

THE ARMCHAIR TRUST CIO

England & Wales · Charity number 1164966

Details

Other names	THE ARMCHAIR PROJECT
Status	Registered
Legal form	CIO
Registered	2015-12-22
Register	View on the Charity Commission register

Contact

Address	Unit 6b Checketts Lane Trading Estate Checketts Lane Worcester WR3 7JW
Phone	01905456080
Email	info@armchairworcester.org.uk
Website	http://www.armchairworcester.org.uk

Activities

Objects: TO RELIEVE GENERALLY, AND INDIVIDUALLY, PERSONS RESIDENT IN WORCESTER CITY, WHO ARE IN CONDITIONS OF FINANCIAL NEED, AND HARDSHIP, BY THE PROVISION OF FURNITURE AND OTHER HOUSEHOLD ACCESSORIES, DONATED BY THE PUBLIC, OR ACQUIRED OTHERWISE, WHICH ARE CALCULATED TO REDUCE THE NEED AND HARDSHIP. THE OBJECTS COLLECTIVELY CONSTITUTE THE PUBLIC BENEFIT PROVIDED BY THE CHARITY.

Activities: To relieve generally, and individually, persons resident in Worcester City, who are in conditions of financial need, and hardship, by the provision of furniture and other household accessories, donated by the public, or acquired otherwise, which are calculated to reduce the need and hardship. See the website "armchair worcester.org.uk"

Classification

- **How:** Makes Grants To Individuals, Other Charitable Activities
- **What:** The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

Geography

- Worcestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£39,277	£43,414	-	-
2024-03-31	£41,138	£38,372	-	-
2023-03-31	£52,918	£36,280	-	-
2022-03-31	£33,608	£32,937	-	-
2021-03-31	£36,103	£28,474	-	-

Trustees

Name	Role	Appointed
Melanie Kirk	Chair	2015-12-22
ALAN PURCHON		2015-12-22
MARGARET JONES		2015-12-22
Paul Victor Frank Edwards		2023-01-11
Richard Boorn		2015-12-22
SUE OSBORNE		2015-12-22

THE ARMCHAIR TRUST CIO

England & Wales - Charity number 1164966

Accounts

ARMCHAIR CHARITY

Registered CIO - Charity no. 1164966

TRUSTEES ANNUAL REPORT 2024-2025

DONATIONS RECYCLED TO THE NEEDY FOR OVER THIRTY YEARS

During the year we received 815 free items of furniture, donated by the public, and delivered them free to 233 families and individuals, equivalent to 3.5 items to one household helped every working day of the year. Referrals came from Worcester City Council, Citizens Advice Bureau, Housing Associations, Health Visitors, Social Services Probation and Worcester Municipal Charities.

DON'T THROW IT AWAY – GIVE IT AWAY Others less fortunate need it

The furniture delivery addresses demonstrate clearly that the charity is providing a priority service to those areas in the City where families traditionally experience financial hardship:-

WR4	Warndon, Brickfields, Tolladine	89
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	53
WR5	Ronkswood , Wylde Lane, Stanley Rd. etc.	29
WR2	Dines Green, St. Johns	40
WR3	Northwick , Bevere, Perdiswell, Claines	22
Total		233

VALUE FOR MONEY

The Charity offers very good value for money. Each family/person helped, received on average 3.5 items, at an average cost to the charity of £53 / item. A total cost of £186 (about the cost of a double bed) for 3.5 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community.

ALL ENQUIRIES TO:

Richard Hines, Manager

Tel: 01905 - 456080

Email: info@armchairworcester.org.uk

www.armchairworcester.org.uk

ANNUAL REPORT OF THE TRUSTEES - 2024/2025

NAME OF THE CHARITY	The Armchair Trust CIO
CHARITY REGISTRATION NUMBER:	1164966
CHARITABLE TRUST DEED:	Adopted 27/09/1989. Registered with the Charity Commission on 06/10/1989. Registered as a CIO on 22/12/2015. Not amended since.
NAMES AND EMAILS OF TRUSTEES:	Schedule attached page 7
ANNUAL ACCOUNTS:	Independently Examined - attached page 8
ADDRESS:	Unit 6b, Checkett's Lane Trading Estate, Worcester. WR3 7JW Tel: 01905 - 456080.
BANKERS:	Unity Trust, 4 The Square, 111 Broad St., Birmingham B15 1AR
SOLICITORS:	Hallmark Hulme LLP, 3-5 Sansome Place, Worcester, WR1 1UQ
INDEPENDENT EXAMINER:	Paul Griffith MBE

THE REGISTERED CHARITABLE OBJECTS OF ARMCHAIR

"To relieve generally, and individually, persons resident in Worcester City, who are in conditions of financial need, and hardship, by the provision of furniture and other household accessories, donated by the public, or acquired otherwise, which are calculated to reduce the need and hardship.

Armchair welcomes gifts of second-hand furniture and household items from the public, and recycles these items, free of charge, for re-use by needy individuals and families, referred to Armchair by Statutory and Voluntary Bodies.

AREA OF BENEFIT

The area of benefit is "*within 10 miles of Worcester City centre*". Occasionally, gifts are collected from just outside the City but **due to limited resources, the need to economise on fuel, and to achieve a low carbon footprint, all deliveries of household items are within the City boundary.**

<http://armchairworcester.org.uk/>

FINANCES – HISTORY OF THE FUNDING

In 1996 the National Lottery gave Armchair a very generous four-year revenue and capital grant enabling us to purchase the 50-year lease of a warehouse in 1996.

Armchair's finances between 1997 and 2008 from the main statutory referrers, i.e. the Primary Care Trust and the County Council Social Services Department were originally regular and apparently secure. However, in 2008 the County Council Adult Social Care Department ceased its funding entirely and the Primary Care Trust did the same in 2010 having already halved its grant in 2008.

