-use and recycle what we can.
5. We support those on the margins of society by providing work experience and paid employment. This includes people with disabilities, learning difficulties, substance abuse, depression, mental health issues and long-term unemployment.
6. Working with Ed Haythornthwaite (a professional bike mechanic) the Charity is employing and training 2 recovering addicts to gain Cytech accreditation. Recycling and Upcycling old bikes over 100 so far this year.
7. We have a large poly tunnel and fruit cage providing organic produce for our café and a space to improve people mental health and gardening skills.
8. We provide a community space within our café open to all which is regularly used by a Ukulele group, Welsh group and Arty Rats.
9. Our café employs a Ukrainian refugee and supports/trains several people with disabilities. Our evening events are staffed with people who have profound needs.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

Main activities of the Forest Upcycling Project

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

The project runs by collecting people's unwanted furniture, household goods, bicycles and then cleaning, repairing or upcycling it for re-sale in our showrooms in Cinderford and Chepstow. There are also 2 gardening teams who carry out work privately for residents and have completed some larger contract work for local companies. Much of their business comes from repeat customers. The Coffee Shop also holds evening events and classical music concerts have been well received by our local community. Chepstow Cycling Club ran their first ever Audax from our venue. To fund our extensive work in Uganda and Jamica we have employed Gloria to increase our books sales. We also work with Wilcox to reuse all bric-a-brac and clothes/fabric. All broken TVs are recycled by a local electrical firm.

We continue to help those in society that suffer from economic hardship by providing furniture for sale in the Forest of Dean and Monmouthshire at very low prices or in many cases free of charge. The Kids Upcycle, has helped multiple low income, sometimes single parents set up for a newborn or a new home which can often be a costly time.

We also provide a house clearance and house moving service at an affordable rate, we have seen an increase in demand even more 2022/2023 period.

Staffing

At the end of our 9th Year, the staff at Upcycle is made up of 34 people in the UK and 1 employee (Joel) in Uganda.

New appointments this year have included:

David Reith - Recycling Coordinator/Library of Things

Alicia Biggs - Administrator

Nevaeh Tinker - Barista

Katrina Kitchen-Elliott -Coffee Shop Manager

Matilda Share - Part time Barista

Bridgette Jane Izzard - Gardener

Alison Marshall - Recycling Coordinator/Kids Upcycle

Linas Butrimovicius - Recycling Coordinator

Liliya Onopa - Part time Coffee Shop chef

Gloria Godbee - Book sales

Esther Jones -Part time Recycling coordinator

Within our team there are staff with learning disabilities, hearing disabilities, long term unemployment, depression, single parents, autism, PTSD, refugees and those recovering from addiction.

Kids Upcycle Chepstow/Cinderford

Extending the mezzanine floor of the Kid's Upcycle unit in Chepstow had a massive impact. Due to the success of this expansion, we increased the floor space in Cinderford. Thanks again to Ashley Martin, his role in the building of this and making it safe.

The extra floor space has increased recycling and sales, thus creating an additional paid wage for Alison and two Saturday jobs. Thank you to Alison for her input, and hard work in getting the Kids unit to the great place it is in now.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

Ugandan Book Donations

The bookshop, who's donations are now solely set aside for projects and grants for individuals in Uganda has seen steady week on week increase in donation revenue. A dedicated book shop has also been added to Cinderford and between the two units can generate anywhere between £200 and £400 a week in donations meaning the project is able to support many more people in the Teso region than ever before. We also sell books on eBay which has proved very successful. Books that used to sell for 50p or less now sell for over £4.

We work with Joel Ekaunhannington, who oversee our Ugandan Upcycle programme in Uganda. The following piece is his report.

Jan 2023 to March

Donation of three keyboards to the following Churches in Ngora, Uganda: St. Joseph Catholic Church, St. John's Kaderun church of Uganda and St Leo's Catholic Church.

Jan 2023 to March 2023.

Electrification of the following two churches: St. Johns kaderun Church of Uganda and St, Leo's Catholic Church.

Amount donated: UGX4, 060,000 GBP9227

Installation of the solar systems in the two churches. This has made a big difference in these two churches whereby the churches are able to run the community programs during the evenings, including adult education programs.

This has enabled church members to charge their small cell phones making it easier for them to communicate with the family and manage their lives.

Students in the nearby government schools also use the lighting for evening study.

June 2022-May 2023.

Small grants to vulnerable people in the community

Small sums of money to the most vulnerable people in the community especially the sick, helpless elderly, widows and the orphans to cater for their basic needs.

This has enabled them to meet their medical costs without any debt and to acquire some of the basic needs such soap for washing and also food.

March 2023 to May 2023.

Donated money to Kaderun Church of Uganda, St. Leos Catholic Church and the Pentecostal Assemblies of God Church in Ngora, to run community help funds for the needy.

Amount donated: UGX7, 500,000 GBP1.704.5

Total number of beneficiaries is ninety (90).

This has allowed these churches to give out goats, sheep, and food items to the most vulnerable people in different communities which has increased their chances of living above poverty line.

We have given thirty-two (32) goats, twenty-five (25) sheep and food items of posho, sugar, laundry soap, salt, and beans to thirty-three (33) individuals.

This has benefited a majority of the vulnerable individuals in the community because they are able to secure two meals in a day and to wash their clothes and be smart.

This has not been the case with many of these people.

June 2023 ongoing.

Construction of Teachers house at Onyede primary school

Amount donated: UGX 19,000,000 GBP4.1318.2

This project is going to accommodate two teachers who have been moving long distances from their villages to their place of work.

This is going to create a huge benefit to the school as this will mean that teachers will be well accommodated, and pupils will be attended to on time to improve on their academic needs.

This project is also providing temporal employment to the community members being involved in the construction work and those supplying construction materials thus improving on their standards of living.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

June 2023 ongoing

A Classroom block at Kaikamosing primary school -Katakwi District, of four classrooms

Amount donated: UGX56, 604,000 GBP: 12.864.5

This project is meant to accommodate three hundred and six (306) pupils in the community to study under well-established classrooms. (145 boys and 161 girls).

This project is going to create a huge change at school because the school has been having only three classes ranging from primary one to primary three.

However, this project is providing four more classes to make the school complete up to primary seven which has not been the case in the school as this will mean that pupils in primary three will no longer walk for long distances to study.

This project is also going to provide employment for teachers in primary four up to seven which has not been the case.

This project is also providing temporal employment to those involved in construction work around the community for their own survival including those supplying and transporting the building materials.

June 2023 ongoing.

Roofing of a Sunday school at PAG, church Ngora.

Amount donated: UGX18, 500,000 GBP4.204.5

This project is going to provide enough space for little children in community for their Sunday school activities, on completion of this project, these children will no longer study from outside as it used to be.

With this project, children will always be attended to without distraction from rain and hot sunshine.

This project is also providing employment to the people involved in the construction work thus enabling them to meet their basic needs of life.

June 2023 ongoing.

Benches to St. Leo's Catholic Church Nyamongo.

Amount donated: UGX5000, 000 GBP1.136.4

This project is going to provide sitting benches for the Christians around the community during church gatherings.

The church hosts more than one hundred Christians every Sunday and more than three hundred during festive seasons and this mean that more seats shall be secured for increasing numbers and people who have been sitting on the floor during church service shall now have a seat.

This is going to be a huge benefit to the church and those involved in the manufacture of the benches.

June 2023 ongoing.

Small grants to the most vulnerable people.

This project is meant to benefit the most vulnerable people in the community such as the sick, elderly, widows and the orphans.

This project is very important because some of these beneficiaries will be able to meet their medical bills and other basic needs of life which has been very hard to meet.

June 2023 ongoing.

Donated money to Kaderun Church of Uganda, St. Leos Catholic Church and Pentecostal Assemblies of God Church in Ngora Uganda to run community help funds for the needy.

Amount donated: UGX7, 500,000 GBP 1.704.5

Each church has received UGX: 2,500,000.

This money is going to be used to provide Goats, Sheep and Food items for the vulnerable people in the community.

" The building of a teachers houses at Nyamongo School and Onyede School that began in May 2021 has now been successfully completed and is providing much needed shelter to the teachers on the school premises. This now allows the teachers to stay on the school premises and ensure the students are receiving a full-time education. Something

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

that was not happening due to the long commutes required by the teachers. In addition, this has provided paid work for tradesmen in an area hit hard by Covid 19.

" Upgraded the kitchen and toilet facilities at St Antony's Health Centre in Ngora. As part of this project, we have also re-equipped their delivery room to help expectant mothers give birth in the safest way possible.

" Funded and equipped a vocational institute in Obalanga.

" Funded and equipped a youth centre with a library and computers in Panyangara, Karamoja region.

The Bike Project

We are now in our fifth year of the Upcycle Bike Project, working with bike mechanic Ed Haythornthwaite. Rob has had an good year and has passed his Cytech level 2 Bike qualification (the gold standard for bike mechanics).

He works one day a week training Ryan (who has been excluded from schools) and Callum two day a week (a young man trying to find his way in life).

Rob has started servicing bikes for customers at Cinderford 2 days a week which is slowly getting better. We look forward to increasing attendance at our community workshops and working closely with Chepstow Cycling Club.

Chepstow Cycling Club ran their first ever Audax (a 200 mile ride) from our Coffee Shop

Coffee @ Upcycle

The Coffee Shop continues to provide a community space for groups to meet, including children's activity clubs, reading groups, craft workshops and toddler reading morning. We strive to source our coffee and raw ingredients from local suppliers to support our community. Our milk now gets delivered from our most local dairy.

The coffee shop has now achieved a 4-star hygiene rating, although good we continue to improve the systems and environment so that we can increase this rating on.

We have also welcomed 4 new volunteers into the coffee shop who have both physical and learning difficulties, Katie and team do an amazing job to support these individuals and ensure they can get involved in as many day-to-day activities of the coffee shop. We also now employ Liliya (a Ukranian refugee) one day a week.

Our evening events have been very successful this year most notable 2 classical concerts by Sinfonia Cymru which were sold out, a ride leader training workshop by British Cycling and a number of local bands.

Tom who has profound learning disabilities has work his first evening event. Everyone was so impressed he worked for twice the number of required hours.

Due to increases in cost particularly heating and wages coffee@upcycle struggles to break even. The increased footfall the coffee shop brings to the main unit is hard to measure and we regard it as a very successful venture.

Gardening

Our gardening diary is now fully booked up until the end of October. Covid seemed to have had quite an impact on our gardeners. The gardening aspect of our charity struggles to break even. It charges a rate of £25 per hour for 2 gardeners including equipment and fuel. Once you take out wages, travel and fuel very little is left to cover other costs.

We have also been offering gardening services at reduced rates to other organisations, including Forest View School, Cinderford Children's Services and Caldicot Church.

Ukrainian Aid

This year the Charity gifted £500 to Chepstow Rotary Club to buy a generator for the Ukraine.

We continue to support our Ukrainian neighbours during this difficult time by providing subsidised furniture for those families arriving in the UK and assisting many local hosts in getting their new guests set up and integrated into the community.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

Volunteer contributions

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

Once again, a huge thankyou goes out to all our volunteers.

Ashley Martin (Trustee) and Rona Martin (Trustee) have been invaluable in the extension of the mezzanine in both Kids units and building screens to hide our rubbish.

Philip has learning disabilities and continues to work with the gardening team during the week as a gardening assistant. Phil was originally referred to us by National Star College in Cheltenham. He is mainly supported by head gardener Paul and enjoys his time working in customers gardens.

Tom has been with us for almost 8 years. He attends the Cinderford branch of the project 2-3 days a week, making himself available for furniture collections, gardening and house moves. Tom continues to use his woodworking training to help fix and mend items of furniture as necessary and has so far made hundreds of bags of kindling from recycled wood.

Colin and Dave (both now employed one day per week) and Neville our handymen who have worked hard to repair furniture which might otherwise have been disposed of and upcycled scrap wood, teapots and teacups into lovely bird feeders which generated additional revenue for the shop.

Ed Haythornthwaite, a professional bike mechanic who is training our apprentice bike mechanics. His work has been invaluable both in terms of teaching and safety checking our upcycled bikes.

Roger has been incredibly helpful at helping out with collections, deliveries and tip runs at the Cinderford unit. Roger also supplies to café.

Regular volunteers at Cinderford

Brandon from Star Collage

Dave from Stepping Stones

Yvonne from Stepping Stones

Neville who comes in for 2 days a week fixing and building useful things

Janet from Merryden

Wendy for improving the appearance of Cinderford unit and work helping the poorest in society.

Simon has been providing help and advice with staffing and financial advice.

Other fantastic volunteers worth a mention in this report include Spencer, Ben, Robbie, Daffyd, Paige, Hazel, Kelly, Liam, John, Ruth, Wendy and Cilla. Who have helped immensely with small projects around the Charity.

Grants:

Total of £55,000 from the National Lottery to buy a new van.

£1000 from Monmouthshire Building Society's Charitable Foundation - Young Persons Bike Project

The earn-a-bike day was spent with a group of 8 Year 10 students from Chepstow Comprehensive school. They were taught some basic bike mechanic skills including changing punctures inner tubes and replacing brake and gear cables. They enjoyed their time here at Upcycle and left with bikes they'd fixed themselves.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

Main achievements of the Forest Upcycling Project

The operational period of 1st June 2022 - 31st May 2023 has seen a much-improved performance and recovery after the lockdowns caused by the Covid - 19 pandemics. It must be noted that it took our gardeners a long time to recovery and start being themselves again after the pandemic.

Premises

- " Mezzanine extension - Kids Upcycle Chepstow
- " Mezzanine extension - Kids Upcycle Cinderford
- " Coffee shop outdoor seating area improvement
- " Refuse Area - Thank you to Ashley and Rona for helping us to install gates to both refuse areas to help maintain a better environment for our coffee shop customers
- " New storage unit in Cinderford thanks to Wayne from New Space Solutions

Furniture sales

Across both stores this year we have sold over 20,000 items of furniture and home goods, breakdown as follows:

Chepstow - 14,000+ items of furniture
Cinderford - 12,000+ items of Furniture

Over 45% to people on benefits, and many offered for reduced rates or free delivery in conjunction with the council.

