

Room For Work Limited (Room For Work)

A Charitable Company, Limited by Guarantee

Trustees' Report and Financial Statements

For the Year Ended 31 July 2020

Company No	9183037
Charity No	1160957

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The Report of the Trustees for the Year Ended 31 July 2020

The Trustees, who are also directors of Room For Work Limited (known as "Room For Work"), are pleased to submit their annual report and financial statements for the year ended 31 July 2020, which have been independently examined. The Trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" Charities SORP (FRS 102), the Companies Act 2006 and applicable UK accounting standards in preparing the annual report and financial statements of the charity.

Reference and administrative information

Full name of the Charity	Room For Work Limited	Governing Document	Memorandum and Articles of Association dated 12th August 2014
Known name of the Charity	Room For Work	Company Number	9183037
Trustees/Directors	Mr G K P Watkins Reverend D Williams Mr M Harris	Charity Number	1160957
Company Secretary	Mr R Waddelow CA	Registered Office	50 Broom Park, Teddington, TW11 9RS
Key Management	Mr R M Bell	Independent Examiner	Mr N J Stevens FCA, 37 Grayham Road, KT3 5HW
		Bankers	Santander, Bootle, Merseyside, L30 4GB

Structure, Governance and Management

Room for Work is governed by its Memorandum and Articles and is constituted as a company limited by guarantee (company number 9183037). The trustees meet formally as a board at least three times each year and informally as a management committee as required. Day to day management is undertaken by Mr R M Bell, founder of Room for Work.

Objects of the Charity

The object of the Charity is the relief of unemployment for the public benefit in such ways as it may determine, including assistance to find employment. It achieves this object chiefly by providing the employability course, "Room for Work" free of charge to the unemployed.

Room for Work is a 12-lesson programme available to all, but specifically designed to support skilled workers, managers and professionals. It fills the gap between Jobcentre Plus and expensive career coaching. The course follows material covered in the book "Finding Work After 40" written by the founder of the charity, Robin McKay Bell.

Review of Activities

Room for Work delivered five 12-week courses in the year 2019/20 in the Borough of Richmond upon Thames: three at the Warehouse, St John's Hampton Wick, and two in Richmond Town Centre.

The trustees are delighted to report that the Charity's commission from Wandsworth Borough was ongoing in 2019/20, delivering five Work Match courses in 2019/20, an increase of one course over our previous year.

In February 2020, the charity received an ESF Community Grant (part funded by the European Social Fund with Education and Skills Funding UK). The grant was for delivery of two courses between April 2020 and February 2021. The Community Grant programme enabled Room for Work to accept participants from four additional London Boroughs: Kingston, Merton, Sutton and Croydon. The April - July 2020 course was delivered online.

Therefore, with an additional course in Richmond Town Centre and one more in Wandsworth, we presented ten courses in the year 2019/20, growing the programme by two courses and expanding our remit by four additional boroughs.

Since 24 March 2020, due to Covid-19, all courses were delivered online. Hampton Wick/ESF courses were facilitated and presented by Robin Bell, with support from volunteers and speakers drawn from the local community. Tony Munday was the Course Leader for the Richmond Town

Centre courses. Additional speakers were experienced professionals in their area of expertise; many of them presented on a voluntary basis, some charged a fee. The online delivery format required fewer volunteers than we had used previously, reducing the number to an average of four per course.

The Charity is supported by grants and donations from several funders to deliver these courses free of charge. Participants are asked to donate to the Charity if they are able, but there is no obligation to pay for the course. The Wandsworth courses are commissioned by Work Match. They are free to the user and participants are not asked to donate to the Charity as all costs are covered by the commission.

Highlights and Key Achievements

Financially, 2019/20 was our most successful year. Our annual income was £62,580, an increase of 25% over our previous year.