In 2007/8 for the first-time limited financial assistance was received from the waste disposal authority and this continues. This was £1,789 in 2024/2025.

This year we are most grateful to the following organisations and charities etc. for their continued major support and place on record our thanks to them for their generous donations in 2024/2025:-

Worcester Municipal Charities, Platform Housing, Lasletts Charity, Six Masters, The Mary Hill Trust, Worcester City Parish Relief in Need, Grimley, Chris Cox, and Worcestershire CC Waste Disposal.

In general terms, Armchair's finances are secure with regular grants from new and existing funders. The cash reserves are currently **£21,648.75**.

TRANSPORT

Trustees agreed to set up a designated fund, to purchase a new van as required. This is essential to Armchair's operation and without a van could not operate. Surplus funds raised in recent years have been allocated to this fund and the total in this designated fund is £35,000 (this has been increased due to the rise in inflation). This will ensure that there are enough funds available for when the van needs replacing again as the service cannot function without this vehicle and ensures that there is minimal disruption to providing the service. The current van is 16 years old.

STAFF

The Trustees employ two part time staff working mornings only, 9.30 am to 1.30pm to collect and deliver items and to take and respond to referrals of people in need.

RESERVES

In accordance with the Charity Commission's S.O.R.P. the Trustees have assessed risks and arranged lifting training for staff. Insurance has been taken out for the major risks. A "reserves" policy of a minimum of 8 months' spending has been adopted as a prudent level given the general insecurity of long-term funding.

WASTE DISPOSAL SUPPORT

Armchair collects and delivers about 3 vanloads of furniture every week. This represents about **150 van loads** most of which would be tipped - **costing c. £115.00 each representing about £17,250 in waste fees**. The County Waste Disposal Section introduced a "Recycling Credit Scheme" which brought Armchair £1789 this financial year based on the weight of the 815 recycled items.

STATUTORY ENTITLEMENT - ASSESSMENT OF CHARITABLE NEED

Armchair's referral form ensures the intended beneficiary has exhausted statutory entitlement before applying to Armchair. The Trustees ensure that the Charity supplements rather than supplants the work of the Statutory Services, especially the DWAS, and checks that all the beneficiaries are in receipt of means tested benefits or on low incomes.

THE MANAGEMENT COMMITTEE - ELECTION, COMPOSITION, INDUCTION AND TRAINING

There are 7 trustees (also the members) who replace vacancies as they occur. They are the Board or Management Committee who manage the Charity and authorise expenditure. Membership was drawn from representative groups from the local community. The following are represented: - Citizens Advice, Platform Housing and Worcester Municipal Charities. The Manager and his assistant attend the Committee meetings but do not vote and withdraw if they have a pecuniary interest.

New trustees are inducted by being given the most recent Annual Report and Annual Accounts, the Charity's Constitution, a copy of the Charity Commission publication CC3 "The Essential Trustee - What You Need To Know", and by being invited to visit the furniture warehouse and talk to the staff.

The following Trustees retire by rotation at the GM - this year

Mr. Paul EDWARDS
Ms. Mel KIRK

In addition Mr David George retired and Ms Kate Collier stands for formal election

Nominations may be proposed from the floor providing those nominated have already been appointed as members, duly approved by the Board.

MEETINGS OF THE TRUSTEES

The Board Management Committee meets once every two months. The Trustees receive and consider a report from the Chair, and Manager who keeps the finance books. Minutes are taken and circulated. The Management Committee has the power to co-opt new Trustees and non-voting advisers. The independently examined accounts are approved by the Management Committee and then formally adopted at the Annual Meeting of the Trustees.

ANNUAL MEETING

The meeting takes place once a year, on 14th May 2025 at 12.30 p.m. The meeting receives the trustees' annual report and the independently examined accounts which are approved by the trustees.

CHAIR'S REPORT

Mel Kirk reports as follows: **We made a deficit of £ 4137.01.**

During the year a total of **815** items of furniture were delivered to **233** families or individuals in need, with each receiving on average 3.5 items. A complete breakdown of referrals and deliveries is set out from page 5.

My grateful thanks are due to **Richard Hines** (who also manages finances) **and Mark Richardson**, for another successful year's hard work. Their commitment to providing help to those in need has shone through significantly, shown through their commitment to as far as possible continue to provide furniture to those in need, and ensure that they themselves and others remain safe.

I would also like to thank **all trustees, all** of whom have carried out their roles with care and commitment. The wide-ranging backgrounds of our trustees, their broad skills & experience, and the stability of the membership of our committee as a whole, provide a strong team which has ensured our survival and effectiveness during difficult times.

I would also like to thank Paul Griffith MBE for his assessment of our accounts

FINANCE REPORT

Richard Hines reports as follows: This year there was income of £39,276.85, expenditure of £43,413.86 and a deficit of £4,137.01. At the year end the charity's assets had a book value of **£81,948.75** which includes the warehouse at **£25,300**, the van at **£0**, designated fund for new van of **£35,000.00** and accumulated cash of **£21,648.75**.

The Accounts have been independently examined free of charge by our independent examiner Paul Griffith to whom we are most grateful. A full copy of the accounts, including the Income and Expenditure for the year, the Balance Sheet at year end and the Examination Certificate is attached at page 8.

The Charity offers very good value for money. Each family/person helped, received on average 3.5 items, costing £53 each. A total cost of £186 (about the cost of a double bed) for 3.5 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

ARMCHAIR MANAGER'S REPORT ON THE YEAR'S WORK - APRIL 2024 TO MARCH 2025

Richard Hines reports as follows: We have collected very careful statistics with the computer to help us demonstrate our **worth to the Worcester community both in terms of meeting need and avoiding unnecessary waste**. There were 233 referrals to which we have responded with 815 items delivered. All the donations have to be collected first, and we then deliver straight from the van to the waiting list.