We have given many items away for free to those in need.

Training and development

Staff training day in June proved very successful.

It had 4 main foci.

GDPR

Safeguarding

Team Meetings

Staff reviews

Feedback was excellent and as our staff continues to grow none of them seem to want to leave.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

Helping the environment

In 2022/2023 we have saved over 334 tonnes of furniture from going to landfill, breakdown as follows:

Chepstow - 140.476 tonnes

Cinderford - 194.741 tonnes

We continue to turn scrap wood into new products or kindling and recycle all the metal from waste products where possible. Our volunteers are a great help in this. We aim to salvage all recyclable materials from products before they are destroyed.

Most of our scrap wood gets turned into kindling and sold in pillow-cases, and what we can't use for this goes to the local recycling centre to be turned into soil conditioner.

Due to the increases in costs the Charity no longer offers eco products.

The Charity now has a massive polytunnel providing organic veg for the community and our coffee shop. In the next year we hope to provide training courses. We are looking at the possibility of growing flowers next year to make hanging baskets.

Helping people

We have many regular volunteers at both sites, referred by a variety of different sources. Some of these volunteers are temporary, but many stay on for longer periods of time, becoming valued members of the team, which improves their self-worth and confidence.

At the end of this year, we now have 34 employees.

We have worked closely with Gloucestershire Welfare Reform, Social Services, Two Rivers Housing, Green Square, The Salvation Army, Monmouthshire Housing and the Barnwood Trust to provide furniture to many clients in desperate need.

We have given away free furniture to many people in need this year, but the below examples really stuck out with the whole team:

" We were able to help 5 separate families with furniture to refill their houses.

As mentioned above we have helped extensively with Ukraine aid in 2023 and helped to welcome refugees into our community by supporting both them and their hosts.

We also provide a much-needed training area for 2 separate dog trainers who specialise in bomb and sniffer dogs for large scale public events. It has been a pleasure to provide our facility on a Wednesday to help ensure the safety of our local community at large Music and public events. This also supports the military veterans who are employed by these trainers.

Lastly, we have been able to provide over 30 families with subsidised furniture whilst we have been working with Lorraine from Monmouthshire housing with our voucher scheme and Gloucestershire Welfare Reform

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

Reserves in the account are kept at £120,000 minimum (yet to be ratified at a trustee meeting). This value has changed through the year as we have acquired more employees, vehicles and premises. It has been calculated by Simon Bunyan (trustee) and may need to increase as the Charity continues to grow.

Sources of funding

Sales of furniture has been our key income, followed by gardening, house moves, house clearances, organic produce, book sales, coffee shop events, bric-a-brac, fabric, metal recycling, vintage clothing and bike sales.

Expenditure

Our main costs are operational and include running vehicles (the Charity now has fleet of 6 vans), paying rent and utility bills and most importantly wages. Income from our products and services support these costs each month.

- " Extension of our book shops
- " Staff Clothing
- " The extension of the mezzanine in Cinderford.
- " New coffee shop equipment
- " A large donation to our project in Uganda

Plans for future periods

Due to the development of the charity over the last 9 years, it will become necessary this year to amend our constitution which was written at the charity's launch. This will be a work in progress throughout this operational year.

There have been no serious incidents at Forest Upcycling Project this year and we continue to review our policies and risk assessments throughout the operational year.

Moving into Year 10 we have some exciting projects lined up:

- Opening of a new branch of Upcycle in Swindon
- Buying a new van
- Various projects in Uganda
- A bike repair shop in the heart of Chepstow

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2023

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other

On behalf of the board

Secretary

The Forest Upcycling Project

Independent examiner's report to the trustees on the unaudited financial statements of The Forest Upcycling Project.

I report on the accounts of The Forest Upcycling Project for the year ended 31 May 2023 set out on pages 2 to 24.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended; and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Mr Ben Hinton
A.C.C.A
Independent examiner
Unit 1C
Crucible Close
Coleford
Gloucestershire
GL16 8RE

The Forest Upcycling Project

Statement of financial activities

For the year ended 31 May 2023

		Unrestricted funds £	2023 Total £	(restated) 2022 Total £
	Notes			
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	8,355	8,355	12,533
Activities for generating funds	3	738,401	738,401	588,517
Total incoming resources		<u>746,756</u>	<u>746,756</u>	<u>601,050</u>
Resources expended				
Purchases		58,486	58,486	60,091
Staff costs	4	426,913	426,913	371,111
Establishment costs		67,158	67,158	72,953
Motor and travelling expenses		43,066	43,066	44,922
Accountancy fees		998	998	950
Legal and professional fees		35	35	-
Communications and IT		2,991	2,991	3,096
Other office expenses		13,311	13,311	12,097
Depreciation and impairment		21,005	21,005	11,560
Total resources expended		<u>633,963</u>	<u>633,963</u>	<u>576,780</u>
Total funds brought forward		179,337	179,337	155,318
Prior year adjustment		251	251	-
Restated total funds brought forward		<u>179,588</u>	<u>179,588</u>	<u>155,318</u>
Total funds carried forward		<u>292,381</u>	<u>292,381</u>	<u>179,588</u>

All of the above amounts relate to continuing activities.

The notes on pages 20 to 24 form an integral part of these financial statements.

The Forest Upcycling Project

Income and expenditure account

For the year ended 31 May 2023

	Notes	2023 £	(restated) 2022 £
Income		746,756	601,050
Operating expenditure		(633,963)	(576,780)
Operating surplus		<u>112,793</u>	<u>24,270</u>
Retained surplus for the financial year		<u><u>112,793</u></u>	<u><u>24,270</u></u>

All activities derive from continuing operations.

The notes on pages 20 to 24 form an integral part of these financial statements.

The Forest Upcycling Project

Balance sheet as at 31 May 2023

		2023		(restated) 2022	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	7		119,029		65,507
Current assets					
Debtors	8	11,895		3,996	
Cash at bank and in hand		170,195		115,166	
		<u>182,090</u>		<u>119,162</u>	
Creditors: amounts falling due within one year	9	<u>(8,737)</u>		<u>(5,080)</u>	
Net current assets			173,353		114,082
Net assets			<u>292,382</u>		<u>179,589</u>
Funds	10				
Unrestricted income funds			292,382		179,337
Total funds			<u>292,382</u>		<u>179,337</u>

The financial statements were approved by the trustees on and signed on its behalf by

Ashley Martin
Trustee

The notes on pages 20 to 24 form an integral part of these financial statements.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2023

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from the charity shop is included in the year in which it is receivable.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2023

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	-	15% Reducing Balance
Fixtures, fittings and equipment	-	15% Reducing Balance
Motor vehicles	-	15% Reducing Balance

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

2. Voluntary income

	Unrestricted funds £	2023 Total £	(restated) 2022 Total £
COVID 19 & JRS Grants	-	-	4,000
Ugandan Donations	8,355	8,355	8,533
	<u>8,355</u>	<u>8,355</u>	<u>12,533</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2023

3. Activities for generating funds

	Unrestricted funds £	2023 Total £	(restated) 2022 Total £
Sales - Furniture	535,676	535,676	448,724
Sales - Gardening	35,126	35,126	47,049
Sales - Eco	1,390	1,390	1,963
Sales - House moves	28,862	28,862	13,169
Sales - Cafe	66,287	66,287	56,455
Other Income	71,060	71,060	21,157
	<u>738,401</u>	<u>738,401</u>	<u>588,517</u>

4. Employees

Employment costs	2023 £	(restated) 2022 £
Wages and salaries	397,357	346,021
Social security costs	21,398	17,251
Pension costs	8,158	7,839
	<u>426,913</u>	<u>371,111</u>

No employee received emoluments of more than £60,000 (2022 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2023 Number	(restated) 2022 Number
Project Manager	2	2
Deputy Manager	2	2
Recycling Coordinator	18	13
Gardner	4	3
Coffee Shop / Other	7	7
	<u>33</u>	<u>27</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2023

5. Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2023	2022
	£	£
Pension charge	8,158	7,839

6. Prior year adjustment

7. Tangible fixed assets	Plant and machinery £	Fixtures, fittings and equipment £	Motor vehicles £	(restated) Total £
Cost				
At 1 June 2022	13,937	42,068	44,677	100,682
Additions	-	29,313	45,215	74,528
At 31 May 2023	13,937	71,381	89,892	175,210
Depreciation				
At 1 June 2022	6,549	12,089	16,538	35,176
Charge for the year	1,108	8,894	11,003	21,005
At 31 May 2023	7,657	20,983	27,541	56,181
Net book values				
At 31 May 2023	6,280	50,398	62,351	119,029
At 31 May 2022	7,388	29,979	28,139	65,507

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2023

8. Debtors	<i>(restated)</i>	
	2023	2022
	£	£
Trade debtors	4,521	2,819
Other debtors	7,374	1,177
	<u>11,895</u>	<u>3,996</u>

9. Creditors: amounts falling due within one year	<i>(restated)</i>	
	2023	2022
	£	£
Pension fund loan	2,509	1,438
Other taxes and social security	5,179	2,692
Other creditors	51	-
Accruals and deferred income	998	950
	<u>8,737</u>	<u>5,080</u>

10. Analysis of net assets between funds	<i>(restated)</i>	
	Unrestricted funds	Total funds
	£	£
Fund balances at 31 May 2023 as represented by:		
Current assets	292,381	292,381
	<u>292,381</u>	<u>292,381</u>

11. Unrestricted funds	<i>(restated)</i>			At 31st March 2023 £
	At 1st April 2022 £	Incoming resources £	Outgoing resources £	
General Funds	<u>179,588</u>	<u>746,756</u>	<u>(633,963)</u>	<u>292,381</u>

Purposes of unrestricted funds

Running cost funds

The Forest Upcycling Project

The following pages do not form part of the statutory accounts.

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2023

	2023 £	(restated) 2022 £
Charitable activities		
Activity 1		
<i>Activities undertaken directly</i>		
Activity1 - Direct - Staff - Wages & Salaries	397,357	346,021
Activity1 - Direct - Staff - Employer's NIC	21,398	17,251
Activity1 - Direct - Staff - Pension costs	8,158	7,839
Activity1 - Direct - Establishment - Rent	49,814	51,015
Activity1 - Direct - Establishment - Rates & water	3,063	4,277
Activity1 - Direct - Establishment - Light & heat	8,280	6,424
Activity1 - Direct - Establishment - Rep. & maint.	1,285	6,693
Activity1 - Direct - Establishment - Insurance	4,716	4,544
Activity1 - Direct - Motor vehicle expenses	42,893	44,275
Activity1 - Direct - Other motor & travel expenses	173	647
Activity1 - Direct - Office expenses - Telephone	2,991	3,096
Activity1 - Direct - Printing, Postage and Station	573	941
Activity1 - Direct - Advertising	-	581
Activity1 - Direct - Computer Costs	3,615	1,232
Activity1 - Direct - Hire of Equipment	3,903	4,222
Activity1 - Direct - Staff Welfare	4,709	3,955
Activity1 - Direct - Training Costs	331	712
Activity1 - Direct - Subscriptions	-	79
Activity 1 - Direct - Licenses	180	376
Activity1 - Direct - Depreciation & impairment	21,005	11,560
	<u>574,444</u>	<u>515,740</u>
Activity 1 total expenditure	<u>574,444</u>	<u>515,740</u>
Total charitable activity expenditure	<u>574,444</u>	<u>515,740</u>
Governance costs		
<i>Activities undertaken directly</i>		
Professional - Accountancy fees	998	950
Professional - Other	35	-
Office expenses - Other	(1)	(1)
	<u>1,032</u>	<u>949</u>
Total governance costs	<u>1,032</u>	<u>949</u>
Net incoming/(outgoing) resources for the year	<u>36,036</u>	<u>(55,180)</u>

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2023

	2023		(restated) 2022	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
COVID 19 & JRS Grants		-		4,000
Ugandan Donations		8,355		8,533
		<u>8,355</u>		<u>12,533</u>
<i>Activities for generating funds</i>				
Sales - Furniture		535,676		448,724
Sales - Gardening		35,126		47,049
Sales - Eco		1,390		1,963
Sales - House moves		28,862		13,169
Sales - Cafe		66,287		56,455
Other Income		71,060		21,157
		<u>738,401</u>		<u>588,517</u>
Total incoming resources from generating funds		<u>746,756</u>		<u>601,050</u>
Total incoming resources		<u><u>746,756</u></u>		<u><u>601,050</u></u>
Resources expended				
Costs of generating funds:				
Cost of generating voluntary income				
<i>Donations</i>				
Donations - Purchases		<u>16,132</u>		<u>24,194</u>
		<u>16,132</u>		<u>24,194</u>
Total cost of generating voluntary income		<u>16,132</u>		<u>24,194</u>
Fundraising trading:				
cost of goods sold and other costs				
<i>Shop costs</i>				
Shop costs - Purchases		<u>24,644</u>		<u>15,545</u>
		<u>24,644</u>		<u>15,545</u>
<i>Activity 1</i>				
Activity 1 - Shop Purchases		<u>17,710</u>		<u>20,352</u>
		<u>17,710</u>		<u>20,352</u>

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2023

Total fundraising trading		
cost of goods sold and other costs	42,354	35,897
Total costs of generating funds	58,486	60,091

FOREST UPCYCLING PROJECT

England & Wales - Charity number 1158797

Accounts

Charity number: 1158797

The Forest Upcycling Project
Trustees' report and financial statements
for the year ended 31 May 2022

The Forest Upcycling Project

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The Forest Upcycling Project

Legal and administrative information

Charity number 1158797

Trustees Ashley Martin
Rona Martin
Tracey Fennell
Simon Bunyan
Wendy Siriwardena
Roger Burrows
Victoria Walters

Accountants Oversby & Company
Unit 1C
Crucible Close
Coleford
Gloucestershire
GL16 8RE

Bankers Santander

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2022

The trustees present their report and the financial statements for the year ended 31 May 2022. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Policies and procedure of Trustees

This is the Eighth Trustee's Annual Report since the Charity was established in June 2014.