Key achievements included:

- Delivering five Work Match courses in 2019/20, an increase of one course over our previous year. With an additional course in Richmond Town Centre, we presented ten courses in the year.
- Securing an ESF Community Grant, co-funded by the European Social Fund and the Education and Skills Funding Agency UK. This enabled us to expand our reach to include Kingston, Merton, Sutton and Croydon.
- Increasing our staff by one person: Sharon Shingler, our new Administrative Assistant.
- Adapting to the Covid-19 pandemic by starting online delivery on 24 March (the day after lockdown), finishing three courses on Zoom and continuing online delivery for the remainder of the year.
- Receiving funding from Richmond Parish Lands Charity for course delivery for 2020/21 in Richmond Town Centre.
- Total number of course participants: 168
- 137 course completions
- 49 people reported finding a job or starting in self-employment
- Average participant age 50

The Report of the Trustees for the Year Ended 31 July 2020, continued

Funding

Grants

Room for Work gratefully acknowledges the support of Richmond Parish Lands Charity for funding our Autumn 2019 and Winter 2020 courses in Richmond Town Centre.

Other Sources

Room for Work is very grateful for the ongoing support of St John's Hampton Wick, which makes monthly donations to the Charity. St John's also provides space in kind for course delivery as well as marketing and office service support in kind.

We continue to be reliant upon the generosity of all our donors who collectively enable us to deliver our services free of charge to the end user. Many thanks to all who contributed.

Expenditure rose as we continued to grow and support the additional ESF activity. Expenditure was 50% higher than in the previous year at £67,397.

The trustees are satisfied that despite the charity recording a small deficit of £4,794 for the year (2018-19; £4,950) retained earnings remain positive at £4,072 and cash remains healthy at £3,105 (2018-19; £17,156).

The trustees note that free reserves of £4,362 equate to circa 1 months of activity cost (2018-19; 2.5 months), but they remain cognisant of there being no fixed recurring costs for the Charity which arise outside of the service delivery and that service delivery is grant funded. The trustees are therefore satisfied that the free reserves are sufficient for current needs of the Charity.

Future Plans

We are delighted that the Charity has secured the necessary funding to deliver our courses in Hampton Wick, Richmond and in Wandsworth in 2020-21.

The trustees recognise that the growth and development of the Room for Work course will depend upon its being packaged in such a way that other, new teams can be trained to deliver the course without relying upon the current expertise. They will continue to consider how training material and course manuals might be developed in order to facilitate this growth and will seek funding for the project.

Risk Statement

The trustees have reviewed the risks to which Room For Work is exposed. Procedures are in place to identify, monitor and review these risks in accordance with their materiality. The schedule of major risks and mitigation identified are as follows.

Risk	Mitigation
The Covid-19 pandemic could result in a loss of income and impact the ability for the team to deliver courses.	Following the lockdown in March, the team delivered the course online and were commended by a funding partner, Work Match, which commissioned more courses for the remainder of the year. The team is confident that online delivery is effective.
The Charity becomes reliant upon income arising from a single major source.	Costs incurred are closely related to the actual service delivery arising from the income source. A reduction in the income would result in a commensurate reduction in the costs.
The Charity is reliant upon the generosity of benefactors to provide space and administration service free of charge.	The trustees are in contact with the benefactor on a regular basis and will have forward notice of any likely change in the provision. Alternative arrangements could then be made.
The Charity is reliant upon the expertise and availability of the course founder in order to deliver the courses and promote the charitable activity.	The trustees are aware that the Course Founder, Robin Bell, is working with the Learning Development Manager, Lindsey Waine, on creating a package that will allow the course to be more widely delivered. Plans are in place to train more course leaders.

Trustee/Directors' Responsibilities

Company law requires the trustees (who are also Directors for the purposes of the Companies Act 2006) to prepare financial statements for each accounting year which give a true and fair view of the state of the charity and of its income and expenditure for the year. In preparing these accounts, the trustees are required to:

1. Select suitable accounting policies and apply them consistently
2. Make judgements and estimates that are reasonable and prudent
3. State whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
4. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

We are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable us to ensure that the financial statements comply with the Companies Act 2006.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Approval

This report was approved by the trustees on ^{5th} May 2021 and signed on their behalf by: **G.K.P. WATKINS**



Independent examiner's report to the trustees of Room For Work Limited

I report to the trustees on my examination of the accounts of Room For Work Limited (the Charity) for the year ended 31 July 2020.