These are our delivery figures for 2024/2025 by postcode:

This demonstrates dramatically to our funders that we help needy people, many of them living in areas where families traditionally experience financial hardship.

WR4	Warndon, Brickfields, Tolladine	89
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	53
WR5	Ronkswood , Wylde Lane, Stanley Rd. etc.	29
WR2	Dines Green, St. Johns	40
WR3	Northwick , Bevere, Perdiswell, Claines	22
Total		233

REFERRALS OF PEOPLE IN NEED TO ARMCHAIR 01/04/2024 - 31/03/2025

STATUTORY AUTHORITIES		VOLUNTARY SECTOR	
Social Services (inc. childrens' centres)	45	Worcester Citizens Advice Bureau	67
Worcester City Council	37	Maggs	8
Housing Associations (Platform, Citizen)	29	Community Care Project	7
Health Visitors	22	Worcester Community Trust	3
Probation	1	Basement Project	3
		Onside Advocacy	2
		Emerging Futures	2
		Good Soil Trust	2
		Headway	2
		Womens Aid	1
		SSAFA	1
		YMCA	1
Total	134	Total	99
Grand total		233	

COLLECTION & DELIVERY OF DONATIONS BY ARMCHAIR 01/04/2024 - 31/03/2025

Double Beds	83	Single Beds	61
Wardrobes	37	Chest of Drawers	137
Bedside Cabinets	94	Dressing Tables	6
Sofas	64	Armchairs	40
Sofa Beds	4	Dining Tables	32
Dining Chairs	128	Coffee Tables	44
TV Stands	27	Bookcases	13
Stools	15	Sideboards	2
Ottomans	4	Bunk Beds	0
Computer Desk	2	Other	28
		Total	815

LANDLORDS OF DELIVERY ADDRESSES

PLATFORM HOUSING	127
CITIZEN HOUSING	36
PRIVATE	29
CITIZENS ADVICE WORCESTER AND HEREFORDSHIRE	17
WORCESTER MUNICIPAL CHARITIES	7
ROOFTOP HOUSING	5
SANCTUARY HOUSING	4
BROMFORD HOUSING	4
STONEWATER	2
WORCESTER CITY COUNCIL	1
WEST MOORLANDS	1
TOTAL	233

NAMES AND EMAIL ADDRESSES OF TRUSTEES AND STAFF – 2024/2025

TRUSTEES

Mel Kirk (Chair)
Margaret Jones (Vice Chair)
Sue Osborne
Alan Purchon
Richard Boorne
Paul Edwards
Kate Collier

E MAIL ADDRESS

Email: mel.kirk@citaworcester.org.uk
 Email: jones1res@btinternet.com
 Email: smosborne46@gmail.com
 Email: apurchon1@gmail.com
 Email: sales@bondtech.uk.com
 Email: Paul.Edwards@platformhg.com
 Email: katiecollier@gmail.com

STAFF MEMBERS:

Richard Hines*
 Manager
Mark Richardson*
 Assistant Manager

Email: info@armchairworcester.org.uk
 Email: info@armchairworcester.org.uk

* Non-voting members of the Management Committee

ARMCHAIR INCOME AND EXPENDITURE 01/04/2024 - 31/03/2025

INCOME

WORCESTER MUNICIPAL CHARITIES	£18,998.00 *
PLATFORM HOUSING	£6,500.00
LASLETT'S CHARITY	£3,869.00
SIX MASTERS CHARITY	£2,500.00
MARY HILL TRUST	£4,000.00
WORCESTER CITY PARISH RELIEF IN NEED	£800.00
GRIMLEY	£700.00
MR CHRIS COX	£120.00
WORCESTERSHIRE C C RECYCLING CREDIT	£1,789.85

TOTAL INCOME: £39,276.85

EXPENDITURE

WAGES	£31,035.08
NEST PENSION EMPLOYERS CONTRIBUTION	£1,596.84
INLAND REVENUE	£4,955.22
VAN FUEL	£674.15
VAN SERVICING & REPAIRS	£40.00
SEVERN TRENT	£274.39
STATIONERY AND OFFICE MATERIALS	£258.58
TELEPHONE	£725.84
FURNITURE STORE INSURANCE	£1,822.88
VAN ROAD TAX	£335.00
ELECTRICITY	£478.82
VAN INSURANCE	£755.84
BANK CHARGES	£71.40
SUNDRIES	£389.82

TOTAL EXPENDITURE: £43,413.86

RESULTS FOR THE YEAR

DEFECIT INCOME OVER EXPENDITURE: £4,137.01

BALANCES AND BANK RECONCILIATION

Date	Income	Expenditure	Balance
31/3/25	£39,276.85	£43,413.86	-£4,137.01*
Brought forward current A/C 2032/2024			£60,785.76
Deficit 2024/2025			-£4,137.01*
Unity Current A/C			£56,648.75
Un-banked Income			-
Un-presented cheques			-
Accumulated cash			<u>£21,648.75</u>

FIXED ASSETS

Warehouse (purchase price 1997) (50 year lease)	£55,000.00
Depreciation 1997 - 2025 = 27 Yrs @ £1,100	£29,700.00
Value at year end	<u>£25,300.00</u>
Van (purchase price Nov 2014)	16,294.00
Depreciation 10 Yrs @ 1,629.40p.a.	£16,294.00
Book value at year end	<u>£0.00</u>

ACCUMULATED FUND

Cash	£21,648.75
Designated fund for purchase of new van when required	£35,000.00
Van	£0.00
Warehouse	£25,300.00
Total	<u>£81,948.75</u>