The Forest Upcycling Project is a charitable organisation. The Charity was started on 1st June 2014 and registered with the Charity Commission on 6th October 2014.

The charity was established under a constitution which was written in June 2014. Our Registered Charity number is 1158797.

There have been some changes to the board of Trustees with the appointment of Wendy Siriwardena

Ashley Martin maintains position of Chair

As existing Trustees, we elect new trustees in accordance with the terms of our Constitution. On appointment, all new Trustees receive an induction pack, which consists of a copy of the Constitution, together with the Charity Commissions booklet 'Essential Trustee'. Trustees are elected to serve for a maximum of three years after which time they must seek re-election at the next Annual Meeting. Trustees are free to resign from their post at any time. In the event of the Project being wound up the liability of Members (Trustees) is limited to a sum not exceeding £1.

The affairs of the charity are controlled by the Trustees and meetings occur at least 4 times a year at an agreed location. The decisions of the board are carried out by Matthew Jones (Project Manager).

The charity's organisational structure

The day-to-day management of the project is carried out by the Charity founder and former trustee Matthew Jones. This includes purchasing necessary equipment, assigning roles to staff and accessing funds available. He is also responsible for recruitment, training and induction of new employees and volunteers.

Decisions made regarding purchasing large items such as vehicles, rental agreements and management of employee contracts are made together with trustees at Trustee meetings.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2022

The Charity's wider network

The charity works closely with Gloucestershire County Council and Monmouthshire Council on many aspects. This includes working with the waste team (Roger Smith, Tony Privitera and Carl Tourig) to raise funds in recycling credits and the Disabilities Commissioning Team at Gloucestershire Council (most significantly Vikki Walters and David Honeybill). Monmouthshire Housing and GDAS have also made strong relationships with the Chepstow branch for volunteer placement and assisting people in our local communities.

Links have been made with Two Rivers Housing Association, Gloucestershire City Housing, Wydean Housing, Salvation Army, Green Square, Monmouthshire Housing, MENCAP, Gwent Drug and Alcohol Support and various churches to ensure all members of society have the essentials of a home in terms of furniture and white goods.

Work experience placements at the project have been provided in conjunction with Cinderford, Coleford & Chepstow Job Centre Plus, Volunteers, Seetec, Mencap, Heart of the Forest School, Forest High School, National Star College, Jobs Growth Wales, and Monmouthshire Housing.

In 2021/2022 there have also been 8 Duke of Edinburgh volunteers each with 6-month placements and 3 work experience placements in conjunction with Wydean School. Many of the volunteers enjoyed their time with us so much that they are eager to stay on even after their placements have ended.

Risk Management

The key controls used by the project and controlled by the Trustees are;

- " Formal agendas for all Board activity
- " Budgeting, planning and management of Accounts.
- " Established structures for the induction of staff and volunteers and clear lines of reporting
- " Detailed written policies that are reviewed yearly
- " Adequate training for staff and volunteers with regards to safe handling, fire and first aid.

It is recognised that systems can only provide reasonable but not absolute assurance that all major risks have been eliminated. Matthew Jones, project manager and his management team are responsible for assessing risks in each location on a day-to-day basis.

Advice on fire safety is sought from our fire officer on a yearly basis and this includes the annual checking of fire extinguishers.

New staff and volunteers are trained in safe lifting and appropriate clothing by the management team. Staff are provided with essential safety wear such as steel toe cap boots and goggles. Volunteers are provided with supervision, the level of which depends on their abilities.

The original aims of the charity as set out in its constitution

1. To relieve poverty for families and individuals in need by providing furniture or other goods at a highly reduced rate or in extreme cases free of charge.
2. To advance education for people who are unemployed or otherwise in need of such education to equip them with the skills necessary to be able to find employment.
3. To protect and preserve the environment for the public benefit and future generations by the promotion of waste reduction, re-use, reclamation, recycling and use of recycled products.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2022

Public Benefit

The trustees have regard to the Charity Commission guidance on Public Benefit and to the requirement to report on its observance and delivery.

The public benefit generated by The Forest Upcycling Project can be summarised in one of nine areas:

1. a) Those in need can purchase household goods considerably cheaper than from other retail outlets in Gloucestershire and Monmouthshire, with much greater choice than other second-hand outlets.
- b) A free collection service for those wishing to donate items of furniture
- c) A house move service provided at reduced rates to allow those moving in difficult circumstances to afford it.
2. We provide education and work experience for those in long term unemployment and in addition give assistance to volunteers in CV writing and job applications.
3. Our gardening services are at extremely low cost and we strive to identify those in society that need our help and offer them free gardening assistance.
4. We help to conserve the environment by diverting unwanted goods away from landfill. We re-use and recycle what we can.
5. We support those on the margins of society by providing work experience and paid employment. This includes people with disabilities, learning difficulties, substance abuse, depression, mental health issues and long-term unemployment.
6. Working with Ed Haythornthwaite (a professional bike mechanic) the Charity is employing and training 2 recovering addicts to gain Cytech accreditation. Recycling and Upcycling old bikes over 100 so far this year.
7. We work to reduce pollution and improve the environment by supply a service where customers can refill household cleaning products and re-use plastic containers.
8. We provide a community space open to all with the introduction of the coffee shop.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2022

Main activities of the Forest Upcycling Project

The project runs by collecting people's unwanted furniture, household goods and bicycles and then cleaning, repairing or upcycling it for re-sale in our showrooms in Cinderford and Chepstow. There are also 2 gardening teams who carry out work privately for residents and have completed some larger contract work for local companies. Much of their business comes from repeat customers during the summer months. This year we have also opened an onsite coffee shop at the Chepstow furniture unit.

We continue to help those in society that suffer from economic hardship by providing furniture for sale in the Forest of Dean and Monmouthshire at very low prices or in many cases free of charge. The Kids Upcycle, has helped multiple low income, sometimes single parents set up for a new born which can often be a costly time.

We also provide a house clearance and house moving service at an affordable rate, we have seen an increase in demand for this type of service during the 2021/2022 period.

Staffing

At the end of our 7th Year, the staff at Upcycle is made up of 27 people in the UK and 1 employee (Stella) in Uganda.

New appointments this year have included:

Vicky - Assistant Manager

Kelly - Moved from volunteer to part time employee

Francesca - Coffee shop manager

Charlie - Barista

Caris - Part Time Barista

Corinne - Part time Barista

Tora - Part time Kids Upcycle (Chepstow)

Sam - Part time Kids Upcycle (Cinderford)

Within this group there are staff with learning disabilities, hearing disabilities, long term unemployment, depression, single parents, autism, PTSD and those recovering from addiction.

As well as these positive additions to the team there has also been some great loss within the team this year. We sadly lost Sue, our amazing coffee shop assistant to a sudden and cruel illness. This shook the team immeasurably but we are proud of how everyone came to together to support each other and O'Neal, as well as remaining professional day to day in the shop, even in this time of great sadness.

Kids Upcycle Chepstow

Extending the mezzanine floor of the Kid's Upcycle unit in Chepstow has been a major achievement this year, with thanks going to Ashley Martin, his role in the building of this and making it safe.

Doubling the floor plan has allowed for an increase in recycling and in sales, thus creating an additional day paid wage for Michaela. Thank you to Michaela for her input, and hard work in getting the Kids unit to the great place in is now. Due to the increase in demand Kids upcycle also maintains its own social media page which is growing in popularity and allows much more advertising of the individual children's items we have available. Sales in this area have almost doubled week on week since the mezzanine floor extension.

Kids Upcycle Cinderford

Due to the success of the Kids Upcycle in Chepstow we have also been working hard to improve to layout of the Kids section over at Cinderford. This has been moved from downstairs to a new upstairs mezzanine floor and continues to go from strength to strength. Sam has been employed here on a part time basis to help maintain the area and run a separate social media page.

Ugandan Book Donations

The bookshop, who's donations are now solely set aside for projects and grants for individuals in Uganda has seen steady week on week increase in donation revenue. A dedicated book shop has also been added to Cinderford and between the two units can generate anywhere between £100 and £200 a week in donations meaning the project is able to support

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2022

Volunteer contributions

Once again, a huge thankyou goes out to all our volunteers.

Ashley Martin (Trustee) and Rona Martin (Trustee) have been invaluable in the extension of the mezzanine in both Kids unit and the installation of the coffee shop.

Philip has learning disabilities and continues to work with the gardening team during the week as a gardening assistant. Phil was originally referred to us by National Star College in Cheltenham. He is mainly supported by head gardener Paul and enjoys his time working in customers gardens.

Tom has been with us for almost 7 years. He attends the Cinderford branch of the project 4-5 days a week, making himself available for furniture collections, gardening and house moves. Tom continues to use his wood working training to help fix and mend items of furniture as necessary and has so far made hundreds of bags of kindling from recycled wood.

Tony our handyman volunteer has worked hard to repair furniture which might otherwise have been disposed of and also upcycled scrap wood, teapots and teacups into lovely bird feeders which generated additional revenue for the shop.

Ed Haythornthwaite a professional bike mechanic who is training our apprentice bike mechanics. His work has been invaluable both in terms of teaching and safety checking our upcycled bikes.

Roger has been incredibly helpful at helping out with collections, deliveries and tip runs at the Cinderford unit. Roger also supplies to café.

Regular volunteers at Cinderford

Brandon from Star Collage

Dave from Stepping Stones

Yvonne from Stepping Stones

Neville who comes in for 2 days a week fixing and building useful things

Janet from Merryden

Wendy for improving the appearance of Cinderford unit and work helping the poorest in society.

Simon has been providing help and advice with staffing and financial advice.

Lon - who has overcome change much better in the past year and for keeping the bookshop well stocked and in order in the Chepstow shop which has helped to drive the increase in donations.

Other fantastic volunteers worth a mention in this report include Spencer, Daffyd, Tony, Hazel, Kelly, Liam, and not forgetting some new regular volunteers such as Colin, John and Jean who have helped immensely with small projects around the Chepstow branch

Grants:

Total of £1500 from Tesco local communities fundraising to help with heating of the café/kids Upcycle building

Total of £1000 from Southwest foundation to help with the day to day running costs

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2022

Main achievements of the Forest Upcycling Project

The operational period of 1st June 2021 - 31st May 2022 has seen a much-improved performance and recovery after the lockdowns caused by the Covid - 19 pandemics. All staff and volunteers maintained a great level of professionalism by following all mandated Covid guidelines (face masks etc) late into 2021/early 2022.

Premises

- " Mezzanine extension - Kids Upcycle Chepstow
- " Mezzanine extension - Kids Upcycle Cinderford
- " Coffee shop embedded with upgraded equipment
- " Refuse Area - Thank you to Ashley and Rona for helping us to install gates to both refuse areas to help maintain a better environment for our coffee shop customers
- " Drain covers in Chepstow courtyard - Again many thanks to Ashley and Rona for taking on the task of completing this
- " Installation of CCTV in the courtyard & bar area
- " Kids upcycle in Cinderford
- " Construction of a sold area in Cinderford

Furniture sales

Across both stores this year we have sold over 20,000 items of furniture and home goods, breakdown as follows:

Chepstow - 11,578 items of furniture
Cinderford - 8942 items of Furniture

Over 45% to people on benefits, and many offered for reduced rates or free delivery in conjunction with the council.

We have given many items away for free to those in need.

Training and development

This year we are proud to have been able to upskill 9 of our employees on the First Aid at work course which helps to provide a safer environment for all staff and customers

Matt attended alcohol licencing course to ensure we are up to date and following good processes in regards to alcohol sales. Gaining his personal license has allowed us to maximise the sales on our pop up and private events. Coffee at Upcycle now has a premises licence to sell alcohol.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2022

Helping the environment

In 2021/2022 we have saved over 200 tonnes of furniture from going to landfill, breakdown as follows:

Chepstow - 130 tonnes

Cinderford - 151 tonnes

We continue to turn scrap wood into new products or kindling and recycle all the metal from waste products where possible. Our volunteers are a great help in this. We aim to salvage all recyclable materials from products before they are destroyed.

Most of our scrap wood gets turned into kindling and sold in pillow-cases, and what we can't use for this goes to the local recycling centre to be turned into soil conditioner.

The eco sales in Chepstow is also gaining momentum and month on month we are seeing increase usage of the facility and reduction in plastic usage by our customers. We have opted to simplify the offering at the moment to just core household cleaning items and aim to review this going forward in order to give the customers the best value for money as possible.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2022

Helping people

We have many regular volunteers at both sites, referred by a variety of different sources. Some of these volunteers are temporary, but many stay on for longer periods of time, becoming valued members of the team, which improves their self-worth and confidence.

At the end of this year, we now have 28 employees.

We have worked closely with Gloucestershire Welfare Reform, Social Services, Two Rivers Housing, Green Square, The Salvation Army, Monmouthshire Housing and the Barnwood Trust to provide furniture to many clients in desperate need.

We have supported 1 x employee to overcome substance abuse and move from a room share to be able to rent their own flat. They continue to go from strength to strength and we are proud of the progress they have made and commitment they are making to their sobriety.

Our coffee shop has run a successful 'Pay it Forward' campaign and so far, has helped provide free coffee, cake and toasties to 116 people in our local community, with another 37 in the pipeline. Francesca is also trying to form contacts with the local homeless shelters and food bank to ensure these Pay it Forwards go to those who need in most in our community.

