

**OCS FOUNDATION**

**Annual Report and Financial Statements**

**Year ended**

**31 December 2021**

# **OCS FOUNDATION**

## **CONTENTS**

## **Page**

|   |           |
|---|-----------|
| <b>Officers and professional advisers</b>   | <b>1</b>  |
| <b>Trustees' report</b>                     | <b>2</b>  |
| <b>Trustees' responsibilities statement</b> | <b>6</b>  |
| <b>Independent examiner's report</b>        | <b>7</b>  |
| <b>Statement of financial activities</b>    | <b>8</b>  |
| <b>Balance sheet</b>                        | <b>9</b>  |
| <b>Cash flow statement</b>                  | <b>10</b> |
| <b>Notes to the financial statements</b>    | <b>11</b> |

# **OCS FOUNDATION**

## **OFFICERS AND PROFESSIONAL ADVISERS**

### **TRUSTEES AND DIRECTORS**

Marianne Holgate (Chair)  
Catherine Goode  
Peter Slator  
Robert Taylor

### **PRINCIPAL OFFICERS**

There are currently no staff employed by the charity. The activities and business of the charity are coordinated by the Trustees.

### **BANKERS**

HSBC Bank plc  
60 Queen Victoria Street  
London  
EC4N 4TR

### **INDEPENDENT EXAMINER**

Deloitte LLP  
3 Victoria Square  
Victoria Street  
St. Albans  
Hertfordshire  
AL1 3TF

### **REGISTERED OFFICE AND PRINCIPAL OFFICE**

OCS GROUP LIMITED  
Unit 5 The Enterprise Centre  
Kelvin Lane  
Manor Royal  
Crawley  
West Sussex  
RH10 9PE

# **OCS FOUNDATION**

## **TRUSTEES' REPORT**

The Trustees, who are also the Directors of the Charitable Company, present their Annual Report for the OCS Foundation ("the Foundation"), together with the financial statements and independent examiner's report for the year to 31 December 2021. The Charitable Company is taking the exemption from preparing a strategic report as it is entitled to the exemption available to small companies.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Foundation is a company limited by guarantee and its Directors, for the purposes of company law, are also Trustees for the purposes of charity law. Those who served during the period and to date are shown on page 1. For the purposes of this report they are referred to as Trustees.

The Foundation was incorporated on 5 November 2014 and was registered as a charity on 28 April 2015. The charity was incorporated in the United Kingdom, the registered office and principal office are shown on page 1.

The Foundation is governed in accordance with its Memorandum and Articles of Association.

#### **Trustees**

The Trustees are responsible for determining the overall strategy of the Foundation, as set out on page 3.

The Foundation's Articles of Association allow Trustees to be appointed by O.C.S. Group Limited (provided that at least two Trustees are appointed by anyone other than O.C.S. Group Limited), or by the existing Board of Trustees. New Trustees are recruited based on their knowledge and interest in the charity sector and their existing involvement with the OCS Group and are provided with the Charity Commission's guidance on being a trustee and the Foundation's Memorandum and Articles of Association.

Trustees give their time voluntarily and receive no remuneration or other benefits. They are required to disclose all relevant interests and withdraw from decisions where a conflict of interest arises.

#### **Public benefit**

The Trustees have paid regard to the Charity Commission's guidance on public benefit as shown under the objectives below on page 3.

#### **Risk**

The Trustees have considered the risks that may affect the Foundation and have taken steps to mitigate those risks. The key risks are:

- **Future funding.** The Trustees continue to work to try to diversify and increase future funding streams for the Foundation. Funding received from OCS in-house catering facilities, and donations from sales of tickets to concerts/sporting events, have been impacted by COVID-19 over the last two years. These account for approximately 19% of the total income for the year ended 31 December 2021. However, the charity currently has sufficient reserves to fund the programme for the next 12 months.
- **Use of charitable funds.** Where grants are made, the Trustees undertake due diligence on potential grant/funding recipients and receive grant reporting as a condition of instalment payments. However, the current strategy is not to make grants to third parties but rather the activities are focussed on the development and pilot of a "People Into Work" programme (see page 3). The Trustees also undertake due diligence on any third-party organisations supporting this programme.