* £14248.50 received from Worcester Municipal Charities as of 31/3/25 £4749.50 due in April 2025, this additional payment has been included in this years accounts as it is due imminently

Signed on behalf of the Board MEL KIRK (Chair)

14th May, 2025



Independent examiner's report on the accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Section A Independent Examiner's Report

Report to the trustees/ members of	Armchair CIO		
On accounts for the year ended	31/03/2025	Charity no (if any)	1164966
Set out on pages	1 - 8		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, 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 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 the 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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:	<i>Paul Griffiths</i>	Date:	7 th April 2025
Name:	Paul Griffith MBE		

Relevant professional qualification(s) or body (if any):	N/A
Address:	'Grevis Cottage', Lower Dingle, West Malvern, Worcestershire. WR14 4BQ

THE ARMCHAIR TRUST CIO

England & Wales - Charity number 1164966

Accounts

ARMCHAIR CHARITY

Registered CIO - Charity no. 1164966

TRUSTEES ANNUAL REPORT 2023-2024

DONATIONS RECYCLED TO THE NEEDY FOR OVER THIRTY YEARS

During the year we received 834 free items of furniture, donated by the public, and delivered them free to 285 families and individuals, equivalent to 3 items to one household helped every working day of the year. Referrals came from organisations including but not limited to Worcester City Council, Citizens Advice Worcester and Herefordshire, Housing Associations, Health Visitors, Social Services Probation and Worcester Municipal Charities.

DON'T THROW IT AWAY – GIVE IT AWAY Others less fortunate need it

The furniture delivery addresses demonstrate clearly that the charity is providing a priority service to those areas in the City where families traditionally experience financial hardship:-

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Total		285

VALUE FOR MONEY

The Charity offers very good value for money. Each family/person helped, received on average 3 items, at an average cost to the charity of £46 / item. A total cost of £138 (about the cost of a single bed) for 3 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community.

ALL ENQUIRIES TO:

Richard Hines, Manager

Tel: 01905 - 456080

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SOLICITORS:	Hallmark Hulme LLP, 3-5 Sansome Place, Worcester, WR1 1UQ
INDEPENDENT EXAMINER:	Paul Griffith MBE

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The area of benefit is "*within 10 miles of Worcester City centre*". Occasionally, gifts are collected from just outside the City but **due to limited resources, the need to economise on fuel, and to achieve a low carbon footprint, all deliveries of household items are within the City boundary.**

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FINANCES – HISTORY OF THE FUNDING

In 1996 the National Lottery gave Armchair a very generous four-year revenue and capital grant enabling us to purchase the 50-year lease of a warehouse in 1996.

Armchair's finances between 1997 and 2008 from the main statutory referrers, i.e. the Primary Care Trust and the County Council Social Services Department were originally regular and apparently secure. However, in 2008 the County Council Adult Social Care Department ceased its funding entirely and the Primary Care Trust did the same in 2010 having already halved its grant in 2008.

In 2007/8 for the first-time limited financial assistance was received from the waste disposal authority and this continues. This was £1,625.36 in 2023/2024.

This year we are most grateful to the following organisations and charities etc. for their continued major support and place on record our thanks to them for their generous donations in 2023/2024:-

Worcester Municipal Charities, Worcester City Council, Platform Housing, Lasletts Charity, The Eveson Trust, Six Masters, The Hopmarket, Worcester City Parish Relief in Need, Mary Hill, Grimley, Chris Cox, and Worcestershire CC Waste Disposal

In general terms, Armchair's finances are secure with regular grants from new and existing funders. The cash reserves are currently **£35,785.76**.

TRANSPORT

Trustees agreed to set up a designated fund, to purchase a new van as required. This is essential to Armchair's operation and without a van could not operate. Surplus funds raised in recent years have been allocated to this fund and the total in this designated fund is £25,000 (this has been increased due to the rise in inflation). This will ensure that there are enough funds available for when the van needs replacing again. The current van is 15 years old but with low mileage so should be expected last for several more years, however it is essential to keep this fund in the event that a new van is required.

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The Trustees employ two part time staff working mornings only, 9.30 am to 1.30pm to collect and deliver items and to take and respond to referrals of people in need.

RESERVES

In accordance with the Charity Commission's S.O.R.P. the Trustees have assessed risks and arranged lifting training for staff. Insurance has been taken out for the major risks. A "reserves" policy of a minimum of 8 months' spending has been adopted as a prudent level given the general insecurity of long-term funding.

WASTE DISPOSAL SUPPORT

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THE MANAGEMENT COMMITTEE - ELECTION, COMPOSITION, INDUCTION AND TRAINING

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The Board Management Committee meets once every two months. The Trustees receive and consider a report from the Chair, and Manager who keeps the finance books. Minutes are taken and circulated. The Management Committee has the power to co-opt new Trustees and non-voting advisers. The independently examined accounts are approved by the Management Committee and then formally adopted at the Annual Meeting of the Trustees.

ANNUAL MEETING

The meeting takes place once a year, on 8th May 2024 at 12.30 p.m. The meeting receives the trustees' annual report and the independently examined accounts which are approved by the trustees.

CHAIR'S REPORT

Mel Kirk reports as follows: **We made a surplus of £ 2,765.94.**

During the year a total of **834** household items was delivered to **285** families or individuals in need with, on average, 3 items. A complete breakdown of referrals and deliveries is set out from page 5.

My grateful thanks are due to **Richard Hines** (who also manages finances) **and Mark Richardson**, for another successful year's hard work. Their commitment to providing help to those in need has shone through significantly, shown through their commitment to as far as possible continue to provide furniture to those in need, and ensure that they themselves and others remain safe.