We have given away free furniture to many people in need this year but the below examples really stuck out with the whole team:

" We were able to help 2 separate families with furniture to refill their houses after sadly losing their homes to a fire in early 2022. One lady had sadly lost her husband after the fire so it was even more special to help her feel good in her new home

" We also helped a lady who had been relocated 400 miles from her original home in Scotland to our area, she left with her 3 children suddenly with nothing so we worked with the council to be able to provide her with a full house of furniture to help her settle in.

As mentioned above we have helped extensively with Ukraine aid in 2022 and helped to welcome refugees into our community by supporting both them and their hosts

We also provide a much-needed training area for 2 separate dog trainers who specialise in bomb and sniffer dogs for large scale public events. It has been a pleasure to provide our facility on a Wednesday to help ensure the safety of our local community at large Music and public events. This also supports the military veterans who are employed by these trainers.

Lastly, we have been able to provide over 20 families with subsidised furniture whilst we have been working with Lorraine from Monmouthshire housing with our voucher scheme.

Reserves in the account are kept at £56,000 minimum. This value has changed through the year as we have acquired more employees, vehicles and premises. It represents running costs for a 4-week period.

Sources of funding

Sales of furniture has been our key income, followed by gardening, house moves, bike sales, eco refill shop and house clearances. Most recently the coffee shop and private parties hosted in the coffee shop have also added to this funding.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2022

Expenditure

Our main costs are operational and include running vehicles (the Charity now has fleet of 5 vans), paying rent and utility bills and most importantly wages. Income from our products and services support these costs each month.

- " The extension of the mezzanine in Chepstow;
- " The extension of the mezzanine in Cinderford.
- " A large donation to Ugandan Upcycle for the building of teachers houses;
- " A Large donation for the refurbishment of the medical centre in Ngora
- " New coffee shop equipment
- " Ukrainian Aid - Arctic Lorry

Plans for future periods

Due to the development of the charity over the last 7 years, it will become necessary this year to amend our constitution which was written at the charity's launch. This will be a work in progress throughout this operational year.

There have been no serious incidents at Forest Upcycling Project this year and we continue to review our policies and risk assessments throughout the operational year.

Moving in to Year 8 we have some exciting projects lined up:

- Kasanje Bike Project Uganda
- Freezer collaboration with the Citizens advice bureau and Monmouthshire council
- Library of things in conjunction with Monmouthshire council

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2022

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other

On behalf of the board

Secretary

The Forest Upcycling Project

Independent examiner's report to the trustees on the unaudited financial statements of The Forest Upcycling Project.

I report on the accounts of The Forest Upcycling Project for the year ended 31 May 2022 set out on pages 2 to 21.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended; and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Mr Ben Hinton
A.C.C.A
Independent examiner
Unit 1C
Crucible Close
Coleford
Gloucestershire
GL16 8RE

The Forest Upcycling Project

Statement of financial activities

For the year ended 31 May 2022

	Notes	Unrestricted funds £	2022 Total £	2021 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	12,533	12,533	140,580
Activities for generating funds	3	588,517	588,517	324,033
Other incoming resources	4	-	-	3,850
Total incoming resources		<u>601,050</u>	<u>601,050</u>	<u>468,463</u>
Resources expended				
Purchases		60,091	60,091	61,697
Staff costs	5	371,111	371,111	263,167
Establishment costs		72,953	72,953	54,989
Motor and travelling expenses		44,922	44,922	25,508
Accountancy fees		1,200	1,200	1,200
Legal and professional fees		-	-	400
Communications and IT		3,096	3,096	2,142
Other office expenses		12,098	12,098	4,048
Depreciation and impairment		11,560	11,560	10,791
Loss on disposal of intangible fixed assets for the charity's own use		-	-	6,169
Total resources expended		<u>577,031</u>	<u>577,031</u>	<u>430,111</u>
Total funds brought forward		<u>155,318</u>	<u>155,318</u>	<u>116,969</u>
Total funds carried forward		<u>179,337</u>	<u>179,337</u>	<u>155,321</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 17 to 21 form an integral part of these financial statements.

The Forest Upcycling Project

Income and expenditure account

For the year ended 31 May 2022

	Notes	2022 £	2021 £
Income		601,050	468,463
Net gains/(losses) from disposal of income fund fixed assets		-	(6,169)
Total income		<u>601,050</u>	<u>462,294</u>
Operating expenditure		(577,031)	(423,942)
Operating surplus		<u>24,019</u>	<u>38,352</u>
Retained surplus for the financial year		<u>24,019</u>	<u>38,352</u>

All activities derive from continuing operations.

The notes on pages 17 to 21 form an integral part of these financial statements.

The Forest Upcycling Project

The Forest Upcycling Project

Balance sheet as at 31 May 2022

	Notes	£	2022 £	£	2021 £
Fixed assets					
Tangible assets	7		65,508		61,147
Current assets					
Debtors	8	3,996		3,640	
Cash at bank and in hand		115,167		96,522	
		119,163		100,162	
Creditors: amounts falling due within one year	9	(3,641)		(4,590)	
Net current assets			115,522		95,572
Total assets less current liabilities			181,030		156,719
Provisions for liabilities	10		(1,444)		(1,398)
Net assets			179,586		155,321
Funds	11				
Unrestricted income funds			179,337		155,318
Total funds			179,337		155,318

The financial statements were approved by the trustees on 12 November 2022 and signed on its behalf by

Ashley Martin
Trustee

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2022

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from the charity shop is included in the year in which it is receivable.

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2022

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	-	15% Reducing Balance
Fixtures, fittings and equipment	-	15% Reducing Balance
Motor vehicles	-	15% Reducing Balance

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

2. Voluntary income

	Unrestricted funds £	2022 Total £	2021 Total £
COVID 19 & JRS Grants	4,000	4,000	139,704
Ugandan Donations	8,533	8,533	876
	<u>12,533</u>	<u>12,533</u>	<u>140,580</u>

3. Activities for generating funds

	Unrestricted funds £	2022 Total £	2021 Total £
Sales - Furniture	448,724	448,724	270,353
Sales - Gardening	47,049	47,049	36,701
Sales - Eco	1,963	1,963	314
Sales - House moves	13,169	13,169	-
Sales - Cafe	56,455	56,455	-
Other Income	21,157	21,157	16,665
	<u>588,517</u>	<u>588,517</u>	<u>324,033</u>

4. Other incoming resources

	2022 Total £	2021 Total £
Rental Income	-	3,850
	<u>-</u>	<u>3,850</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2022

5. Employees

Employment costs	2022 £	2021 £
Wages and salaries	346,021	246,825
Social security costs	17,251	10,801
Pension costs	7,839	5,541
	<u>371,111</u>	<u>263,167</u>

No employee received emoluments of more than £60,000 (2021 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2022 Number	2021 Number
Project Manager	2	2
Deputy Manager	2	2
Recycling Coorinator	13	11
Gardner	3	3
Coffee Shop / Other	7	5
	<u>27</u>	<u>23</u>

6. Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2022 £	2021 £
Pension charge	<u>7,839</u>	<u>5,541</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2022

7. Tangible fixed assets	Plant and fittings and machinery		Fixtures, equipment	Motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 June 2021	13,937	26,149	44,677	84,763	
Additions	-	15,920	-	15,920	
At 31 May 2022	13,937	42,069	44,677	100,683	
Depreciation					
At 1 June 2021	5,245	6,799	11,572	23,616	
Charge for the year	1,304	5,290	4,966	11,560	
At 31 May 2022	6,549	12,089	16,538	35,176	
Net book values					
At 31 May 2022	7,388	29,980	28,139	65,507	
At 31 May 2021	8,692	19,350	33,105	61,148	

8. Debtors	2022	2021
	£	£
Trade debtors	2,819	1,041
Other debtors	1,177	2,599
	3,996	3,640

9. Creditors: amounts falling due within one year	2022	2021
	£	£
Other taxes and social security	2,692	3,407
Other creditors	-	(17)
Accruals and deferred income	950	1,200
	3,642	4,590

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2022

10. Provisions for liabilities

	Pensions and similar obligations £
At 1 June 2021	(1,438)

11. Analysis of net assets between funds

	Unrestricted funds £	Total funds £
Fund balances at 31 May 2022 as represented by:		
Tangible fixed assets	65,508	65,508
Current assets	119,163	119,163
Current liabilities	(5,335)	(5,335)
	<u>179,336</u>	<u>179,336</u>

12. Unrestricted funds

	At 1st April 2021 £	Incoming resources £	Outgoing resources £	At 31st March 2022 £
General Funds	<u>155,318</u>	<u>601,050</u>	<u>(577,031)</u>	<u>179,337</u>

Purposes of unrestricted funds

Running cost funds

The Forest Upcycling Project

The following pages do not form part of the statutory accounts.

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2022

	2022 £	2021 £
Charitable activities		
Activity 1		
<i>Activities undertaken directly</i>		
Activity1 - Direct - Staff - Wages & Salaries	346,021	246,825
Activity1 - Direct - Staff - Employer's NIC	17,251	10,801
Activity1 - Direct - Staff - Pension costs	7,839	5,541
Activity1 - Direct - Establishment - Rent	51,015	44,644
Activity1 - Direct - Establishment - Rates & water	4,277	36
Activity1 - Direct - Establishment - Light & heat	6,424	2,744
Activity1 - Direct - Establishment - Rep. & maint.	6,693	1,341
Activity1 - Direct - Establishment - Insurance	4,544	6,224
Activity1 - Direct - Motor vehicle expenses	44,275	25,209
Activity1 - Direct - Other motor & travel expenses	647	299
Activity1 - Direct - Office expenses - Telephone	3,096	2,142
Activity1 - Direct - Printing, Postage and Station	941	50
Activity1 - Direct - Advertising	581	67
Activity1 - Direct - Computer Costs	1,232	931
Activity1 - Direct - Hire of Equipment	4,222	1,756
Activity1 - Direct - Staff Welfare	3,955	980
Activity1 - Direct - Training Costs	712	227
Activity1 - Direct - Subscriptions	79	40
Activity 1 - Direct - Licenses	376	-
Activity1 - Direct - Depreciation & impairment	11,560	10,791
	<u>515,740</u>	<u>360,648</u>
Activity 1 total expenditure	<u>515,740</u>	<u>360,648</u>
Total charitable activity expenditure	<u>515,740</u>	<u>360,648</u>
Governance costs		
<i>Activities undertaken directly</i>		
Professional - Accountancy fees	950	1,200
Professional - Other	-	400
Office expenses - Other	(1)	(3)
	<u>949</u>	<u>1,597</u>
Total governance costs	<u>949</u>	<u>1,597</u>
Other resources expended		
Loss on disposal of tangible fixed assets	-	6,169
Net incoming/(outgoing) resources for the year	<u>(52,488)</u>	<u>(41,098)</u>

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2022

	2022		2021	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
COVID 19 & JRS Grants		4,000		139,704
Ugandan Donations		8,533		876
		<u>12,533</u>		<u>140,580</u>
<i>Activities for generating funds</i>				
Sales - Furniture		448,724		270,353
Sales - Gardening		47,049		36,701
Sales - Eco		1,963		314
Sales - House moves		13,169		-
Sales - Cafe		56,455		-
Other Income		21,157		16,665
		<u>588,517</u>		<u>324,033</u>
Total incoming resources from generating funds		<u>601,050</u>		<u>464,613</u>
Other incoming resources				
Rental Income		-		3,850
		<u>-</u>		<u>3,850</u>
Total incoming resources		<u>601,050</u>		<u>468,463</u>
Resources expended				
Costs of generating funds:				
Cost of generating voluntary income				
<i>Donations</i>				
Donations - Purchases	24,194		42,364	
	<u>24,194</u>		<u>42,364</u>	
Total cost of generating voluntary income		<u>24,194</u>		<u>42,364</u>
Fundraising trading:				
cost of goods sold and other costs				
<i>Shop costs</i>				
Shop costs - Purchases	15,545		19,313	
	<u>15,545</u>		<u>19,313</u>	
<i>Activity 1</i>				
Activity 1 - Shop Purchases	20,352		20	
	<u>20,352</u>		<u>20</u>	
		20,352		20

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2022

Total fundraising trading		
cost of goods sold and other costs	35,897	19,333
Total costs of generating funds	60,091	61,697

FOREST UPCYCLING PROJECT

England & Wales - Charity number 1158797

Accounts



Trustees' Annual Report for the period

Period start date				Period end date		
From	01	June	2020	To	31	May 2021

Section A Reference and administration details

Charity name	Forest Upcycling Project
Other names charity is known by	Monmouthshire Upcycle
Registered charity number (if any)	1158797
Charity's principal address	Unit 8-10, Hollywood works, Valley Road, Cinderford Postcode GL14 2PD

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Ashley Martin	Chair from 16.5.2018	Appointed 9.10.14	
Rona Martin		Appointed 9.10.14	
Tracey Fennell		Appointed 1.6.14	
Dorothy Cardus		Appointed 30.3.2017 – Resigned 15.09.2020	
Simon Bunyan		Appointed 16.5.2018	
Roger Burrows		Appointed 16.11.2019	
Victoria Walters		Appointed 24.03.2021	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Matthew Jones (Project Manager)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	The Forest Upcycling Project is a Charitable Incorporated Organisation.

Trustee selection methods
(eg. appointed by, elected by)

Appointed by mutual agreement of all existing trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Policies and procedure of Trustees

This is the sixth Trustee's Annual Report since the Charity was established in June 2014.

The Forest Upcycling Project is a charitable organisation. The Charity was started on 1st June 2014 and registered with the Charity Commission on 6th October 2014.

The charity was established under a Constitution which was written in June 2014. Our Registered Charity number is 1158797.