## **OCS FOUNDATION**

### **TRUSTEES' REPORT (continued)**

#### **OBJECTIVES**

The charitable objects set out in the Foundation's Articles of Association are, for the public benefit, anywhere in the world:

- to develop the capacity and skills of the members of socially and economically disadvantaged communities in the UK and overseas in such a way that they are better able to identify, and help meet their needs and to participate more fully in society;
- to promote the conservation, protection and improvement of the physical and natural environment;
- to prevent or relieve poverty and financial hardship; and
- any other purposes recognised as charitable under the laws of England and Wales, for the time being.

Currently, the Trustees have decided to focus primarily on the first charitable objective and to confine activities to the UK.

#### **STRATEGY**

The OCS Foundation shares the same family and corporate values as the OCS Group. The Foundation's work complements, but is not a substitute for, OCS Group's own Social Value activities.

The Foundation focuses on two areas:

- building people's capacity and skills in socially and economically disadvantaged communities; and
- protection and improvement of the environment.

The Foundation funds research into root causes of social/economic disadvantage and environmental issues and the effectiveness of current and potential future interventions, so contributing to positive changes in policy and practice.

The Foundation seeks to work collaboratively with other foundations and relevant organisations. It currently works in the UK and will engage internationally in the future.

#### **ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE**

The Trustees are currently piloting and refining a programme "People Into Work" in collaboration with institutions with established reputations in common areas, with an objective to create a blueprint for use by employers across sectors in the UK. This is a multi-year programme which is now due to complete at the end of 2022. The aim of the program is to help those with challenges and barriers to employment overcome them and be supported into meaningful employment, with the anticipated outcomes for individuals of improved health, wellbeing and economic gain based on the program design and joint working with partner support organisations. During 2021 the People into Work program pilots were hampered by the impact of the COVID pandemic, although individuals continued to be placed into work via the programme in the year. The Trustees therefore agreed that the planned pilot extensions for 2021 needed to be extended into 2022, and the Foundation has funding in place to support the program extension to 31 December 2022.

During the course of 2021, the Trustees continued activities to add additional partner organisations with whom to work and scale up the pilots when the pandemic allowed. In addition, the Trustees continued to consider future funding options to fund future charitable activities. This included awareness raising of the activities of the Foundation across OSC colleagues, suppliers and shareholders.

# **OCS FOUNDATION**

## **TRUSTEES' REPORT (continued)**

### **FINANCIAL REVIEW**

The Foundation generated £7,899 (31 December 2020: £7,213) from general donations and fundraising activities in the year. Donation income included a voluntary donation made by OCS staff when purchasing event tickets at major leisure and sporting venues in the UK, where OCS has corporate boxes. A donation is also made by OCS Group UK Limited on the sale of bottled water in its in-house catering facilities. For each bottle of water sold to an OCS employee, OCS makes a small donation to the OCS Foundation. O.C.S. Group Limited also made donations in kind of £33,353 (31 December 2020: £16,318) relating to the supply of items and services, including support to liaise with program partners and help identify opportunities and candidates. As at 31 December 2021, unrestricted funds were £83,070 (31 December 2020: £114,597).

The decline in voluntary donations on corporate ticket sales and bottled water in 2021 was largely due to fewer corporate events being held and temporary canteen closures as a result of the Covid-19 pandemic. A donation of service is recognised for instances where O.C.S. Group Limited cover operating costs of the Foundation.

### **Policies for reserves and key management remuneration**

As at 31 December 2021, unrestricted funds were £83,070 (31 December 2020: £114,597). The Trustees have not deemed it necessary to set a minimum level of free reserves beyond existing funds as the Foundation will not commit to expenditure beyond its existing level of reserves. The Trustees are the key management of the charity and are not remunerated. Some administration services are donated by O.C.S. Group Limited staff which cannot be easily quantified and the value of these is not included within the accounts.