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I would also like to than Paul Griffith MBE for his assessment of our accounts

FINANCE REPORT

Richard Hines reports as follows: This year there was income of £41,138.36, expenditure of £38,372.42 and a surplus of £2,765.94. At the year end the charity's assets had a book value of **£88,815.16** which includes

the warehouse at £26,400, the van at £1,629.40, designated fund for new van of £25,000.00 and accumulated cash of £35,785.76.

The Accounts have been independently examined free of charge by our independent examiner Paul Griffith to whom we are most grateful. A full copy of the accounts, including the Income and Expenditure for the year, the Balance Sheet at year end and the Examination Certificate is attached at page 8.

The Charity offers very good value for money. Each family/person helped, received on average 3 items, costing £46 each. A total cost of £138 (about the cost of a single bed) for 3 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

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Richard Hines reports as follows: We have collected very careful statistics with the computer to help us demonstrate our **worth to the Worcester community both in terms of meeting need and avoiding unnecessary waste.** There were 285 referrals to which we have responded with 834 items delivered. All the donations have to be collected first, and we then deliver straight from the van to the waiting list.

These are our delivery figures for 2023/2024 by postcode:

This demonstrates dramatically to our funders that we help needy people, many of them living in areas where families traditionally experience financial hardship.

WR4	Warndon, Brickfields, Tolladine	73
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	65
WR5	Ronkswood , Wylds Lane, Stanley Rd. etc.	39
WR2	Dines Green, St. Johns	85
WR3	Northwick , Bevere, Perdiswell, Claines	23
Total		285

REFERRALS OF PEOPLE IN NEED TO ARMCHAIR 01/04/2022 - 31/03/2023

STATUTORY AUTHORITIES		VOLUNTARY SECTOR	
Worcester City Council	81	Citizens Advice Worcester and Herefordshire	60
Social Services (inc. childrens' centres)	37	Maggs Day Centre	19
Health Visitors	30	Worcester Community Trust	7
Housing Associations (Platform, Citizen)	28	Worcester Municipal Charities	6
		Community Care Project	5
		Headway	3
		Smart Move	3
		Womens Aid	2
		Cranstoun	1
		SSAFA	1
		Stroke Association	1
		Good Soil Trust	1
Total	176	Total	109
Grand total		Total	285

COLLECTION & DELIVERY OF DONATIONS BY ARMCHAIR 01/04/2023 - 31/03/2024

Double Beds	66	Single Beds	70
Wardrobes	50	Chest of Drawers	143
Bedside Cabinets	85	Dressing Tables	3
Sofas	68	Armchairs	44
Sofa Beds	3	Dining Tables	32
Dining Chairs	118	Coffee Tables	42
TV Stands	28	Bookcases	5
Stools	12	Sideboards	1
Ottomans	5	Bunk Beds	2
Computer Desk	2	Other	50
		Total	834

LANDLORDS OF DELIVERY ADDRESSES

PLATFORM HOUSING	150
PRIVATE	31
CITIZEN	32
WORCESTER MUNICIPAL CHARITIES	11
CITIZENS ADVICE WORCESTER AND HEREFORDSHIRE	21
SANCTUARY HOUSING	10
ROOFTOP HOUSING	6
BROMFORD HOUSING	13
STONEWATER	7
WORCESTER CITY COUNCIL	2
WEST MOORLANDS	1
COMMUNITY CARE PROJECT	1
TOTAL	285

NAMES AND EMAIL ADDRESSES OF TRUSTEES AND STAFF – 2023/2024

TRUSTEES

Mel Kirk (Chair)
Margaret Jones (Vice Chair)
David George
Sue Osborne
Alan Purchon
Richard Boorne
Paul Edwards

E MAIL ADDRESS

Email: mel.kirk@citaworcester.org.uk
 Email: jones1res@btinternet.com
 Email: dave.george@citaworcester.org.uk
 Email: smosborne46@gmail.com
 Email: apurchon1@gmail.com
 Email: sales@bondtech.uk.com
 Email: Paul.Edwards@platformhg.com

STAFF MEMBERS:

Richard Hines*
 Manager
Mark Richardson*
 Assistant Manager

Email: info@armchairworcester.org.uk
 Email: info@armchairworcester.org.uk

* Non-voting members of the Management Committee

ARMCHAIR INCOME AND EXPENDITURE 01/04/2023 - 31/03/2024

INCOME

WORCESTER MUNICIPAL CHARITIES	17,805.00
PLATFORM HOUSING	5,500.00
EVESON CHARITABLE TRUST	5,000.00
LASLETT'S CHARITY	3,638.00
THE HOPMARKET	3,500.00
SIX MASTERS CHARITY	1,500.00
MARY HILL TRUST	1,000.00
WORCESTER CITY PARISH RELIEF IN NEED	800.00
GRIMLEY	600.00
MR CHRIS COX	120.00
JUDITH ALDRIDGE	50.00
WORCESTERSHIRE C C RECYCLING CREDIT	1,625.36
TOTAL INCOME: £41,138.36	

EXPENDITURE

WAGES	28,680.11
NEST PENSION EMPLOYERS CONTRIBUTION	1,464.32
INLAND REVENUE	1,855.11
VAN FUEL	669.13
VAN SERVICING & REPAIRS	385.62
SEVERN TRENT	263.07
STATIONERY AND OFFICE MATERIALS	112.80
TELEPHONE	689.64
FURNITURE STORE INSURANCE	1,703.48
VAN ROAD TAX	320.00
ELECTRICITY	577.60
VAN INSURANCE	755.84
BANK CHARGES	72.00
SUNDRIES	823.70
TOTAL EXPENDITURE: £38,372.42	