As the charity trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

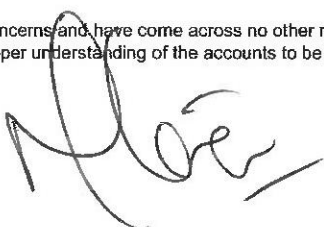
Independent examiner's statement

I have completed by examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed:



Nicholas John Stevens FCA (Fellow of the Institute of Chartered Accountants in England and Wales)

37 Grayham Road, New Malden, Surrey, KT3 5HW

Date:

11th May 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2019-20 £	Total Funds 2018-9 £
Income					
Income from:					
Donations and legacies	2.1	11,885	19,357	31,242	24,423
Charitable activities	2.3	31,351	-	31,351	25,517
Interest receivable		10	-	10	13
Total		43,246	19,357	62,603	49,952
Expenditure					
Expenditure on:					
Raising funds		96	-	96	496
Charitable activities	3	47,944	19,357	67,301	44,507
Total		48,040	19,357	67,397	45,003
Net income/(expenditure)		- 4,794	-	- 4,794	4,950
Transfers between funds					
		-	-	-	-
Other recognised gains/(losses):					
		-	-	-	-
Net movement in funds		- 4,794	-	- 4,794	4,950
Reconciliation of funds:					
Total funds brought forward		9,156	-	9,156	4,206
Total funds carried forward		4,362	-	4,362	9,156

Movements on reserves and all recognised gains and losses are shown above.

The notes on pages 8-10 form part of these accounts

Annual accounts for the year ended 31 July 2020

Balance sheet

		£	£	£	£
Debtors	4	-	1,257	1,257	-
Cash and cash equivalents		3,105	-	3,105	17,156
Total current assets		3,105	1,257	4,362	17,156
Creditors: amounts falling due within one year	5	-	-	-	8,000
Net current assets/(liabilities)		3,105	1,257	4,362	9,156
Total assets less current liabilities		3,105	1,257	4,362	9,156
Creditors: amounts falling due after one year		-	-	-	-
Total net assets or liabilities		3,105	1,257	4,362	9,156
Funds of the Charity					
Unrestricted general funds	6	4,362	-	4,362	9,156
Total funds		4,362	-	4,362	9,156

For the period ended 31 July 2020, the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

Under the small company provisions of S1A of FRS 102 exemption is claimed from preparing a cash flow statement.

Responsibilities of the Directors/Trustees:

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006 - however, in accordance with Section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report forms part of this document.

The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Directors and signed on their behalf on the 5th May 2021 by: G. K. P. WATKINS



Notes to the accounts**Note 1 Basis of preparation****1.1 Basis of accounting**

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with and with the Charities Act 2011.

1.2 Going concern

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern.

The trustees have made this assessment for a period of at least one year from the date of approval of these financial statements. In particular the trustees have considered the charity's forecasts and projections and have taken account of the high degree of flexibility of the cost base to the activity level. The trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

1.3 Change of accounting policies and estimates

No changes to accounting policies or accounting estimates have been made during the period.

1.4 Funds

General funds represent the funds of the Charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Charity. Funds designated for a particular purpose by the Charity are also unrestricted.

Restricted funds arise where the donor has specified which area of activity they wish to be supported by their gift. The Charity is not at liberty to utilise these funds to support other activity without the express permission of the donor.

The accounts include all transactions, assets and liabilities for which the Charity is responsible in law.

1.5 Income**Donations and Legacies**

Donations, grants and legacies receivable are recognised only when the Charity is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the Charity is probable. Income tax recoverable on Gift Aid donations is recognised when the income is probable.

Income from Charitable Activities

Income from charitable activities relates to contracted arrangements to deliver the charitable activities in exchange for a fee. The income is recognised on the accruals basis, at the time of the delivery of the agreed services.

Income from Investments

Interest entitlements on bank accounts are accounted for as they accrue.

1.6 Expenditure

Expenditure is charged to this statement of financial activities as it falls due, and is analysed according to its nature between the following categories: Costs of raising funds; Expenditure on charitable activities.

