

The Family Forge

Reference and Administrative details

A Charitable Incorporated Organisation

Report and Annual Accounts For the period 1st Nov.2020-Oct 31st 2021

Charity Registration 1161900

www.familyforge.org

Registered Address

4 Cobbs Brow Lane
Newburgh
Lancashire
WN8 7ND
07947 853502

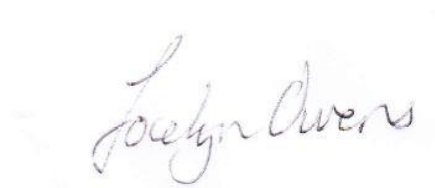
Trustees

Jocelyn Owens
Michael Turner
Ester Sanchez

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The trustees Report and statement of Accounts have been prepared using guidance from the charities SORP {FRSSE}

Signed on behalf of all the trustees,



Jocelyn Owens

Michael Turner

Ester Sanchez

Date:29/01/2022

The Family Forge

Trustees Report

For the period 1st November 2020 – 31st October 2021

Charity Structure/ Governance and Management

The Family Forge became a registered charity in May 2015. It is a charitable incorporated Organisation following the directions of its constitution amended on 25th March 2015.

The charity is led by trustees supported by a variety of advisors (accountant, charity mentor, and management mentor) plus a small number of skilled tutors / admin staff (two of whom were drawn from our beneficiary group) and also volunteers (from our user groups specifically members of the refugee and asylum seeking communities). In addition to this our beneficiaries can inform the decision making processes through our feedback systems.

In the spring of 2021, Ester Sanchez replaced Uche Ameh as a trustee. The trustees are appointed for a three year term or until retirement by a properly convened meeting of the charity trustees. The maximum number of trustees at any one time is three. Decisions are made by a 75% majority of the trustees. In selecting individuals for appointment as charity trustees the charity trustees have regard for the skill, knowledge and experience needed for the effective administration of the CIO. No exemptions from disclosure apply and no trustee held title to a property belonging to the charity as the charity currently holds no property.

In 2021 the Family Forge was staffed by one trustee working voluntarily on a full time basis together with two sessional staff (including a professionally qualified teacher and a female member of the refugee community) with volunteers and another administrative support worker (again drawn from the refugee community).

Special thanks should be given to Judy and everyone who spared their time and effort to assist in the Covid lockdown communications , litter picking, the continuing refurbishment especially the new flooring preparations or who helped in any other way and special thanks to our donors.

Objectives and Activities

The Family forge was formed to :

- advance education in the specific area of personal and family development,
- to advance the Christian faith by raising awareness and understanding of Christian beliefs and practices
- and to advance the relief of those in need by reason of youth, age, ill health, disability, finance and other disadvantage

To that end...the Family Forge continued its' from fear to confidence program of providing individuals and married men and women with friendship, support, mentoring and development work- largely drawn from the asylum and refugee community.

The Covid19 lockdown of late 2020, including November and December and lasting to the beginning of January, was a period when the classroom based activities at the Family Forge ceased. During this period only the completion of the office refurbishment was happening- in particular the flooring preparation, the laying of the new linoleum, the scrapping of the old computers and the installing of the new or refurbished computer suite. When this work was completed the office reopened for face

to face support work and other activity. The middle of January saw the launch of our Life in the UK MP4s to our newly created Youtube channel and loaded on to our website.

A full program was hampered by Covid19 considerations so the emphasis was placed on support work this year or small group classes. Vulnerable or ill staff forced work from home and a brief shutdown in July but our services generally continued and slowly built up over the year.

March saw the taking on and training of our newest member of staff from amongst our beneficiaries.

Whilst in April we supported a beneficiary to represent him-self in court which led to the Family Forge hosting his online asylum appeal case in May.

The voluntary grounds-work program ran for 7 months from April and continued beyond October at Burscough St John's church where we kept the cemetery and parish land maintained. In July we saw this work bear extra fruit as it became the inspiration to clean up the back yards of our own volunteer asylum seekers houses! Car loads of debris and garden waste were taken to the local tip.

July also saw the beginning of the new swim program and the restarting of the cultural trips program.

ESOL and driving theory was ongoing as usual. With the introduction of the new ECF online program enabling the Family Forge to offer certification at the elementary and Intermediate levels now besides the university accepted Duolingo English Proficiency Test.