RESULTS FOR THE YEAR

EXCESS INCOME OVER EXPENDITURE: £2,765.94

BALANCES AND BANK RECONCILIATION

Date	Income	Expenditure	Balance
31/3/24	£41,138.36	£38,372.42	£2,765.94
Brought forward current A/C 2022/2023			£58,019.82
Surplus 2023/2024			£2,765.94
Unity Current A/C			£60,785.76
Un-banked Income			-
Un-presented cheques			-
Accumulated cash			£35,785.76

FIXED ASSETS

Warehouse (purchase price 1997) (50 year lease)	£55,000.00
Depreciation 1997 - 2024 = 26 Yrs @ £1,100	£28,600.00
Value at year end	£26,400.00
Van (purchase price Nov 2014)	16,294.00
Depreciation 9 Yrs @ 1,629.40p.a.	£14,664.60
Book value at year end	£1,629.40

ACCUMULATED FUND

Cash	£35,785.76
Designated fund for purchase of new van when required	£25,000.00
Van	£1,629.40
Warehouse	£26,400.00
Total	£88,815.16

Signed on behalf of the Board

MEL KIRK (Chair)



8th May, 2024

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

Armchair CIO

On accounts for the year
ended

31/03/2024

Charity no
(if any)

1164966

Set out on pages

1 - 8

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, 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 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 the 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
1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Paul Griffith

Date: 15th April 2024

Name:

Paul Griffith MBE

Relevant professional
qualification(s) or body
(if any):

N/A

Address:

'Grevis Cottage', Lower Dingle, West Malvern, Worcestershire, WR14 4BQ

THE ARMCHAIR TRUST CIO

England & Wales - Charity number 1164966

Accounts

ARMCHAIR CHARITY

Registered CIO - Charity no. 1164966

TRUSTEES ANNUAL REPORT 2022- 2023

DONATIONS RECYCLED TO THE NEEDY FOR OVER THIRTY YEARS

During the year we received **825** free items of furniture, donated by the public, and delivered them free to **268** families and individuals, equivalent to over 3 items to one household helped every working day of the year. Referrals came from Worcester City Council, Citizens Advice Bureau, Housing Associations, Health Visitors, Social Services Probation and Worcester Municipal Charities.

DON'T THROW IT AWAY – GIVE IT AWAY

Others less fortunate need it

The furniture delivery addresses demonstrate clearly that the charity is providing a priority service to those areas in the City where families traditionally experience financial hardship:-

WR4	Warndon, Brickfields, Tolladine	89
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	67
WR5	Ronkswood , Wylde Lane, Stanley Rd. etc.	42
WR2	Dines Green, St. Johns	48
WR3	Northwick , Bevere, Perdiswell, Claines	22
Total		268

VALUE FOR MONEY

The Charity offers very good value for money. Each family/person helped, received on average 3.1 items, costing £43 each. A total cost of £130 (about the cost of a single bed) for 3.1 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

ALL ENQUIRIES TO:

Richard Hines, Manager

Tel: 01905 - 456080

Email: info@armchairworcester.org.uk

www.armchairworcester.org.uk

ANNUAL REPORT OF THE TRUSTEES - 2022/2023

NAME OF THE CHARITY	The Armchair Trust CIO
CHARITY REGISTRATION NUMBER:	1164966
CHARITABLE TRUST DEED:	Adopted 27/09/1989. Registered with the Charity Commission on 06/10/1989. Registered as a CIO on 22/12/2015. Not amended since.
NAMES AND EMAILS OF TRUSTEES:	Schedule attached page 7
ANNUAL ACCOUNTS:	Independently Examined - attached page 8
ADDRESS:	Unit 6b, Checkett's Lane Trading Estate, Worcester. WR3 7JW Tel: 01905 - 456080.
BANKERS:	Unity Trust, 4 The Square, 111 Broad St., Birmingham B15 1AR
SOLICITORS:	Hallmark Hulme LLP, 3-5 Sansome Place, Worcester, WR1 1UQ
INDEPENDENT EXAMINER:	Paul Griffith MBE

THE REGISTERED CHARITABLE OBJECTS OF ARMCHAIR

"To relieve generally, and individually, persons resident in Worcester City, who are in conditions of financial need, and hardship, by the provision of furniture and other household accessories, donated by the public, or acquired otherwise, which are calculated to reduce the need and hardship.

Armchair welcomes gifts of second-hand furniture and household items from the public, and recycles these items, free of charge, for re-use by needy individuals and families, referred to Armchair by Statutory and Voluntary Bodies.

AREA OF BENEFIT

The area of benefit is "*within 10 miles of Worcester City centre*". Occasionally, gifts are collected from just outside the City but **due to limited resources, the need to economise on fuel, and to achieve a low carbon footprint, all deliveries of household items are within the City boundary.**

<http://armchairworcester.org.uk/>

FINANCES – HISTORY OF THE FUNDING

In 1996 the National Lottery gave Armchair a very generous four-year revenue and capital grant enabling us to purchase the 50-year lease of a warehouse in 1996.

Armchair's finances between 1997 and 2008 from the main statutory referrers, i.e. the Primary Care Trust and the County Council Social Services Department were originally regular and apparently secure. However, in 2008 the County Council Adult Social Care Department ceased its funding entirely and the Primary Care Trust did the same in 2010 having already halved its grant in 2008.

In 2007/8 for the first-time limited financial assistance was received from the waste disposal authority and this continues. This was £1351.56 in 2022/2023.

This year we are most grateful to the following organisations and charities etc. for their continued major support and place on record our thanks to them for their generous donations in 2022–2023:-

Worcester Municipal Charities, Worcester City Council, Platform Housing, Lasletts Charity, The Eveson Trust, Six Masters, The Hopmarket, Worcester City Parish Relief in Need, Mary Hill, Grimley, Chris Cox, and Worcestershire CC Waste Disposal

In general terms, Armchair's finances are secure with regular grants from new and existing funders. The cash reserves are currently **£33,019.82**.

