



Trustees' Annual Report for the period

Period start date			Period end date		
From	Day 1 st	Month April	Year 2020	To	Day 31 st
					Month March
					Year 2021

Section A

Reference and administration details

Charity name

The Training and Skills Development Foundation

Other names charity is known by

Registered charity number (if any)

1160295

Charity's principal address

108 Boundary Park Rd

Oldham

Lancs

Postcode

OL1 2NZ

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)
1	David Needham	Chair		
2	Jayne Hilton	Trustee/Treasurer		
3	David MacDougall	Trustee		
4	Lynton Lawton	Trustee/Secretary		
5				
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15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Foundation model constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by Chairman & other 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.

- Safeguarding & Equal Opportunities Policies
- Health & Safety Policy
- Structured with Chairman, Treasurer, Secretary and Trustee
- 1 x Employee: Training and Development Manager
- 3 x volunteer minibus driver.

Section C Objectives and activities

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

The advancement of education and the development of skills for people in the North of England who want to improve their skills and employment through the provision of vocational, numeracy, literacy and skills training frameworks and other charitable support as may from time to time be determined.

Section C

Objectives and activities - continued

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 Charity is constituted to benefit people who want to improve their prospects of employability and prepare people for opportunities, responsibilities and experiences of everyday life; to promote, sustain and increase individual and collective knowledge and understand specific areas of study, skills and expertise and to equip people with the capacity and capabilities to understand and operate successfully in society, and through the provision of education, training and skills development, this will improve the quality of people's lives and be of benefit to those people and the community.

The Charities Trustees know what the Charities purposes are, and they understand how each purpose is for the public benefit.

When making decisions about how to carry out the Charities purpose for public benefit, the Trustees will identify risks of harm, minimise risk of harm and make sure any harm that might arise is a minor consequence of carrying out the purpose.

The Trustees will make decisions about who can benefit by giving proper consideration to the full range of ways in which the Charities purpose is carried out.

When making decisions about how to carry out the Charity's purpose for the public benefit, the Trustees will make sure that personal benefits are no more than incidental by having regard both to its nature and to its amount and understand it could be a necessary result or by-product of carrying out the purpose.

The organisation will not restrict access to its facilities and services.

Additional details of objectives and activities (Optional information)

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

- policy on grant making.
- policy programme related investment.
- contribution made by volunteers.

- There is no policy on grant making as it is not envisaged that the Charity will embark in this kind of activity.
- In 2016, there was an investment of £12,500.00 for the purchase of a 17-seat wheelchair accessible Ford Transit Jumbo minibus.
- The Chairman has continued voluntarily to gain information and knowledge through networking with several Darts Academies and education establishments.
- Three volunteers were still engaged during the period April 2020 to March 2021, but no activity was undertaken due to COVID-19 Lockdown and Social Distancing restrictions.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Charity has continued to employ a Training & Development Manager, but because of COVID-19, the decision was made that this position would be furloughed in accordance with UK Government guidelines.

From 14th March 2020 to 31st March 2021, there has been no delivery of any training, and no delivery of any Group Travel activity due to COVID-19 lockdown and social distancing restrictions.

The idea to deliver the MiDAS theory sessions using TEAMS/Zoom was not successful due to technological issues, and also deemed futile, as driving assessments could not take place due to social distancing regulations.

During this time, guidance was provided by the Community Transport Association (CTA) to take the lead on when driving assessments could resume, from the DVSA's guidance on when normal driving tests could take place.

Income

The Charity received £7030.45 income from the HMRC 'furlough' Job Retention Scheme, and £5500 Supply Chain grant from the local council.

Due to the lack of income, a review of expenses was undertaken, and a decision was made to cancel the Quick Books accounting system and adopt a 'home-made' excel spread sheet accounting system, as Quick Books were also increasing their monthly fees.

Quick Books returned credit notes amounting to £21.41.

The payroll was switched to Sage Accounting system, and a 6-month free period was offered by Sage which expires in June 2021.

Total income for 01.04.20 – 31.03.21 amounted to **£12661.86** which includes £110 invoiced in the 2020 period but which was unpaid at 31st March 2020.

Expenses

Although there was no activity performed by the Charity during this pandemic, there were still overheads and expenses to be paid.