Doctor and dentist registration and telephone appointments were a particular problem for many of our beneficiaries during the year causing much anxiety and real pain so this area was incorporated into our registration process by the end of the year.

Finally October saw the purchase of a small second-hand car for the addition of offering regular supervised driving sessions to those refugees or asylum seekers holding UK provisional driving licenses and needing to convert their own national driving experiences to full UK licenses. Supervisory lessons were piloted from April through to September via an individual who had his own car.

The Family Forge also liaised with local groups such as the West Lancs Forum for ESOL providers, DWP- Job Centre, MAF, Ecumenical Centre and Edge Hill University- participating in its Community day.

Some specific support given:

Work experience provided plastering, painting, and decorating the office and preparing the floor for refurbishment

Celebration meal for workers on completion of the refurbishment

Work experience opportunity provided for a chef at gardening program and for the celebration meal
Cabbage and onion growing

Whatsapp social isolation contact by staff and volunteers

MP4 production

Youtube channel creation

Tutoring

Letters to the West Lancashire MP for individuals experiencing particular difficulties

Liaison with solicitors by phone and letter to reassure individuals and sort out problems

Assistance in the preparation of a witness statement

Advice on dentists and waiting lists for dentists
Helped with registration with dentists where it was possible
Filling out HC1 forms
Making of dental appointments
Provision of transport to emergency dentists
Provision of transport to hospital appointments
Provision of a reading program for certain individuals
Provision of a phonetics program for two individuals
Hosting of an online appeal court hearing
Making of social isolation phone-calls and pre court hearing phone-calls to reduce levels of anxiety for two asylum seekers in particular
Provision of character references
Job searches
National Insurance number queries and application
Training for new staff (previous beneficiary)
Supplied maths books
Supplied 6x bicycles
Supplied baby equipment and clothes
Supplied food vouchers for human need and during Aspen card difficulties when a change of government contractor left asylum seekers without money for 3-4 weeks
Supplied a desk and a chair for one person
Human need fund applications made for the purchase of laptops
University advice given
Listening, chats and mentoring with individuals experiencing tension from the Home office
Referral and reference for temporary accommodation for an individual
Driving theory classes
Two Food safety certificate courses
Pick up service ladies for classes
Litter picking in Birch Green
Re-upholstery of dining chairs
Piloting supervisory practical driving sessions with an individual in his own car
Liaised with solicitor re child custody arrangements for an individual
Assisted with goal setting
Advised re work experiences and shortage occupation advice
Assistance with CV writing
Assisted with a citizenship application
Assisted with passport application
Helped negotiate UCAS system for an individual
Assisted with preparation of personal statements and references for UCAS
Assisted with scholarship applications
Applications made for provisional driving licences, theory tests and driving tests
Integration loan applications made
Bank account applications undertaken
Universal credit application and maintaining the log assistance
Travel documents, attestation for travel and visa obtaining assistance
University follow up visit for previous student in York and by phone
Gardening program at Burscough- brush cutter and 4x4ride on brushcutter experience
Gardening in beneficiaries back yards
Provision of lunches at gardening program
Helped with preparation for a deportation appeal
Taught one of the ladies how to ride a bike

Undertook a search for a solicitor for a difficult case
Undertook a donors search to fund an Appeal Tribunal representation
Accompanying student to driving tests
Home visit in Accrington and a walk made with a past beneficiary
GCSE Maths tuition given
School registration for Kuwait girl made
Conversation and welcome for Kuwait mother and daughter and orientation in Skelmersdale
given- many weeks -ongoing
Literacy program for Kuwait mother
Provision of dictionaries to students Oromo/English, Kurdish /English etc
Learn to swim Program initiated
Trips to Windermere
Leyland Vehicle Museum
Liverpool Cathedral and food market
Harrock Hill Trip/hike
Ullswater- canoe and hike
Bolton Abbey- hike
Dungeon Ghyll- hike

Public Benefit Statement

The trustees are aware that any purpose to be considered charitable must be beneficial with any consequent harms not outweighing the benefits and that these benefits must be identifiable. Once again the Covid virus was identified as a potential harm which could impact on the benefits the charity was providing. Consequently the Family Forge closed its office except for the refurbishment during Nov/Dec 2020 and concentrated on work with individuals and small groups during the first six months of the year even closing the office for a ten day period during July 2021 when Covid 19 was rampant in West Lancashire and one of the refugee households contracted the illness.