TRANSPORT

Trustees agreed to set up a designated fund, to purchase a new van as required. This is essential to Armchair's operation and without a van could not operate. Surplus funds raised in recent years have been allocated to this fund and the total in this designated fund is £25,000 (this has been increased due to the rise in inflation). This will ensure that there are enough funds available for when the van needs replacing again. The current van is 14 years old but with low mileage so should be expected last for several more years, however it is essential to keep this fund in the event that a new van is required.

STAFF

The Trustees employ two part time staff working mornings only, 9.30 am to 1.30pm to collect and deliver items and to take and respond to referrals of people in need.

RESERVES

In accordance with the Charity Commission's S.O.R.P. the Trustees have assessed risks and arranged lifting training for staff. Insurance has been taken out for the major risks. A "reserves" policy of a minimum of 8 months' spending has been adopted as a prudent level given the general insecurity of long-term funding.

WASTE DISPOSAL SUPPORT

Armchair collects and delivers about 3 vanloads of furniture every week. This represents about **150 van loads** most of which would be tipped - **costing c. £115.00 each representing about £17,250 in waste fees**. The County Waste Disposal Section introduced a "Recycling Credit Scheme" which brought Armchair £1351 this financial year based on the weight of the 825 recycled items.

STATUTORY ENTITLEMENT - ASSESSMENT OF CHARITABLE NEED

Armchair's referral form ensures the intended beneficiary has exhausted statutory entitlement before applying to Armchair. The Trustees ensure that the Charity supplements rather than supplants the work of the Statutory Services, especially the DWAS, and checks that all the beneficiaries are in receipt of means tested benefits or on similarly low incomes.

THE MANAGEMENT COMMITTEE - ELECTION, COMPOSITION, INDUCTION AND TRAINING

There are 7 trustees (also the members) who replace vacancies as they occur. They are the Board or Management Committee who manage the Charity and authorise expenditure. Membership was drawn from representative groups from the local community. The following are represented: - Maggs Day Centre, the Citizens Advice Bureau, Platform Housing and Worcester Municipal Charities. The Manager and his assistant attend the Committee meetings but do not vote and withdraw if they have a pecuniary interest.

New trustees are inducted by being given the most recent Annual Report and Annual Accounts, the Charity's Constitution, a copy of the Charity Commission publication CC3 "The Essential Trustee - What You Need To Know", and by being invited to visit the furniture warehouse and talk to the staff.

The following Trustees retire by rotation at the GM - this year

Mr. David GEORGE

Mr. Richard BOORN

Mrs. Margaret JONES

In addition Mr Paul Edwards stands for formal election

Nominations may be proposed from the floor providing those nominated have already been appointed as members, duly approved by the Board.

MEETINGS OF THE TRUSTEES

The Board Management Committee meets once every two months. The Trustees receive and consider a report from the Chair, and Manager who keeps the finance books. Minutes are taken and circulated. The Management Committee has the power to co-opt new Trustees and non-voting advisers. The independently examined accounts are approved by the Management Committee and then formally adopted at the Annual Meeting of the Trustees.

ANNUAL MEETING

The meeting takes place once a year, on 17th May 2023 at 12.30 p.m. The meeting receives the trustees' annual report and the independently examined accounts which are approved by the trustees.

CHAIR'S REPORT

Mel Kirk reports as follows: We made a surplus of £ 16,638.38. This was mainly due to a 2 year grant provided by Worcester City Council

During the year a total of **825** household items was delivered to **268** families or individuals in need with, on average, 3.1 items. A complete breakdown of referrals and deliveries is set out from page 5.

My grateful thanks are due to **Richard Hines** (who also manages finances) **and Mark Richardson**, for another successful year's hard work. Their commitment to providing help to those in need has shone through significantly, shown through their commitment to as far as possible continue to provide furniture to those in need, and ensure that they themselves and others remain safe.

I would also like to thank **all trustees**, **all** of whom have carried out their roles with care and commitment. The wide-ranging backgrounds of our trustees, their broad skills & experience, and the stability of the membership of our committee as a whole, provide a strong team which has ensured our survival and effectiveness during difficult times.

I would also like to than Paul Griffith MBE for his assessment of our accounts

FINANCE REPORT

Richard Hines reports as follows: This year there was income of £52918.41, expenditure of £36280.03 and a surplus of £16638.38. At the year end the charity's assets had a book value of **£88778.62** which includes the warehouse at **£27500**, the van at **£4888.20**, designated fund for new van of **£25,000.00** and accumulated cash of **£33019.82**.

The Accounts have been independently examined free of charge by our independent examiner Paul Griffith to whom we are most grateful. A full copy of the accounts, including the Income and Expenditure for the year, the Balance Sheet at year end and the Examination Certificate is attached at page 9.

The Charity offers very good value for money. Each family/person helped, received on average 3.1 items, costing £36 each. A total cost of £115 (about the cost of a single bed) for 3.1 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

ARMCHAIR MANAGER'S REPORT ON THE YEAR'S WORK - APRIL 2022 TO MARCH 2023

Richard Hines reports as follows: We have collected very careful statistics with the computer to help us demonstrate our **worth to the Worcester community both in terms of meeting need and avoiding unnecessary waste.** There were 268 referrals to which we have responded with 825 items delivered. All the donations have to be collected first, and we then deliver straight from the van to the waiting list.

These are our delivery figures for 2022/23 by postcode:

This demonstrates dramatically to our funders that we help needy people, many of them living in areas where families traditionally experience financial hardship.