### **COVID-19**

During 2021, the COVID-19 pandemic again created an unprecedented period of disruption with significant impact on people's health and well-being, the global healthcare system, the global economy and the freedom of movement of people.

The Charity entered 2021 in a good financial position with net assets of £114,597 and no immediate or short term committed spend. Whilst the continued effects of the pandemic are unpredictable, the Trustees believe the impact will not affect the ability of the Charity to continue with the planned objectives. The commitment to the existing "People Into Work" program, as set out on page 3, has continued during the pandemic period but the Trustees acknowledge that the planned pilot extensions for 2021 now need to be extended into 2022. The Foundation has funding in place to support the program pilot extensions.

### **Going concern**

Having assessed the Charity's financial position, effects of COVID-19 and its plans for the foreseeable future and at least twelve months from the date of signing this report, the Trustees are satisfied that the going concern assumption is an appropriate basis on which to prepare these financial statements. The Charity has sufficient cash to cover costs expected to be incurred in the next 12 months, but much of the Charity's cost base is uncommitted and could be reduced if necessary.

### **Subsequent events**

There have been no subsequent events.

## **OCS FOUNDATION**

### **TRUSTEES' REPORT (continued)**

#### **PLANS FOR FUTURE PERIODS**

The Trustees continue to build a profile for the Foundation to support the fundraising strategy to raise donations via OCS employees and Shareholders and have determined to continue to focus on the "People into Work" project during 2022 to best support of the Foundation's priority charitable objectives.

The Trustees' Report was approved by the Board and signed on its behalf by:

A handwritten signature in black ink, appearing to read "M Holgate".

**Marianne Holgate**

Chair of Trustees

Company Registration No. 09296817

Registered Charity No. 1161462

4 May 2022

### TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also the Directors of the OCS Foundation for the purposes of company law) 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) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the Charitable Company for that period. 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 accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charitable Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Charitable Company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **Independent examiner**

Each of the persons who is a Trustee at the date of approval of this report confirms that:

- so far as the Trustee is aware, there is no relevant information of which the Charity's independent examiner is unaware; and
- the Trustee has taken all the steps that he/she ought to have taken as a Trustee to make himself/herself aware of any relevant information and to establish that the Charity's independent examiner is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of section 418 of the Companies Act 2006.



## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE OCS FOUNDATION

I report to the charity's trustees on my examination of the accounts of OCS Foundation ("the company") for the year ended 31 December 2021 which comprise the statement of financial activities, the balance sheet, cash flow statement and the related notes 1 to 7.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that act. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

### Responsibilities and basis of report

As the charity's trustees (and also 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"). You are satisfied that your charity is not required by charity law to be audited and have chosen instead to have an independent examination.

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 your charity's accounts as 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 my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- 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
- 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.

Ben Sheriff, FCA

for and on behalf of Deloitte LLP

St. Albans, UK

4 May 2022

## OCS FOUNDATION

### STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) Year ended 31 December 2021

|  | Note | Unrestricted<br>funds<br>Year<br>ended<br>31 December<br>2021<br>£ | Unrestricted<br>funds<br>Year<br>ended<br>31 December<br>2020<br>£ |
|--|------|--|--|
| INCOME FROM:   |      |  |  |
| Donations  | 3    | 41,252   | 23,531   |
| <b>TOTAL INCOME</b>  |      | <u>41,252</u>  | <u>23,531</u>  |
| EXPENDITURE ON:  |      |  |  |
| Charitable activities  | 4    | (72,779)   | (16,535)   |
| <b>TOTAL EXPENDITURE</b>   |      | <u>(72,779)</u>  | <u>(16,535)</u>  |
| <b>NET (EXPENDITURE)/INCOME FOR THE YEAR<br/>AND NET MOVEMENT IN FUNDS</b> |      | <u>(31,527)</u>  | <u>6,996</u>   |
| <b>RECONCILIATION OF FUNDS</b>   |      |  |  |
| Total funds brought forward  |      | 114,597  | 107,601  |
| Net movement in funds for the year   |      | <u>(31,527)</u>  | <u>6,996</u>   |
| <b>NET ASSETS</b>  |      | <u>83,070</u>  | <u>114,597</u>   |

There were no other recognised gains or losses other than those listed above.