The charity also looked at the benefits of introducing a supervised driving program for refugees and asylum seekers who had permission to work and the regulations surrounding supervised driving. A risk assessment, guidelines and training program was produced for the activity to ensure the safety of potential drivers, volunteer supervisors and members of the public. Suitable insurance was found. The benefits were identified and considered to outweigh the risks with adherence to the guidance.

The charity also updated and increased its Public liability and other insurances to take account of the increased activity programs which now include more activities out of the classroom and very occasional NFP educational work.

The trustees also recognise that to be charitable any personal benefit must be incidental. No trustee benefitted personally from the activities of the charity except through travel expenses as a result of voluntary working.

The trustees are aware that charitable activities must also benefit the public in general or a sufficient portion of the public with the exception of personal poverty. This year also a number of food vouchers and items were given to individuals experiencing poverty and need.

Achievements and Performance

Nov 2020-Mid Jan 2021 saw the completion of the office refurbishment especially the flooring preparation, laying and replacement of the office fixings, furniture and classroom items.

Meanwhile powerpoint and MP4 production was still taking place as was support of a new Kuwait family.

Feb/March saw the new or new to us computer suite installed and support work and individual

or small group tutoring in the classroom begin.

In the **eight month period** from the March to the end of Oct 2021, 71 asylum seekers/refugees were supported. 65 men and 6 women. These came from 20 nations in total Iranians and Sudanese forming the largest grouping. Nationals besides these came from Syria, Ethiopia, Ghana, Kuwait, Moldova (migrant), Senegal, Eritrea, Sierra Leone, Libya, Iraq, Nigeria, Turkey, Guinea, Afghanistan, Cuba(migrant), Somalia, Palestine and Italy (migrant).

The age profile was 15-70 of which the main group was aged between 20 and 30 :

18 or under 1

30 or under 36

40 or under 16

50 or under 6

60 or under 3

70 or under 1

don't know 8

Of these more or less half were married and half not married:

Single 25

Married 29

Other 4

Unknown 13

From our records we can deduce that at least one fifth of the students had no previous schooling or left at primary level.

The number of beneficiaries served was lower this year due to the enforced lockdowns and less concentration on online support due to the continued refurbishments. Attendance figures were only kept for the eight month period of March to End October.

Achievements

Through the voluntary work offered via:-

- the outdoor classroom project - students gained experience in brush-cutting, using a 4x4 mini tractor and lawn mowers and succeeded in creating a wild flower meadow and in digging a trench to assist the drainage and maintenance of a cemetery –each student that completed 6 weeks voluntary work was awarded a certificate in recognition .

- a neighbourhood in Birch Green was kept cleaner through a litter picking exercise

- beneficiaries back gardens experienced a makeover

- the office refurbishment was completed and experience was gained in floor preparation in particular

- an experience of upholstery was gained by one student

Besides this a number of firsts were achieved in the year.

We hosted for the first time an asylum court appeal online in the office. This appeal was for an Afghan and was unfortunately unsuccessful but we were able to secure funding for legal representation at a later stage in the process. We thought this important since the situation in Afghanistan was changing rapidly and was not a safe place to deport anyone to. This extra representation proved effective and Leave to Remain was eventually granted.

We also for the first time began taking non swimmers among the asylum community to the local swimming pool and had our first success at teaching this important life skill taking that particular person on a journey from real fear to confidence – a fear made worse by his crossing

the channel experience but to a confidence that led him to swim in a lake whilst on a cultural trip. He can now swim 3 different strokes properly.

This same asylum seeker added another first to his quiver as he read his first book ever which was a great achievement since it was in English – not his native language and this quickly led to his completing a second book.

And whilst not firsts, two people gained their Level two Hygiene Certificates and our test student gained his full UK driving licence.

Financial review

The funds during 2020/21 originated in the form of grants from other distributing charities namely Eleanor Rathbone Charitable Trust, Yapp Foundation and an Arnold Clark Award; also from individual private or church donors with special thanks to Aughton Baptist Church; as well as the Additional Restrictions Business Support Grant (ARG) and the WLBC Restart Scheme grant.