1.7 Fixed Assets**Tangible Fixed Assets**

These assets are depreciated on a straight line basis over their estimated useful lives. The periods used are as follows:

Computer equipment:	3 years
Other equipment:	5 years
Furniture, Fixtures and Equipment:	5 years

Individual items with a purchase price of £500 or less are written off in the year of acquisition. The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying values may not be recoverable.

Intangible Fixed Assets

The intellectual property of the "Room for Work" course is owned by Robin McKay Bell and licenced to the charity without fees and in perpetuity.

1.8 Current Assets**Debtors**

Amounts owing to the Charity at 31 July are shown as debtors after providing for amounts that it is thought may prove uncollectable.

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short term liquid investments with original maturities of three months or less.

1.9 Current Liabilities**Creditors**

Amounts falling due for payment by the Charity within one year from the balance sheet date of 31 July are treated as creditors in these financial statements.

Notes to the accounts continued

Note 2 Income

2.1 Donations and legacies

	Unrestricted Funds	Restricted Funds	Total Funds 2019-20	Total Funds 2018-9
Regular Donations	3,600	-	3,600	3,600
Other Donations	8,285	-	8,285	7,723
Grants	-	19,357	19,357	13,100
	11,885	19,357	31,242	24,423

2.2 Analysis of Grants

	Unrestricted Funds	Restricted Funds	Total Funds 2019-20	Total Funds 2018-9
William Grant and Sons		2,000	2,000	
Leathersellers		1,500	1,500	
Richmond Parish Lands Charity	-	8,000	8,000	3,100
London Learning Consortium (ESF)		7,857	7,857	
HFAC Grant	-	0	0	10,000
	-	19,357	19,357	13,100

2.3 Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2019-20	Total Funds 2018-9
LB Wandsworth	31,351	-	31,351	25,017
CABA BCA	0	-	0	500
	31,351	-	31,351	25,517

Note 3 Expenditure

	Unrestricted Funds	Restricted Funds	Total Funds 2019-20	Total Funds 2018-9
Cost of Raising Funds	96	-	96	496
Charitable Activity	42,975	19,357	62,332	43,729
Administration and Support Costs	4,969	-	4,969	778
	48,040	19,357	67,397	45,003

Note 4 Current Assets

	Unrestricted Funds	Restricted Funds	Total Funds 2019-20	Total Funds 2018-9
Debtor	-	1,257	1,257	-
Bank	3,105	0	3,105	17,156
	3,105	1,257	4,362	17,156

Note 5 Current Liabilities

	Unrestricted Funds	Restricted Funds	Total Funds 2019-20	Total Funds 2018-9
Deferred Income	-	0	0	8,000
Accruals	-	-	-	-
	-	0	0	8,000

Notes to the accounts continued

Note 6 Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019-20 £	Total Funds 2018-9 £
Funds b/fwd	9,156	-	9,156	4,206
(Shortfall)/Surplus for the year	(4,794)	-	(4,794)	4,950
Funds c/fwd	4,362	-	4,362	9,156

Note 7 Related Parties

Mr R M Bell

Mr R M Bell is the founder of Room For Work and the author of the course material including the key resource book "Finding Work After 40". Mr Bell is a speaker on and leader of the Room For Work courses which are delivered by the Charity.

Mr Bell invoices the Charity at a below-market daily rate for the time spent in preparing and delivering the courses. Invoices totalled £36,122 for the year (2019: £32,400).

Mr Bell also volunteers for the Charity, providing a CEO function, promoting the charitable activity and working with the Trustees in the management of the activity whilst supporting them in its governance. He is not remunerated for this time (2019: Nil).

St John's Church, Hampton Wick

During the year one of the trustees, Mr G Watkins, was also a trustee of The Parochial Church Council Of The Ecclesiastical Parish Of St John The Baptist Hampton Wick which donated £3,600 to Room For Work in the year (2019: £3,600). The Church also provided space for the delivery of charitable activities (The Warehouse at St John's Hampton Wick) and office and administrative services free of charge.

Until 31 December 2019 St John's Church was operated through The Mission Community of St John's Hampton Bridge. Mr G Watkins and Mr S Bryan (a trustee of Room for Work until 31 March 2020) were trustees of that charity.

The Trustees

None of the trustees of Room For Work received any remuneration for their work as trustees of the charity (2019: Nil).