There were still £2281.05 vehicle costs, including vehicle tax and insurance, along with the legally required safety checks and maintenance, but the diesel costs were greatly reduced on previous years due to lack of usage, although the minibus still had to be run on a weekly basis to avoid the diesel filter pump becoming clogged up and tyre damage i.e. to avoid any cracking and pressure point, on the tyres through continuous parking and through non-movement.

Insurances, Accounting costs, IT and wages were also paid.

Total expenses for 01.04.20 – 31.03.21 amounted to **£18304.82**

It must be noted that this amount also included the repayment of £6500 0% loan to S&S Needham.

It is envisaged that training activity will resume, all be it at a reduced level after 17th May 2021, but no Group Travel will be resumed until September 2021.

Section E

Financial review

Brief statement of the charity's policy on reserves

During this year, the Charity's reserves fell slightly below £5,000 due to no income generated, but expenses still being incurred during the pandemic.

The HMRC JRS grant & The Supply Chain grant from OMBC has helped to reinstate the reserves to a £5,000 level and also raised the bank account level at the end of this financial year in total to £9210.67

Details of any funds materially in deficit

None

Further financial review details (Optional information)

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

- The Charities principal source of funds in the first year (15 – 16) were from a 0% interest free loan of £5,000.00 from Sue & Stuart Needham
- A further 0% interest free loan of £10,000.00 was provided by Sue & Stuart Needham in May 2016.

- 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.

- The full amount of the 0% loan was repaid to Sue & Stuart Needham during this year.
- At the start of the year, the Charity's balance at bank was: £14853.03
- At the end of the year, the Charity's balance at bank was: £9210.67
- The Charity lost a total of £5642.36 because no income was generated from normal training and Group Travel activity.

Section F

Other optional information

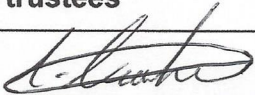
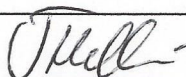
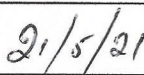
- Because of the MiDAS & PATS Training, 3rd Sector organisations have been able to be more independent and transport their members to various activities in a safe, economical and legal manner, improving the practical learning and experiences by their members.
- The provision of the transport services has been utilised by organisations who don't have access to suitable transport, and has also been invaluable to those organisations whose members have mobility difficulties, as the use of the passenger lift for wheelchair and easier access for people with walking frames and mobility difficulties has meant that those people have had the opportunity to travel to, and experience social activities and events that previously they had not been able to do due to the accessible restrictions of using other forms of transport, which has been a great benefit to their own wellbeing and social inclusion, reducing isolation and being a benefit to the community.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Lynton Mark James Lawton	Jayne Hilton
Position (eg Secretary, Chair, etc)	Secretary/Trustee	Treasurer/Trustee
Date		



Charity Name	No (if any)
The Training and Skills Development Foundation	1160295

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2020		31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Sales Receipt - From 2020 Period	110	-	-	110	-
Job Retention Scheme Grants	7,030	-	-	7,030	-
Local Authority Suppliers Grant - Covid	5,500	-	-	5,500	-
Software refunds	21	-	-	21	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	12,661	-	-	12,661	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,661	-	-	12,661	-
A3 Payments					
Accountancy	276	-	-	276	-
Computer software and expenses	235	-	-	235	-
Combined insurance	372	-	-	372	-
Payroll costs	8,640	-	-	8,640	-
Vehicle insurance and tax	1,236	-	-	1,236	-
Vehicle maintenance expenses	708	-	-	708	-
Fuel, mileage, and parking	337	-	-	337	-
Interest free loan repayment	6,500	-	-	6,500	-
	-	-	-	-	-
Sub total	18,304	-	-	18,304	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	18,304	-	-	18,304	-
Net of receipts/(payments)	- 5,643	-	-	- 5,643	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 5,643	-	-	- 5,643	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	9,211	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	9,211	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

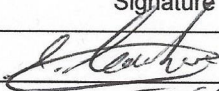
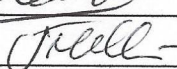
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Minibus		12,600	-
	Laptop		592	-
	Screen		92	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Lynton Mark James Lawton	21/5/21
	Jayne Hilton	21/5/21