All income and expenditure derive from continuing activities.

The accounting policies and notes on pages 11 to 14 form part of these financial statements.

# OCS FOUNDATION

## BALANCE SHEET

Year ended 31 December 2021

|                            | 31 December<br>2021<br>£ | 31 December<br>2020<br>£ |
|----------------------------|--------------------------|--------------------------|
| <b>CURRENT ASSETS</b>      |                          |                          |
| Cash at bank and in hand   | 82,124                   | 114,597                  |
| Accrued income             | 3,646                    | -                        |
| <b>CURRENT LIABILITIES</b> |                          |                          |
| Accrued liabilities        | (2,700)                  | -                        |
| <b>NET ASSETS</b>          | <u>83,070</u>            | <u>114,597</u>           |
| <b>FUNDS</b>               |                          |                          |
| Unrestricted funds:        |                          |                          |
| General fund               | <u>83,070</u>            | <u>114,597</u>           |
| <b>TOTAL FUNDS</b>         | <u>83,070</u>            | <u>114,597</u>           |

For the financial period ended 31 December 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the period ended 31 December 2021 in accordance with section 476 of the Companies Act 2006.

The Directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and for the preparation of accounts.

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

These financial statements were approved by the Board of Trustees and authorised for issue on 4 May 2022. They were signed on its behalf by:



**Marianne Holgate**

Chair of Trustees

Company Registration No. 09296817

Registered Charity No. 1161462

## OCS FOUNDATION

### CASH FLOW STATEMENT Year ended 31 December 2021

|   | Note | Unrestricted<br>funds<br>Year<br>ended<br>31 December<br>2021<br>£ | Unrestricted<br>funds<br>Year<br>ended<br>31 December<br>2020<br>£ |
|---|------|--|--|
| Net cash flows from operating activities                    | 6    | (32,473)   | 6,996  |
| <b>Net (decrease)/increase in cash and cash equivalents</b> |      | <u>(32,473)</u>  | <u>6,996</u>   |
| Cash and cash equivalents at the beginning of the year      |      | <u>114,597</u>   | <u>107,601</u>   |
| <b>Cash and cash equivalents at the end of the year</b>     |      | <u><u>82,124</u></u>   | <u><u>114,597</u></u>  |

There were no cash equivalents as at 31 December 2021 (2020 – £nil).

**NOTES TO THE FINANCIAL STATEMENTS**  
**Year ended 31 December 2021**

**1. ACCOUNTING POLICIES**

**Company and charitable status**

The OCS Foundation, a registered charity, is incorporated in England and Wales as a company limited by guarantee not having a share capital. The Trustees are also the members of the Company. Each member has undertaken to contribute to the assets in the event of winding up a sum not exceeding £1. The registered office address is given on page 1. The entity is a public benefit entity as defined by FRS102.

**Basis of accounting**

The financial statements are prepared under the historical cost convention, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities (SORP 2019)" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), effective 1 January 2019, and the Companies Act 2006.

The principal accounting policies are set out below and have been consistently applied throughout the current period and prior year.

**Going concern**

Having assessed the Charity's financial position, effects of Covid-19 discussed in the Trustee's report and its plans for the foreseeable future and at least 12 months from the date of signing this report, the Trustees are satisfied that the going concern assumption is an appropriate basis on which to prepare these financial statements.

**Income**

Income is recognised when donations are received or when the Charity has entitlement to the funds when any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably. Donations in kind represent the donation of services paid for by O.C.S. Group Limited.

**Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- expenditure on raising funds which includes the costs incurred in generating fundraising income; and
- expenditure on charitable activities including grants which further the aims and objectives of the Foundation.
- support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities and are based on time spent by the trustees.

Some administration services are donated by O.C.S. Group Limited staff which cannot be easily quantified and the value of these is not included within the accounts.