There have been some changes to the board of Trustees with the resignation of Dorothy Cardus and the appointment of Victoria Walters. Ashley Martin maintains position of Chair

As existing Trustees, we elect new trustees in accordance with the terms of our Constitution. On appointment, all new Trustees receive an induction pack, which consists of a copy of the Constitution, together with the Charity Commissions booklet 'Essential Trustee'. Trustees are elected to serve for a maximum of three years after which time they must seek re-election at the next Annual Meeting. Trustees are free to resign from their post at any time. In the event of the Project being wound up the liability of Members (Trustees) is limited to a sum not exceeding £1.

The affairs of the charity are controlled by the Trustees and meetings occur at least 4 times a year at an agreed location. The decisions of the board are carried out by Matthew Jones (Project Manager).

The charity's organisational structure

The day to day management of the project is carried out by the Charity founder and former trustee Matthew Jones. This includes purchasing necessary equipment, assigning roles to staff and accessing funds available. He is also responsible for recruitment, training and induction of new employees and volunteers.

Decisions made regarding purchasing large items such as vehicles, rental agreements and management of employee contracts are made together with trustees at Trustee meetings.

The Charity's wider network

The charity works closely with Gloucestershire County Council and Monmouthshire Council on many aspects. This includes working with the waste team (Roger Smith, Tony Privitera and Carl Tourig) to raise funds in recycling credits and the Disabilities Commissioning Team at Gloucestershire Council (most significantly Vikki Walters and David Honeybill). Monmouthshire Housing and GDAS have also made strong relationships with the Chepstow branch for volunteer placement.

Links have been made with Two Rivers Housing Association, Gloucestershire City Housing, Wydean Housing, Salvation Army, Green Square, Monmouthshire Housing, MENCAP, Gwent Drug and Alcohol Support and various churches to ensure all members of society have the essentials of a home in terms of furniture and white goods.

Work experience placements at the project have been provided in conjunction with Cinderford, Coleford & Chepstow Job Centre Plus, Volunteers, Seetec, Mencap, Heart of the Forest School, Forest High School, National Star College, Jobs Growth Wales, and Monmouthshire Housing.

In August 2020 the Charity ceased to be part of the Gloucestershire Going the Extra Mile Project due to the emigration of our Navigator Developer, Jen Hudson. It was decided that we would not continue with the project and fill Jen's position with another staff member.

Risk Management

The key controls used by the project and controlled by the Trustees are;

- * Formal agendas for all Board activity
- * Budgeting, planning and management of Accounts.
- * Established structures for the induction of staff and volunteers and clear lines of reporting
- * Detailed written policies
- * Adequate training for staff and volunteers with regards to safe handling, fire and first aid.

It is recognised that systems can only provide reasonable but not absolute assurance that all major risks have been eliminated. Matthew Jones, project manager and his management team are responsible for assessing risks in each location on a day to day basis.

Advice on fire safety is sought from our fire officer on a yearly basis and this includes the annual checking of fire extinguishers.

New staff and volunteers are trained in safe lifting and appropriate clothing by the management team. Staff are provided with essential safety wear such as steel toe cap boots and goggles. Volunteers are provided with supervision, the level of which depends on their abilities.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The original aims of the charity as set out in its constitution are;

1. To relieve poverty for families and individuals in need by providing furniture or other goods at a highly reduced rate or in extreme cases free of charge.
2. To advance education for people who are unemployed or otherwise in need of such education to equip them with the skills necessary to be able to find employment.
3. To protect and preserve the environment for the public benefit and future generations by the promotion of waste reduction, re-use, reclamation, recycling and use of recycled products.

Public Benefit

The trustees have regard to the Charity Commission guidance on Public Benefit and to the requirement to report on its observance and delivery.

The public benefit generated by The Forest Upcycling Project can be summarised in one of five areas:

1. a) Those in need can purchase household goods considerably cheaper than from other retail outlets in Gloucestershire and

Monmouthshire, with much greater choice than other second-hand outlets.

b) A free collection service for those wishing to donate items of furniture

c) A house move service provided at reduced rates to allow those moving in difficult circumstances to afford it.

2. We provide education and work experience for those in long term unemployment and in addition give assistance to volunteers in CV writing and job applications.
3. Our gardening services are at extremely low cost and we strive to identify those in society that need our help and offer them free gardening assistance.
4. We help to conserve the environment by diverting unwanted goods away from landfill. We re-use and recycle what we can.
5. We support those on the margins of society by providing work experience and paid employment. This includes people with disabilities, learning difficulties, substance abuse, depression, mental health issues and long-term unemployment.
6. Working with Ed Haythornthwaite (a professional bike mechanic) the Charity is employing and training 2 recovering addicts to gain Cytech accreditation.
7. Recycling and Upcycling old bikes over 160 so far this year.
8. We work to reduce pollution and improve the environment by supply a service where customers can refill and re-use of single use plastics.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The main activities of the Forest Upcycling Project

The project runs by collecting people's unwanted furniture, household goods and bicycles and then cleaning, repairing or upcycling it for re-sale in our showrooms in Cinderford and Chepstow. There are also 3 gardening teams who carry out work privately for residents and have completed some larger contract work for local companies. Much of their business comes from repeat customers during the summer months. This year we have also opened an onsite coffee shop at the Chepstow furniture unit.

At the end of our 7th Year, the staff at Upcycle is made up of 23 people.

Within this group there are staff with learning disabilities, hearing disabilities, long term unemployment, depression, single parents, autism, PTSD and those recovering from addiction.

Building the additional mezzanine (including LED lighting) in Chepstow has been a major achievement this year, with thanks going to Ashley Martin, chair of trustees for his role in the building of this and making it safe.

A big change for the start of 2021 was decision of Wye Valley Meadery to relocate to their own unit in Caldicot. This gave us an additional space to fill and use. In October 2020 we had started a Kids Upcycle on the upstairs mezzanine, and the natural progression to go with this was a large coffee shop/book shop on the ground floor. We decided that we would separate all book proceeds from the main income and this would be set aside for projects and grants for individuals in Uganda.

We continue to work with Stella Aguti, who continues to oversee our Ugandan Upcycle programme which offers £50 grants/gifts to families in need and also supports schools in the region. Being from the Teso region, and having suffered times of poverty herself, Stella is best placed to assess the needs of her peers and allocate funds accordingly. Funds have now been transferred (May 2021) for the building of teachers houses at Nyamongo School and Onyede School and will begin imminently. This will allow the teachers to stay on the school premises and ensure the students are receiving a full-time education. Something that was not happening due to the long commutes required by the teachers. In addition, this provides paid work for tradesmen in an area hit hard by Covid 19.

We continue to work with Bob Osbourne to collect clothes, toys and bedding for orphanages in The Gambia. Bob collects the items from us and then ships them to Gambia within a delivery of tyres. The orphanages sell the adults clothes and use the children's clothes and bedding.

We are now in our third year of the Upcycle bike project, working with renowned bike mechanic Ed Haythornthwaite. We now have two apprentice bike mechanics employed.

We continue to help those in society that suffer from economic hardship by providing furniture for sale in the Forest of Dean and Monmouthshire at very low prices or in many cases free of

charge. With the opening of the Kids Upcycle, this has included lots more families in need with young children.

We have also been offering gardening services at reduced rates to other organisations, including Forest View School, Cinderford Children's Services and Merryden Health Care Trust.

May 2021 saw the official opening of our new Coffee Shop. Adopting the name Toast@Upcycle as the management and some of the staff from Toast@Tutshill joined our team. The Coffee Shop provides a community space for groups to meet, including children's activity clubs, reading groups, craft workshops and toddler reading mornings. As this new venture evolves, we hope to open for evening pop up events that will provide more employment opportunities and give Upcycle a bigger presence in the local community.

Additional details of objectives and activities (Optional information).

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Volunteer contributions

Once again, a huge thankyou goes out to our volunteers.

Ashley Martin (Trustee) and Rona Martin (Trustee) have been invaluable in the building of the mezzanines in the Chepstow unit and the installation of the coffee shop.

Philip has learning disabilities and continues to work with the gardening team during the week as a gardening assistant. Phil was originally referred to us by National Star College in Cheltenham. He is mainly supported by head gardener Paul and enjoys his time working in customers gardens.

Tom has been with us for almost 6 years. He attends the Cinderford branch of the project 4-5 days a week, making himself available for furniture collections, gardening and house moves. Tom continues to use his wood working training to help fix and mend items of furniture as necessary and has so far made hundreds of bags of kindling from recycled wood.

Ed Haythornthwaite a professional bike mechanic who is training our apprentice bike mechanics. His work has been invaluable both in terms of teaching and safety checking our upcycled bikes.

Roger has been incredibly helpful at helping out with collections, deliveries and tip runs at the Cinderford unit.

Simon has been providing help and advice with staffing and financial advice.

Other fantastic volunteers worth a mention in this report include Spencer, Daffyd, Wendy, Tony, Hazel, Kelly, Liam, Megan, Chris, Suzanne and

Grants:

Total of £32,000 from Monmouthshire County Council in Covid 19 relief grants.

Total of £13,900 from Forest of Dean Council in Covid 19 relief grants.

Payment of Furlough for staff throughout the Covid Pandemic has also had a massive impact on the financial survival of the charity.

In addition to this financial support from the council, we have been fortunate to have very understanding landlords who had given us reduced rent in this difficult time, while we have been unable to trade from the furniture warehouses.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Main achievements of the Forest Upcycling Project

The operational period of 1st June 2020 – 31st May 2021 has once again been a year hit hard by the Covid 19 pandemic.

22 weeks of this period have been forcefully closed by Government Lockdowns, and this obviously has had a significant impact on the amount of recycling we have been able to do and the revenue we could create from sales.

These lockdowns have also had a negative impact on the mental health of staff and volunteers, who rely on the social interaction at Upcycle to integrate into society. We are working hard to rebuild confidence and mental well-being for these individuals.

Premises

In Cinderford we rent a large warehouse that comprises a furniture showroom, offices, a bike workshop and a furniture repair workshop. In Chepstow we rent 3 premises on the same site. This includes a large warehouse for furniture sales; a smaller warehouse that includes the coffee shop, book shop and Kids Upcycle; and a small gatehouse used as a bike workshop.

Furniture sales

Across both stores this year we have sold over 5000 items of furniture and home goods this year. As we were in lockdown for 6 months of the year, this is an understandable reduction from last year.

Over 50% to people on benefits, and many offered for reduced rates or free delivery.

We have given many items away for free to those in need.

Gardening

This year has been a quieter one for the gardening team, as many of the

Section D

Achievements and performance

regular customers have been in vulnerable groups and have been self isolating to protect themselves from Covid 19. As the summer approaches, and lockdown measures have been eased, bookings for the coming months are improving and both teams are now back off furlough and working full time.

Helping the environment

Our furniture sales are equivalent to a landfill reduction of just over 150 tonnes in a six-month operational period. We continue to turn scrap wood into new products or kindling and recycle all the metal from waste products where possible. Our volunteers are a great help in this. We aim to salvage all recyclable materials from products before they are destroyed.

Most of our scrap wood gets turned into kindling and sold in pillow-cases, and what we can't use for this goes to the local recycling centre to be turned into soil conditioner.

Helping people

We have many regular volunteers at both sites, referred by a variety of different sources. Some of these volunteers are temporary, but many stay on for longer periods of time, becoming valued members of the team, which improves their self-worth and confidence.

At the end of this year, we now have 23 employees.

We have worked closely with Gloucestershire Welfare Reform, Social Services, Two Rivers Housing, Green Square, The Salvation Army, Monmouthshire Housing and the Barnwood Trust to provide furniture to many clients in desperate need.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves in the account are kept at £35,000 minimum. This value has changed through the year as we have acquired more employees, vehicles and premises. It represents running costs for a 4-week period.

Details of any funds materially in deficit

The charity has no debts at the end of its fifth financial year.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Sources of funding

Sales of furniture has been our key income, followed by gardening, house moves, bike sales and eco refill shop; and most recently the coffee shop.

Covid 19 relief funding and government payments through the furlough scheme have been invaluable this year in supporting the charity through the pandemic.

Expenditure

Our main costs are operational and include running vehicles (the Charity now has fleet of 6 vans), paying rent and utility bills and most importantly wages. Income from our products and services support these costs each month.

Our largest single expenditures this year have been a new transit box van for furniture collections and deliveries, purchased in December 2020; The extension of the mezzanine in Chepstow; A large donation to Ugandan Upcycle for the building of teachers houses; The purchase of equipment for the new coffee shop.

Section F

Other optional information

Due to the development of the charity over the last 7 years, it will become necessary this year to amend our constitution which was written at the charity's launch. This will be a work in progress throughout this operational year.

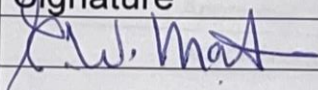
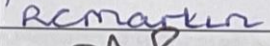
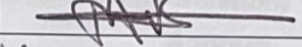
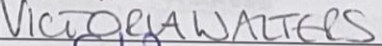
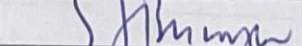
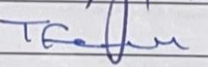
There have been no serious incidents at Forest Upcycling Project this year.

Please find attached a copy of our certified accounts for Year 6 of our operation. Dated from 1st June 2020 to 31st May 2021.

Section F

Trustees' declaration.

The trustees declare that they have approved this end of year report.

Name	Signature	Date
A.W. MARTIN		18/10/21
ACMARTIN		- do -
Roger Burrows		23/10/21
VICTORIA WALTERS		23/10/21
SIMON BUNYAN		28 Oct 2021
Tracey Fennell		2/11/21

Charity number: 1158797

The Forest Upcycling Project
Trustees' report and financial statements
for the year ended 31 May 2021

The Forest Upcycling Project

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Intentionally Blank	13
Balance sheet	14
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The Forest Upcycling Project

Legal and administrative information

Charity number	1158797
Trustees	Ashley Martin Rona Martin Tracey Fennell Dorothy Cardus Simon Bunyan Roger Burrows Victoria Walters
Accountants	Oversby & Company Unit 1C Crucible Close Coleford Gloucestershire GL16 8RE
Bankers	Santander

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

The trustees present their report and the financial statements for the year ended 31 May 2021. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Policies and procedure of Trustees

This is the sixth Trustee's Annual Report since the Charity was established in June 2014.