The grant funds carried over from the last financial year included monies from the Foyle Foundation for educational work including the production of online and educational materials, the West Lancs Borough Council Discretionary Fund, the Corona Virus Community Support Fund Award of the National Lottery and HM Government towards the outdoor classroom and Covid Classroom initiatives, Allen Lane monies to cover core costs, Greggs Covid Hardship Fund monies primarily for food initiatives during covid19 and a small amount from Lancashire Covid 19 Community Support Fund and National Emergency Trust award- administered by the community Foundation for Lancashire and Merseyside for online support during lockdowns.

Additional funding

The Family Forge received monies from The Methodist Fund for Human Need for two individuals in need.

Donations this year formed 21.8% of The Family Forge income for the year for which we are extremely grateful. Thank you to all our donors.

No reserves are kept at present.

Plans for the future

In the coming year we will develop our new Richer Lives Project which is a seven point program consisting of:

Support

ESOL and literacy

Cultural Program

Physical activity

Voluntary work experience

Driving Theory and supervised driving

Doctor and dentist and HC2 registration program

We will also continue our search for funding to acquire a property to rent for refugees desiring to remain in Skelmersdale. Refugees often find private property rentals difficult as they need to provide guarantors who are home owners as a condition of tenancy. If the Family Forge becomes a home owner we could provide such guarantees among other benefits.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
The Family Forge

On accounts for the year
ended

31 October 2021

Charity no
(if any) 1161900

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/10/2021

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below *~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 13/05/2022

Name: Philip Andrew Atherton

Relevant professional
qualification(s) or body

Chartered Accountant ICAEW

(if any):

Address:

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Family Forge

1161900

Receipts and payments accounts

CC16a

For the period
from

01/11/2020

To

31/10/2021

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					
Grants	10,603	7,160	-	17,763	35,950
Donations	4,985	185	-	5,170	2,817
Fees online tutoring	-	-	-	-	162
Fees other tutoring	-	-	-	-	264
Amazon smile	8	-	-	8	-
Other	789	-	-	789	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	16,385	7,345	-	23,730	39,193
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	16,385	7,345	-	23,730	39,193
A3 Payments					
Staff and training	1,633	11,713	-	13,346	8,571
Lease rates and insurance	2,701	1,607	-	4,308	4,067
Gas electricity and water	781	468	-	1,249	986
Computer avg and broadband	967	255	-	1,222	1,238
Office repairs and redecoration	3,439	-	-	3,439	1,695
Office equipment inc computers	3,852	1,426	-	5,278	831
Production education materials	-	166	-	166	5,250
Educational materials tests	-	288	-	288	-
Educational trips	-	291	-	291	25
Personal need grants to individuals	262	715	-	977	60
Volunteer travel and pick up service	422	227	-	649	744
Outdoor classroom inc lunches	1,151	547	-	1,698	1,760
Swimming and physical activities	-	246	-	246	-
Covid lunches	44	199	-	243	173
Consumables ink stationery etc	72	15	-	87	157
Activity packs marketing and other	211	88	-	299	87
Supervised driving	1,197	1,111	-	2,308	-
Sub total	16,732 #	19,362 #	-	36,094 #	25,644
Total payments	16,732	19,362	-	36,094	25,644
Net of receipts/(payments)	- 347	- 12,017	-	- 12,364	13,549
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,261	14,965	-	20,226	6,677
Cash funds this year end	4,914	2,948	-	7,862	20,226

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	The Family Forge	4,914	2,948	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	4,914	2,948	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

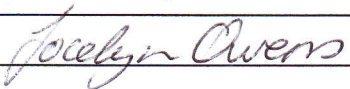
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	Husqvarna brushcutter from last year	Restricted	-	-
	Husqvarna lawn mower	Unrestricted	765	-
	Apple mac mini	Unrestricted	929	-
	Webcam keyboard mouse	Unrestricted	127	-
	3 monitors 5 desktops 1 laptop	Restricted/Unrestricted	3,298	-
	Seat Ibiza car	Restricted	650	-
			-	-
			-	-

	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
	JOCelyn OWENS	13/5/22