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### Year ended 31 December 2021

#### 1. ACCOUNTING POLICIES (continued)

##### Taxation

The Company is a registered charity and has no liability to corporation tax on its charitable activities under the Corporation Tax Act 2010 (chapters 2 and 3 of part ii, section 466 onwards) or Section 256 of the Taxation for Chargeable Gains Act 1992, to the extent surpluses are applied to its charitable purposes.

##### Fund accounting

The Charity's net assets represent unrestricted funds as they are not subject to any specific restrictions imposed by the donors.

##### Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

##### Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The Trustees do not consider that there are any critical judgements or sources of estimation uncertainty requiring disclosure beyond the accounting policies described above.

#### 3. INCOMING RESOURCES

|                            | Year ended<br>31 December<br>2021<br>£ | Year ended<br>31 December<br>2020<br>£ |
|----------------------------|--|--|
| Cash donations             | 7,899                                  | 7,213                                  |
| Donations in kind (note 7) | 33,353                                 | 16,318                                 |
|                            | <u>41,252</u>                          | <u>23,531</u>                          |

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### Year ended 31 December 2021

#### 4. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

|                        | Grant funding<br>of activities<br>£ | Support costs<br>£ | Year ended<br>31 December<br>2021<br>£ | Year ended<br>31 December<br>2020<br>£ |
|------------------------|-------------------------------------|--------------------|--|--|
| Consulting services    | 51,997                              | -                  | 51,997                                 | 14,318                                 |
| General (note 5)       | -                                   | 2,255              | 2,255                                  | 2,217                                  |
| Support costs (note 5) | -                                   | 18,527             | 18,527                                 | -                                      |
|                        | <u>51,997</u>                       | <u>20,782</u>      | <u>72,779</u>                          | <u>16,535</u>                          |

#### 5. ANALYSIS OF SUPPORT COSTS

|                             | Charitable<br>activities<br>Year ended<br>31 December<br>2021<br>£ | Charitable<br>activities<br>Year ended<br>31 December<br>2020<br>£ |
|-----------------------------|--|--|
| Other                       | 255  | 217  |
| Independent examination fee | 2,000  | 2,000  |
| Support costs               | <u>18,527</u>  | <u>-</u>   |
| <b>Total</b>                | <u>20,782</u>  | <u>2,217</u>   |

Support costs relate to the donation in kind of staff costs from O.C.S. Group Limited £18,527 (2020: nil). Other costs relate to bank charges of £24 (31 December 2020: £1) and subscription costs of £231 (31 December 2020: £216).

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**Year ended 31 December 2021**

**6. RECONCILIATION OF OPERATING CASHFLOW**

|   | Year ended<br>31 December<br>2021<br>£ | Year ended<br>31 December<br>2020<br>£ |
|---|--|--|
| Net movement in funds for the year              | (31,527)                               | 6,996                                  |
| Increase in debtors                             | (3,646)                                | -                                      |
| Increase in creditors                           | 2,700                                  | -                                      |
|   | <hr/>                                  | <hr/>                                  |
| <b>Net cash flows from operating activities</b> | <b>(32,473)</b>                        | <b>6,996</b>                           |
|   | <hr/>                                  | <hr/>                                  |

**7. RELATED PARTY TRANSACTIONS**

No Trustee received payment for professional or other services supplied to the Charity or received reimbursement of expenses from the Charity during the current year or prior year. Three of the four Trustees were also employees of O.C.S. Group companies during the current year and prior year. In accordance with the Articles of Association, any Trustee who becomes conflicted in related to any matter will disclose the nature of the conflict and must withdraw themselves from the Trustees' meeting or any discussion in relation the matter. There have been no such instances of conflict during the preceding or current year.

O.C.S. Group Limited has made donations in kind of £31,353 (31 December 2020: £16,318) and cash donations of £3,646 (2020: £nil) to the Charity in the year ending 31 December 2021. Fees to the value of £2,000 (31 December 2020: £2,000) for the independent examination are borne by O.C.S. Group Limited.

There are no other related party transactions to disclose.