The Forest Upcycling Project is a charitable organisation. The Charity was started on 1st June 2014 and registered with the Charity Commission on 6th October 2014.

The charity was established under a Constitution which was written in June 2014. Our Registered Charity number is 1158797.

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Ashley Martin maintains position of Chair

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The charity's organisational structure

The day to day management of the project is carried out by the Charity founder and former trustee Matthew Jones. This includes purchasing necessary equipment, assigning roles to staff and accessing funds available. He is also responsible for recruitment, training and induction of new employees and volunteers.

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The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

The Charity's wider network

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Risk Management

The key controls used by the project and controlled by the Trustees are;

- * Formal agendas for all Board activity
- * Budgeting, planning and management of Accounts.
- * Established structures for the induction of staff and volunteers and clear lines of reporting
- * Detailed written policies
- * Adequate training for staff and volunteers with regards to safe handling, fire and first aid.

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The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Public Benefit

The trustees have regard to the Charity Commission guidance on Public Benefit and to the requirement to report on its observance and delivery.

The public benefit generated by The Forest Upcycling Project can be summarised in one of five areas:

1. a) Those in need can purchase household goods considerably cheaper than from other retail outlets in Gloucestershire and Monmouthshire, with much greater choice than other second-hand outlets.
- b) A free collection service for those wishing to donate items of furniture
- c) A house move service provided at reduced rates to allow those moving in difficult circumstances to afford it.
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3. Our gardening services are at extremely low cost and we strive to identify those in society that need our help and offer them free gardening assistance.
4. We help to conserve the environment by diverting unwanted goods away from landfill. We re-use and recycle what we can.
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The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Main activities of the Forest Upcycling Project

The project runs by collecting people's unwanted furniture, household goods and bicycles and then cleaning, repairing or upcycling it for re-sale in our showrooms in Cinderford and Chepstow. There are also 3 gardening teams who carry out work privately for residents and have completed some larger contract work for local companies. Much of their business comes from repeat customers during the summer months. This year we have also opened an onsite coffee shop at the Chepstow furniture unit.

Total weight sold/reused at Cinderford was 101 tonnes (we expected this to be 128 tonnes if the Covid pandemic had not happened)

Total weight of furniture sold through the Monmouthshire project in this last operational year was xxx tonnes.

At the end of our 7th Year, the staff at Upcycle is made up of 23 people.

Within this group there are staff with learning disabilities, hearing disabilities, long term unemployment, depression, single parents, autism, PTSD and those recovering from addiction.

Building the additional mezzanine (including LED lighting) in Chepstow has been a major achievement this year, with thanks going to Ashley Martin, chair of trustees for his role in the building of this and making it safe.

A big change for the start of 2021 was decision of Wye Valley Meadery to relocate to their own unit in Caldicot. This gave us an additional space to fill and use. In October 2020 we had started a Kids Upcycle on the upstairs mezzanine, and the natural progression to go with this was a large coffee shop/book shop on the ground floor. We decided that we would separate all book proceeds from the main income and this would be set aside for projects and grants for individuals in Uganda.

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The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Volunteer contributions

Once again, a huge thankyou goes out to our volunteers.

Ashley Martin (Trustee) and Rona Martin (Trustee) have been invaluable in the building of the mezzanines in the Chepstow unit and the installation of the coffee shop.

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Total of £13,900 from Forest of Dean Council in Covid 19 relief grants.

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Main achievements of the Forest Upcycling Project

The operational period of 1st June 2020 - 31st May 2021 has once again been a year hit hard by the Covid 19 pandemic.

22 weeks of this period have been forcefully closed by Government Lockdowns, and this obviously has had a significant impact on the amount of recycling we have been able to do and the revenue we could create from sales.

These lockdowns have also had a negative impact on the mental health of staff and volunteers, who rely on the social interaction at Upcycle to integrate into society. We are working hard to rebuild confidence and mental well-being for these individuals.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Premises

In Cinderford we rent a large warehouse that comprises a furniture showroom, offices, a bike workshop and a furniture repair workshop.

In Chepstow we rent 3 premises on the same site. This includes a large warehouse for furniture sales; a smaller warehouse that includes the coffee shop, book shop and Kids Upcycle; and a small gatehouse used as a bike workshop.

Furniture sales

Across both stores this year we have sold over 5000 items of furniture and home goods this year. As we were in lockdown for 6 months of the year, this is an understandable reduction from last year.

Over 50% to people on benefits, and many offered for reduced rates or free delivery. We have given many items away for free to those in need.

Gardening

regular customers have been in vulnerable groups and have been self isolating to protect themselves from Covid 19. As the summer approaches, and lockdown measures have been eased, bookings for the coming months are improving and both teams are now back off furlough and working full time.

Helping the environment

Our furniture sales are equivalent to a landfill reduction of just over 150 tonnes in a six month operational period. We continue to turn scrap wood into new products or kindling and recycle all the metal from waste products where possible. Our volunteers are a great help in this. We aim to salvage all recyclable materials from products before they are destroyed.

Most of our scrap wood gets turned into kindling and sold in pillow cases, and what we can't use for this goes to the local recycling centre to be turned into soil conditioner.

Helping people

We have many regular volunteers at both sites, referred by a variety of different sources. Some of these volunteers are temporary, but many stay on for longer periods of time, becoming valued members of the team, which improves their self-worth and confidence.

At the end of this year we now have 23 employees.

We have worked closely with Gloucestershire Welfare Reform, Social Services, Two Rivers Housing, Green Square, The Salvation Army, Monmouthshire Housing and the Barnwood Trust to provide furniture to many clients in desperate need.

Reserves in the account are kept at £35,000 minimum. This value has changed through the year as we have acquired more employees, vehicles and premises. It represents running costs for a 4-week period.

Sources of funding

Sales of furniture has been our key income, followed by gardening, house moves, bike sales and eco refill shop; and most recently the coffee shop.

Covid 19 relief funding and government payments through the furlough scheme have been invaluable this year in supporting the charity through the pandemic.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Expenditure

Our main costs are operational and include running vehicles (the Charity now has fleet of 6 vans), paying rent and utility bills and most importantly wages. Income from our products and services support these costs each month.

Our largest single expenditures this year have been a new transit box van for furniture collections and deliveries, purchased in December 2020; The extension of the mezzanine in Chepstow; A large donation to Ugandan Upcycle for the building of teachers houses; The purchase of equipment for the new coffee shop.

Plans for future periods

Due to the development of the charity over the last 7 years, it will become necessary this year to amend our constitution which was written at the charity's launch. This will be a work in progress throughout this operational year. There have been no serious incidents at Forest Upcycling Project this year.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other

On behalf of the board

Secretary

The Forest Upcycling Project

Independent examiner's report to the trustees on the unaudited financial statements of The Forest Upcycling Project.

I report on the accounts of The Forest Upcycling Project for the year ended 31 May 2021 set out on pages 2 to 19.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended; and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Mr Ben Hinton
A.C.C.A
Independent examiner
Unit 1C
Crucible Close
Coleford
Gloucestershire
GL16 8RE

The Forest Upcycling Project

Statement of financial activities

For the year ended 31 May 2021

	Notes	Unrestricted funds £	2021 Total £	2020 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	140,580	140,580	-
Activities for generating funds	3	324,033	324,033	416,898
Other incoming resources	4	3,850	3,850	-
Total incoming resources		<u>468,463</u>	<u>468,463</u>	<u>416,898</u>
Resources expended				
Purchases		61,697	61,697	22,624
Staff costs	5	263,167	263,167	245,679
Establishment costs		54,989	54,989	57,049
Motor and travelling expenses		25,508	25,508	26,770
Accountancy fees		1,200	1,200	-
Legal and professional fees		400	400	333
Communications and IT		2,142	2,142	1,761
Other office expenses		4,051	4,051	12,317
Depreciation and impairment		10,791	10,791	-
Loss on disposal of intangible fixed assets for the charity's own use		6,169	6,169	-
Total resources expended		<u>430,114</u>	<u>430,114</u>	<u>366,533</u>
 Total funds brought forward		 <u>116,969</u>	 <u>116,969</u>	 <u>66,605</u>
Total funds carried forward		<u>155,318</u>	<u>155,318</u>	<u>116,970</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 15 to 19 form an integral part of these financial statements.

The Forest Upcycling Project

Income and expenditure account

For the year ended 31 May 2021

	Notes	2021 £	2020 £
Income		468,463	416,898
Net (losses)/gains from disposal of income fund fixed assets		(6,169)	-
Total income		<u>462,294</u>	<u>416,898</u>
Operating expenditure		(423,945)	(366,533)
Operating surplus		<u>38,349</u>	<u>50,365</u>
Retained surplus for the financial year		<u>38,349</u>	<u>50,365</u>

All activities derive from continuing operations.

The notes on pages 15 to 19 form an integral part of these financial statements.

The Forest Upcycling Project

The notes on pages 15 to 19 form an integral part of these financial statements.

The Forest Upcycling Project

Balance sheet as at 31 May 2021

	Notes	2021	2020
		£	£
Fixed assets			
Tangible assets	7	61,148	39,896
Current assets			
Debtors	8	3,640	7,888
Cash at bank and in hand		96,523	68,682
		<u>100,163</u>	<u>76,570</u>
Creditors: amounts falling due within one year	9	<u>(4,589)</u>	<u>1,600</u>
Net current assets		<u>95,574</u>	<u>78,170</u>
Total assets less current liabilities		156,722	118,066
Provisions for liabilities	10	<u>(1,404)</u>	<u>(1,096)</u>
Net assets		<u>155,318</u>	<u>116,970</u>
Funds	11		
Restricted income funds		-	116,969
Unrestricted income funds		155,318	-
Total funds		<u>155,318</u>	<u>116,969</u>

The financial statements were approved by the trustees on 28 August 2021 and signed on its behalf by

Ashley Martin
Trustee

The notes on pages 15 to 19 form an integral part of these financial statements.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2021

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from the charity shop is included in the year in which it is receivable.

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2021

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	-	15% Reducing Balance
Fixtures, fittings and equipment	-	15% Reducing Balance
Motor vehicles	-	15% Reducing Balance

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

2. Voluntary income

	Unrestricted funds £	2021 Total £	2020 Total £
COVID 19 & JRS Grants	139,704	139,704	-
Ugandan Donations	876	876	-
	<u>140,580</u>	<u>140,580</u>	<u>-</u>

3. Activities for generating funds

	Unrestricted funds £	2021 Total £	2020 Total £
Sales - Furniture	270,353	270,353	248,548
Sales - Gardening	36,701	36,701	40,822
Sales - Eco	314	314	-
Other Income	16,665	16,665	127,528
	<u>324,033</u>	<u>324,033</u>	<u>416,898</u>

4. Other incoming resources

	Unrestricted funds £	2021 Total £	2020 Total £
Rental Income	3,850	3,850	-
	<u>3,850</u>	<u>3,850</u>	<u>-</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2021

5. Employees

Employment costs	2021 £	2020 £
Wages and salaries	246,825	228,570
Social security costs	10,801	11,010
Pension costs	5,541	6,099
	<u>263,167</u>	<u>245,679</u>

No employee received emoluments of more than £60,000 (2020 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2021 Number	2020 Number
Project Manager	2	2
Deputy Manager	2	2
Recycling Coordinator	11	14
Gardner	3	3
Coffee Shop / Other	5	4
	<u>23</u>	<u>25</u>

6. Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2021 £	2020 £
Pension charge	<u>5,541</u>	<u>6,099</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2021

7. Tangible fixed assets	Plant and machinery		Fixtures, fittings and equipment	Motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 June 2020	13,375	12,196	29,648	55,219	
Additions	562	13,953	24,029	38,544	
Disposals	-	-	(9,000)	(9,000)	
At 31 May 2021	13,937	26,149	44,677	84,763	
Depreciation					
At 1 June 2020	3,712	3,384	8,227	15,323	
Charge for the year	1,534	3,415	5,842	10,791	
On disposals	-	-	(2,498)	(2,498)	
At 31 May 2021	5,246	6,799	11,571	23,616	
Net book values					
At 31 May 2021	8,691	19,350	33,106	61,147	
At 31 May 2020	9,663	8,812	21,421	39,897	

8. Debtors	2021	2020
	£	£
Trade debtors	1,041	7,888
Other debtors	2,599	-
	3,640	7,888

9. Creditors: amounts falling due within one year	2021	2020
	£	£
Other taxes and social security	3,407	(1,600)
Other creditors	(17)	-
Accruals and deferred income	1,200	-
	4,590	(1,600)

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2021

10. Provisions for liabilities

	Pensions and similar obligations £
At 1 June 2020	(1,398)

11. Analysis of net assets between funds

	Unrestricted funds £	Total funds £
Fund balances at 31 May 2021 as represented by:		
Current assets	155,318	155,318
	<u>155,318</u>	<u>155,318</u>

12. Unrestricted funds

	At 1st April 2020 £	Incoming resources £	Outgoing resources £	At 31st March 2021 £
General Funds	<u>116,969</u>	<u>468,463</u>	<u>(430,114)</u>	<u>155,318</u>

Purposes of unrestricted funds

Running cost funds

13. Restricted funds

At 1st April 2020 £	At 31st March 2021 £
<u> </u>	<u> </u>

The Forest Upcycling Project

The following pages do not form part of the statutory accounts.

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2021

	2021 £	2020 £
Charitable activities		
Activity 1		
<i>Activities undertaken directly</i>		
Activity1 - Direct - Staff - Wages & Salaries	246,825	228,570
Activity1 - Direct - Staff - Employer's NIC	10,801	11,010
Activity1 - Direct - Staff - Pension costs	5,541	6,099
Activity1 - Direct - Establishment - Rent	44,644	42,827
Activity1 - Direct - Establishment - Rates & water	36	3,427
Activity1 - Direct - Establishment - Light & heat	2,744	2,704
Activity1 - Direct - Establishment - Rep. & maint.	1,341	4,944
Activity1 - Direct - Establishment - Insurance	6,224	3,147
Activity1 - Direct - Motor vehicle expenses	25,209	26,299
Activity1 - Direct - Other motor & travel expenses	299	471
Activity1 - Direct - Office expenses - Telephone	2,142	1,761
Activity1 - Direct - Office expenses - Other	-	6,362
Activity1 - Direct - Printing, Postage and Station	50	631
Activity1 - Direct - Advertising	67	387
Activity1 - Direct - Computer Costs	931	956
Activity1 - Direct - Hire of Equipment	1,756	1,291
Activity1 - Direct - Staff Welfare	980	1,862
Activity1 - Direct - Training Costs	227	830
Activity1 - Direct - Subscriptions	40	-
Activity1 - Direct - Depreciation & impairment	10,791	-
	<u>360,648</u>	<u>343,578</u>
Activity 1 total expenditure	<u>360,648</u>	<u>343,578</u>
Total charitable activity expenditure	<u>360,648</u>	<u>343,578</u>
Governance costs		
<i>Activities undertaken directly</i>		
Professional - Accountancy fees	1,200	-
Professional - Other	400	333
Office expenses - Other	(3)	(2)
	<u>1,597</u>	<u>331</u>
Total governance costs	<u>1,597</u>	<u>331</u>
Other resources expended		
Loss on disposal of tangible fixed assets	6,169	-
Net incoming/(outgoing) resources for the year	<u>(38,406)</u>	<u>(29,085)</u>

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2021

	2021		2020	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
COVID 19 & JRS Grants		139,704		-
Ugandan Donations		876		-
		<u>140,580</u>		<u>-</u>
<i>Activities for generating funds</i>				
Sales - Furniture		270,353		248,548
Sales - Gardening		36,701		40,822
Sales - Eco		314		-
Other Income		16,665		127,528
		<u>324,033</u>		<u>416,898</u>
Total incoming resources from generating funds		<u>464,613</u>		<u>416,898</u>
Other incoming resources				
Rental Income		3,850		-
		<u>3,850</u>		<u>-</u>
Total incoming resources		<u>468,463</u>		<u>416,898</u>
Resources expended				
Costs of generating funds:				
Cost of generating voluntary income				
<i>Donations</i>				
Donations - Purchases	42,364		-	
		<u>42,364</u>		<u>-</u>
Total cost of generating voluntary income		<u>42,364</u>		<u>-</u>
Fundraising trading:				
cost of goods sold and other costs				
<i>Shop costs</i>				
Shop costs - Purchases	19,313		-	
		<u>19,313</u>		<u>-</u>
<i>Activity 1</i>				
Activity 1 - Purchases	20		22,624	
		<u>20</u>	<u>22,624</u>	

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2021

Total fundraising trading		
cost of goods sold and other costs	19,333	22,624
Total costs of generating funds	61,697	22,624

Oversby & Company

Signed By

MATTHEW JONES

Date Signed	Tue, 02 Nov 2021 18:52:29 +0000
Name	Matthew Jones
Email	forestupcyclingproject@gmail.com
Printed Name	MATTHEW JONES
IP Address	2a02:c7f:1ca6:1e00:6d88:9091:30:bcca
Browser User Agent	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/95.0.4638.54 Safari/537.36

Charity number: 1158797

The Forest Upcycling Project
Trustees' report and financial statements
for the year ended 31 May 2021

The Forest Upcycling Project

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The Forest Upcycling Project

Legal and administrative information

Charity number	1158797
Trustees	Ashley Martin Rona Martin Tracey Fennell Dorothy Cardus Simon Bunyan Roger Burrows Victoria Walters
Accountants	Oversby & Company Unit 1C Crucible Close Coleford Gloucestershire GL16 8RE
Bankers	Santander

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

The trustees present their report and the financial statements for the year ended 31 May 2021. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Policies and procedure of Trustees

This is the sixth Trustee's Annual Report since the Charity was established in June 2014.

The Forest Upcycling Project is a charitable organisation. The Charity was started on 1st June 2014 and registered with the Charity Commission on 6th October 2014.

The charity was established under a Constitution which was written in June 2014. Our Registered Charity number is 1158797.

There have been some changes to the board of Trustees with the resignation of Dorothy Cardus and the appointment of Victoria Walters.

Ashley Martin maintains position of Chair

As existing Trustees, we elect new trustees in accordance with the terms of our Constitution. On appointment, all new Trustees receive an induction pack, which consists of a copy of the Constitution, together with the Charity Commissions booklet 'Essential Trustee'. Trustees are elected to serve for a maximum of three years after which time they must seek re-election at the next Annual Meeting. Trustees are free to resign from their post at any time. In the event of the Project being wound up the liability of Members (Trustees) is limited to a sum not exceeding £1.

The affairs of the charity are controlled by the Trustees and meetings occur at least 4 times a year at an agreed location. The decisions of the board are carried out by Matthew Jones (Project Manager).

The charity's organisational structure

The day to day management of the project is carried out by the Charity founder and former trustee Matthew Jones. This includes purchasing necessary equipment, assigning roles to staff and accessing funds available. He is also responsible for recruitment, training and induction of new employees and volunteers.

Decisions made regarding purchasing large items such as vehicles, rental agreements and management of employee contracts are made together with trustees at Trustee meetings.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

The Charity's wider network

The charity works closely with Gloucestershire County Council and Monmouthshire Council on many aspects. This includes working with the waste team (Roger Smith, Tony Privitera and Carl Tourig) to raise funds in recycling credits and the Disabilities Commissioning Team at Gloucestershire Council (most significantly Vikki Walters and David Honeybill). Monmouthshire Housing and GDAS have also made strong relationships with the Chepstow branch for volunteer placement.

Links have been made with Two Rivers Housing Association, Gloucestershire City Housing, Wyedean Housing, Salvation Army, Green Square, Monmouthshire Housing, MENCAP, Gwent Drug and Alcohol Support and various churches to ensure all members of society have the essentials of a home in terms of furniture and white goods.

Work experience placements at the project have been provided in conjunction with Cinderford, Coleford & Chepstow Job Centre Plus, Volunteers, Seetec, Mencap, Heart of the Forest School, Forest High School, National Star College, Jobs Growth Wales, and Monmouthshire Housing.

In August 2020 the Charity ceased to be part of the Gloucestershire Going the Extra Mile Project due to the emigration of our Navigator Developer, Jen Hudson. It was decided that we would not continue with the project and fill Jen's position with another staff member.

Risk Management

The key controls used by the project and controlled by the Trustees are;

- * Formal agendas for all Board activity
- * Budgeting, planning and management of Accounts.
- * Established structures for the induction of staff and volunteers and clear lines of reporting
- * Detailed written policies
- * Adequate training for staff and volunteers with regards to safe handling, fire and first aid.

It is recognised that systems can only provide reasonable but not absolute assurance that all major risks have been eliminated. Matthew Jones, project manager and his management team are responsible for assessing risks in each location on a day to day basis.

Advice on fire safety is sought from our fire officer on a yearly basis and this includes the annual checking of fire extinguishers.

New staff and volunteers are trained in safe lifting and appropriate clothing by the management team. Staff are provided with essential safety wear such as steel toe cap boots and goggles. Volunteers are provided with supervision, the level of which depends on their abilities.

The original aims of the charity as set out in its constitution

1. To relieve poverty for families and individuals in need by providing furniture or other goods at a highly reduced rate or in extreme cases free of charge.
2. To advance education for people who are unemployed or otherwise in need of such education to equip them with the skills necessary to be able to find employment.
3. To protect and preserve the environment for the public benefit and future generations by the promotion of waste reduction, re-use, reclamation, recycling and use of recycled products.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Public Benefit

The trustees have regard to the Charity Commission guidance on Public Benefit and to the requirement to report on its observance and delivery.

The public benefit generated by The Forest Upcycling Project can be summarised in one of five areas:

1. a) Those in need can purchase household goods considerably cheaper than from other retail outlets in Gloucestershire and Monmouthshire, with much greater choice than other second-hand outlets.
- b) A free collection service for those wishing to donate items of furniture
- c) A house move service provided at reduced rates to allow those moving in difficult circumstances to afford it.
2. We provide education and work experience for those in long term unemployment and in addition give assistance to volunteers in CV writing and job applications.
3. Our gardening services are at extremely low cost and we strive to identify those in society that need our help and offer them free gardening assistance.
4. We help to conserve the environment by diverting unwanted goods away from landfill. We re-use and recycle what we can.
5. We support those on the margins of society by providing work experience and paid employment. This includes people with disabilities, learning difficulties, substance abuse, depression, mental health issues and long-term unemployment.
6. Working with Ed Haythornthwaite (a professional bike mechanic) the Charity is employing and training 2 recovering addicts to gain Cytech accreditation.
7. Recycling and Upcycling old bikes over 160 so far this year.
8. We work to reduce pollution and improve the environment by supply a service where customers can refill and re-use of single use plastics.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Main activities of the Forest Upcycling Project

The project runs by collecting people's unwanted furniture, household goods and bicycles and then cleaning, repairing or upcycling it for re-sale in our showrooms in Cinderford and Chepstow. There are also 3 gardening teams who carry out work privately for residents and have completed some larger contract work for local companies. Much of their business comes from repeat customers during the summer months. This year we have also opened an onsite coffee shop at the Chepstow furniture unit.

Total weight sold/reused at Cinderford was 101 tonnes (we expected this to be 128 tonnes if the Covid pandemic had not happened)

Total weight of furniture sold through the Monmouthshire project in this last operational year was xxx tonnes.

At the end of our 7th Year, the staff at Upcycle is made up of 23 people.

Within this group there are staff with learning disabilities, hearing disabilities, long term unemployment, depression, single parents, autism, PTSD and those recovering from addiction.

Building the additional mezzanine (including LED lighting) in Chepstow has been a major achievement this year, with thanks going to Ashley Martin, chair of trustees for his role in the building of this and making it safe.

A big change for the start of 2021 was decision of Wye Valley Meadery to relocate to their own unit in Caldicot. This gave us an additional space to fill and use. In October 2020 we had started a Kids Upcycle on the upstairs mezzanine, and the natural progression to go with this was a large coffee shop/book shop on the ground floor. We decided that we would separate all book proceeds from the main income and this would be set aside for projects and grants for individuals in Uganda.

We continue to work with Stella Aguti, who continues to oversee our Ugandan Upcycle programme which offers £50 grants/gifts to families in need and also supports schools in the region. Being from the Teso region, and having suffered times of poverty herself, Stella is best placed to assess the needs of her peers and allocate funds accordingly. Funds have now been transferred (May 2021) for the building of teachers houses at Nyamongo School and Onyede School and will begin imminently. This will allow the teachers to stay on the school premises and ensure the students are receiving a full-time education. Something that was not happening due to the long commutes required by the teachers. In addition, this provides paid work for tradesmen in an area hit hard by Covid 19.

We continue to work with Bob Osbourne to collect clothes, toys and bedding for orphanages in The Gambia. Bob collects the items from us and then ships them to Gambia within a delivery of tyres. The orphanages sell the adults clothes and use the children's clothes and bedding.

We are now in our third year of the Upcycle bike project, working with renowned bike mechanic Ed Haythornthwaite. We now have two apprentice bike mechanics employed.

We continue to help those in society that suffer from economic hardship by providing furniture for sale in the Forest of Dean and Monmouthshire at very low prices or in many cases free of charge. With the opening of the Kids Upcycle, this has included lots more families in need with young children.

We have also been offering gardening services at reduced rates to other organisations, including Forest View School, Cinderford Children's Services and Merryden Health Care Trust.

May 2021 saw the official opening of our new Coffee Shop. Adopting the name Toast@Upcycle as the management and some of the staff from Toast@Tutshill joined our team. The Coffee Shop provides a community space for groups to meet, including children's activity clubs, reading groups, craft workshops and toddler reading mornings. As this new venture evolves, we hope to open for evening pop up events that will provide more employment opportunities and give Upcycle a bigger presence in the local community.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Volunteer contributions

Once again, a huge thankyou goes out to our volunteers.

Ashley Martin (Trustee) and Rona Martin (Trustee) have been invaluable in the building of the mezzanines in the Chepstow unit and the installation of the coffee shop.

Philip has learning disabilities and continues to work with the gardening team during the week as a gardening assistant. Phil was originally referred to us by National Star College in Cheltenham. He is mainly supported by head gardener Paul and enjoys his time working in customers gardens.

Tom has been with us for almost 6 years. He attends the Cinderford branch of the project 4-5 days a week, making himself available for furniture collections, gardening and house moves. Tom continues to use his wood working training to help fix and mend items of furniture as necessary and has so far made hundreds of bags of kindling from recycled wood.

Ed Haythornthwaite a professional bike mechanic who is training our apprentice bike mechanics. His work has been invaluable both in terms of teaching and safety checking our upcycled bikes.

Roger has been incredibly helpful at helping out with collections, deliveries and tip runs at the Cinderford unit.

Simon has been providing help and advice with staffing and financial advice.

Other fantastic volunteers worth a mention in this report include Spencer, Daffyd, Wendy, Tony, Hazel, Kelly, Liam, Megan, Chris, Suzanne and

Grants:

Total of £32,000 from Monmouthshire County Council in Covid 19 relief grants.

Total of £13,900 from Forest of Dean Council in Covid 19 relief grants.

Payment of Furlough for staff throughout the Covid Pandemic has also had a massive impact on the financial survival of the charity.

In addition to this financial support from the council, we have been fortunate to have very understanding landlords who had given us reduced rent in this difficult time, while we have been unable to trade from the furniture warehouses.

Main achievements of the Forest Upcycling Project

The operational period of 1st June 2020 - 31st May 2021 has once again been a year hit hard by the Covid 19 pandemic.

22 weeks of this period have been forcefully closed by Government Lockdowns, and this obviously has had a significant impact on the amount of recycling we have been able to do and the revenue we could create from sales.

These lockdowns have also had a negative impact on the mental health of staff and volunteers, who rely on the social interaction at Upcycle to integrate into society. We are working hard to rebuild confidence and mental well-being for these individuals.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Premises

In Cinderford we rent a large warehouse that comprises a furniture showroom, offices, a bike workshop and a furniture repair workshop.

In Chepstow we rent 3 premises on the same site. This includes a large warehouse for furniture sales; a smaller warehouse that includes the coffee shop, book shop and Kids Upcycle; and a small gatehouse used as a bike workshop.

Furniture sales

Across both stores this year we have sold over 5000 items of furniture and home goods this year. As we were in lockdown for 6 months of the year, this is an understandable reduction from last year.

Over 50% to people on benefits, and many offered for reduced rates or free delivery. We have given many items away for free to those in need.

Gardening

regular customers have been in vulnerable groups and have been self isolating to protect themselves from Covid 19. As the summer approaches, and lockdown measures have been eased, bookings for the coming months are improving and both teams are now back off furlough and working full time.

Helping the environment

Our furniture sales are equivalent to a landfill reduction of just over 150 tonnes in a six month operational period. We continue to turn scrap wood into new products or kindling and recycle all the metal from waste products where possible. Our volunteers are a great help in this. We aim to salvage all recyclable materials from products before they are destroyed.

Most of our scrap wood gets turned into kindling and sold in pillow cases, and what we can't use for this goes to the local recycling centre to be turned into soil conditioner.

Helping people

We have many regular volunteers at both sites, referred by a variety of different sources. Some of these volunteers are temporary, but many stay on for longer periods of time, becoming valued members of the team, which improves their self-worth and confidence.

At the end of this year we now have 23 employees.

We have worked closely with Gloucestershire Welfare Reform, Social Services, Two Rivers Housing, Green Square, The Salvation Army, Monmouthshire Housing and the Barnwood Trust to provide furniture to many clients in desperate need.

Reserves in the account are kept at £35,000 minimum. This value has changed through the year as we have acquired more employees, vehicles and premises. It represents running costs for a 4-week period.

Sources of funding

Sales of furniture has been our key income, followed by gardening, house moves, bike sales and eco refill shop; and most recently the coffee shop.

Covid 19 relief funding and government payments through the furlough scheme have been invaluable this year in supporting the charity through the pandemic.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Expenditure

Our main costs are operational and include running vehicles (the Charity now has fleet of 6 vans), paying rent and utility bills and most importantly wages. Income from our products and services support these costs each month.

Our largest single expenditures this year have been a new transit box van for furniture collections and deliveries, purchased in December 2020; The extension of the mezzanine in Chepstow; A large donation to Ugandan Upcycle for the building of teachers houses; The purchase of equipment for the new coffee shop.

Plans for future periods

Due to the development of the charity over the last 7 years, it will become necessary this year to amend our constitution which was written at the charity's launch. This will be a work in progress throughout this operational year. There have been no serious incidents at Forest Upcycling Project this year.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2021

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other

On behalf of the board

Secretary

The Forest Upcycling Project

Independent examiner's report to the trustees on the unaudited financial statements of The Forest Upcycling Project.

I report on the accounts of The Forest Upcycling Project for the year ended 31 May 2021 set out on pages 2 to 19.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended; and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Mr Ben Hinton
A.C.C.A
Independent examiner
Unit 1C
Crucible Close
Coleford
Gloucestershire
GL16 8RE

The Forest Upcycling Project

Statement of financial activities

For the year ended 31 May 2021

	Notes	Unrestricted funds £	2021 Total £	2020 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	140,580	140,580	-
Activities for generating funds	3	324,033	324,033	416,898
Other incoming resources	4	3,850	3,850	-
Total incoming resources		<u>468,463</u>	<u>468,463</u>	<u>416,898</u>
Resources expended				
Purchases		61,697	61,697	22,624
Staff costs	5	263,167	263,167	245,679
Establishment costs		54,989	54,989	57,049
Motor and travelling expenses		25,508	25,508	26,770
Accountancy fees		1,200	1,200	-
Legal and professional fees		400	400	333
Communications and IT		2,142	2,142	1,761
Other office expenses		4,051	4,051	12,317
Depreciation and impairment		10,791	10,791	-
Loss on disposal of intangible fixed assets for the charity's own use		6,169	6,169	-
Total resources expended		<u>430,114</u>	<u>430,114</u>	<u>366,533</u>
 Total funds brought forward		<u>116,969</u>	<u>116,969</u>	<u>66,605</u>
Total funds carried forward		<u>155,318</u>	<u>155,318</u>	<u>116,970</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 15 to 19 form an integral part of these financial statements.

The Forest Upcycling Project

Income and expenditure account

For the year ended 31 May 2021

	Notes	2021 £	2020 £
Income		468,463	416,898
Net (losses)/gains from disposal of income fund fixed assets		(6,169)	-
Total income		<u>462,294</u>	<u>416,898</u>
Operating expenditure		(423,945)	(366,533)
Operating surplus		<u>38,349</u>	<u>50,365</u>
Retained surplus for the financial year		<u>38,349</u>	<u>50,365</u>

All activities derive from continuing operations.

The notes on pages 15 to 19 form an integral part of these financial statements.

The Forest Upcycling Project

The notes on pages 15 to 19 form an integral part of these financial statements.

The Forest Upcycling Project

Balance sheet as at 31 May 2021

		2021		2020	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	7		61,148		39,896
Current assets					
Debtors	8	3,640		7,888	
Cash at bank and in hand		96,523		68,682	
		100,163		76,570	
Creditors: amounts falling due within one year	9	(4,589)		1,600	
Net current assets			95,574		78,170
Total assets less current liabilities			156,722		118,066
Provisions for liabilities	10		(1,404)		(1,096)
Net assets			155,318		116,970
Funds	11				
Restricted income funds			-		116,969
Unrestricted income funds			155,318		-
Total funds			155,318		116,969

The financial statements were approved by the trustees on 28 August 2021 and signed on its behalf by

Ashley Martin
Trustee

The notes on pages 15 to 19 form an integral part of these financial statements.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2021

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from the charity shop is included in the year in which it is receivable.

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2021

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	-	15% Reducing Balance
Fixtures, fittings and equipment	-	15% Reducing Balance
Motor vehicles	-	15% Reducing Balance

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

2. Voluntary income

	Unrestricted funds £	2021 Total £	2020 Total £
COVID 19 & JRS Grants	139,704	139,704	-
Ugandan Donations	876	876	-
	<u>140,580</u>	<u>140,580</u>	<u>-</u>

3. Activities for generating funds

	Unrestricted funds £	2021 Total £	2020 Total £
Sales - Furniture	270,353	270,353	248,548
Sales - Gardening	36,701	36,701	40,822
Sales - Eco	314	314	-
Other Income	16,665	16,665	127,528
	<u>324,033</u>	<u>324,033</u>	<u>416,898</u>

4. Other incoming resources

	Unrestricted funds £	2021 Total £	2020 Total £
Rental Income	3,850	3,850	-
	<u>3,850</u>	<u>3,850</u>	<u>-</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2021

5. Employees

Employment costs	2021 £	2020 £
Wages and salaries	246,825	228,570
Social security costs	10,801	11,010
Pension costs	5,541	6,099
	<u>263,167</u>	<u>245,679</u>

No employee received emoluments of more than £60,000 (2020 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2021 Number	2020 Number
Project Manager	2	2
Deputy Manager	2	2
Recycling Coordinator	11	14
Gardner	3	3
Coffee Shop / Other	5	4
	<u>23</u>	<u>25</u>

6. Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2021 £	2020 £
Pension charge	<u>5,541</u>	<u>6,099</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2021

7. Tangible fixed assets	Fixtures, Plant and fittings and machinery equipment			Motor vehicles	Total
	£	£		£	£
Cost					
At 1 June 2020	13,375	12,196		29,648	55,219
Additions	562	13,953		24,029	38,544
Disposals	-	-		(9,000)	(9,000)
At 31 May 2021	<u>13,937</u>	<u>26,149</u>		<u>44,677</u>	<u>84,763</u>
Depreciation					
At 1 June 2020	3,712	3,384		8,227	15,323
Charge for the year	1,534	3,415		5,842	10,791
On disposals	-	-		(2,498)	(2,498)
At 31 May 2021	<u>5,246</u>	<u>6,799</u>		<u>11,571</u>	<u>23,616</u>
Net book values					
At 31 May 2021	<u>8,691</u>	<u>19,350</u>		<u>33,106</u>	<u>61,147</u>
At 31 May 2020	<u>9,663</u>	<u>8,812</u>		<u>21,421</u>	<u>39,897</u>

8. Debtors	2021 2020	
	£	£
Trade debtors	1,041	7,888
Other debtors	2,599	-
	<u>3,640</u>	<u>7,888</u>

9. Creditors: amounts falling due within one year	2021 2020	
	£	£
Other taxes and social security	3,407	(1,600)
Other creditors	(17)	-
Accruals and deferred income	1,200	-
	<u>4,590</u>	<u>(1,600)</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2021

10. Provisions for liabilities

	Pensions and similar obligations £
At 1 June 2020	(1,398)

11. Analysis of net assets between funds

	Unrestricted funds £	Total funds £
Fund balances at 31 May 2021 as represented by:		
Current assets	155,318	155,318
	<u>155,318</u>	<u>155,318</u>

12. Unrestricted funds

	At 1st April 2020 £	Incoming resources £	Outgoing resources £	At 31st March 2021 £
General Funds	<u>116,969</u>	<u>468,463</u>	<u>(430,114)</u>	<u>155,318</u>

Purposes of unrestricted funds

Running cost funds

13. Restricted funds

At 1st April 2020 £	At 31st March 2021 £
<u> </u>	<u> </u>

The Forest Upcycling Project

The following pages do not form part of the statutory accounts.

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2021

	2021 £	2020 £
Charitable activities		
Activity 1		
<i>Activities undertaken directly</i>		
Activity1 - Direct - Staff - Wages & Salaries	246,825	228,570
Activity1 - Direct - Staff - Employer's NIC	10,801	11,010
Activity1 - Direct - Staff - Pension costs	5,541	6,099
Activity1 - Direct - Establishment - Rent	44,644	42,827
Activity1 - Direct - Establishment - Rates & water	36	3,427
Activity1 - Direct - Establishment - Light & heat	2,744	2,704
Activity1 - Direct - Establishment - Rep. & maint.	1,341	4,944
Activity1 - Direct - Establishment - Insurance	6,224	3,147
Activity1 - Direct - Motor vehicle expenses	25,209	26,299
Activity1 - Direct - Other motor & travel expenses	299	471
Activity1 - Direct - Office expenses - Telephone	2,142	1,761
Activity1 - Direct - Office expenses - Other	-	6,362
Activity1 - Direct - Printing, Postage and Station	50	631
Activity1 - Direct - Advertising	67	387
Activity1 - Direct - Computer Costs	931	956
Activity1 - Direct - Hire of Equipment	1,756	1,291
Activity1 - Direct - Staff Welfare	980	1,862
Activity1 - Direct - Training Costs	227	830
Activity1 - Direct - Subscriptions	40	-
Activity1 - Direct - Depreciation & impairment	10,791	-
	<u>360,648</u>	<u>343,578</u>
Activity 1 total expenditure	<u>360,648</u>	<u>343,578</u>
Total charitable activity expenditure	<u>360,648</u>	<u>343,578</u>
Governance costs		
<i>Activities undertaken directly</i>		
Professional - Accountancy fees	1,200	-
Professional - Other	400	333
Office expenses - Other	(3)	(2)
	<u>1,597</u>	<u>331</u>
Total governance costs	<u>1,597</u>	<u>331</u>
Other resources expended		
Loss on disposal of tangible fixed assets	6,169	-
Net incoming/(outgoing) resources for the year	<u>(38,406)</u>	<u>(29,085)</u>

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2021

	2021		2020	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
COVID 19 & JRS Grants		139,704		-
Ugandan Donations		876		-
		<u>140,580</u>		<u>-</u>
<i>Activities for generating funds</i>				
Sales - Furniture		270,353		248,548
Sales - Gardening		36,701		40,822
Sales - Eco		314		-
Other Income		16,665		127,528
		<u>324,033</u>		<u>416,898</u>
Total incoming resources from generating funds		<u>464,613</u>		<u>416,898</u>
Other incoming resources				
Rental Income		3,850		-
		<u>3,850</u>		<u>-</u>
Total incoming resources		<u>468,463</u>		<u>416,898</u>
Resources expended				
Costs of generating funds:				
Cost of generating voluntary income				
<i>Donations</i>				
Donations - Purchases	42,364		-	
		<u>42,364</u>		<u>-</u>
Total cost of generating voluntary income		<u>42,364</u>		<u>-</u>
Fundraising trading:				
cost of goods sold and other costs				
<i>Shop costs</i>				
Shop costs - Purchases	19,313		-	
		<u>19,313</u>		<u>-</u>
<i>Activity 1</i>				
Activity 1 - Purchases	20		22,624	
		<u>20</u>	<u>22,624</u>	

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2021

Total fundraising trading		
cost of goods sold and other costs	19,333	22,624
Total costs of generating funds	61,697	22,624

Oversby & Company

Signed By

MATTHEW JONES

Date Signed	Tue, 02 Nov 2021 18:52:29 +0000
Name	Matthew Jones
Email	forestupcyclingproject@gmail.com
Printed Name	MATTHEW JONES
IP Address	2a02:c7f:1ca6:1e00:6d88:9091:30:bcca
Browser User Agent	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/95.0.4638.54 Safari/537.36