WR4	Warndon, Brickfields, Tolladine	89
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	67
WR5	Ronkswood , Wylds Lane, Stanley Rd. etc.	42
WR2	Dines Green, St. Johns	48
WR3	Northwick , Bevere, Perdiswell, Claines	22
Total		268

REFERRALS OF PEOPLE IN NEED TO ARMCHAIR 01/04/2022 - 31/03/2023

STATUTORY AUTHORITIES		VOLUNTARY SECTOR	
Worcester City Council	62	Worcester Citizens Advice Bureau	71
Social Services (inc. childrens' centres)	48	Maggs	11
Health Visitors	23	Community Care Project	11
Housing Associations (Platform, Citizen)	20	Onside Advocacy	4
Probation Service	1	Cranstoun	4
		Headway	4
		Womens Aid	3
		Worcester Municipal Charities	3
		Worcester Community Trust	3
Total	154	Total	114
Grand total		268	

COLLECTION & DELIVERY OF DONATIONS BY ARMCHAIR 01/04/2022 - 31/03/2023

Double Beds	65	Single Beds	77
Wardrobes	47	Chest of Drawers	154
Bedside Cabinets	89	Dressing Tables	2
Sofas	69	Armchairs	38
Sofa Beds	5	Dining Tables	34
Dining Chairs	127	Coffee Tables	39
TV Stands	26	Bookcases	5
Stools	7	Sideboards	1
Ottomans	7	Bunk Beds	1
Computer Desk	1	Other	31
		Total	825

LANDLORDS OF DELIVERY ADDRESSES

PLATFORM HOUSING	139
PRIVATE	30
CITIZEN	28
WORCESTER MUNICIPAL CHARITIES	21
CABWHABAC	26
SANCTUARY HOUSING	16
ROOFTOP HOUSING	5
Nexus	1
Orbit	1
COMMUNITY CARE PROJECT	1
TOTAL	268

NAMES AND EMAIL ADDRESSES OF TRUSTEES AND STAFF - 2022/23

TRUSTEES

Mel Kirk (Chair)
Margaret Jones (Vice Chair)
David George
Sue Osborne
Alan Purchon
Richard Boorne
Paul Edwards

E MAIL ADDRESS

Email: mkirk@maggdaycentre.co.uk
 Email: jones1res@btinternet.com
 Email: david.george@cabwhabac.org.uk
 Email: smosborne46@gmail.com
 Email: apurchon1@gmail.com
 Email: sales@bondtech.uk.com
 Email: Paul.Edwards@platformhg.com

STAFF MEMBERS:

Richard Hines*
 Manager
Mark Richardson*
 Assistant Manager

Email: info@armchairworcester.org.uk
 Email: info@armchairworcester.org.uk

* Non-voting members of the Management Committee

ARMCHAIR INCOME AND EXPENDITURE 01/04/2022 - 31/03/2023

INCOME

WORCESTER MUNICIPAL CHARITIES	16,640.00
WORCESTER CITY COUNCIL	15,000.00
PLATFORM HOUSING	5,000.00
LASLETT'S CHARITY	3,506.85
EVESON CHARITABLE TRUST	3,500.00
SIX MASTERS CHARITY	3,000.00
THE HOPMARKET	3,000.00
WORCESTER CITY PARISH RELIEF IN NEED	800.00
MARY HILL TRUST	500.00
GRIMLEY	500.00
MR CHRIS COX	120.00
WORCESTERSHIRE C C RECYCLING CREDIT	1,351.56

TOTAL INCOME: £52,918.41

EXPENDITURE

WAGES	25,682.71
NEST PENSION EMPLOYERS CONTRIBUTION	1,290.72
INLAND REVENUE	3,624.08
VAN FUEL	720.87
VAN SERVICING & REPAIRS	717.87
SEVERN TRENT	214.85
STATIONERY AND OFFICE MATERIALS	128.25
TELEPHONE	668.40
FURNITURE STORE INSURANCE	1,564.69
VAN ROAD TAX	290.00
ELECTRICITY	269.43
VAN INSURANCE	776.16
BANK CHARGES	72.00
SUNDRIES	260.00

TOTAL EXPENDITURE: £36,280.03

RESULTS FOR THE YEAR

EXCESS INCOME OVER EXPENDITURE: £16,638.38

BALANCES AND BANK RECONCILIATION

Date	Income	Expenditure	Balance
31/3/23	£52,918.41		
	£36,280.03		
	£16,638.38		
Brought forward current A/C 2021/2022			41,381.44
Surplus 2022/2023			£16,638.38
Unity Current A/C			41381.44
Un-banked Income			-
Un-presented cheques			-
Accumulated cash			<u>£33,019.82</u>

FIXED ASSETS

Warehouse (purchase price 1997) (50 year lease)	55,000.00
Depreciation 1997 - 2023 = 25 Yrs @ £1,100	27,500.00
Value at year end	<u>£27,500.00</u>
Van (purchase price Nov 2014)	16,294.00
Depreciation 8 Yrs @ 1,629.40p.a.	13,035.20
Book value at year end	<u>£3,258.80</u>

ACCUMULATED FUND

Cash	£33,019.82
Designated fund for purchase of new van when required	£25,000.00
Van	£3,258.80

Warehouse
Total
Signed on behalf of the Board

£27,500.00
£88,778.62

MEL KIRK (Chair)

4th May, 2023

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A Independent Examiner's Report

Report to the trustees/ members of	Armchair CIO		
On accounts for the year ended	31/03/2023	Charity no (if any)	1164966
Set out on pages	1 - 8		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, 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 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 the 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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: Paul Griffith Date: 15th April 2023
Name: Paul Griffith MBE

Relevant professional qualification(s) or body (if any): N/A
Address: "Grevis Cottage", Lower Dingle, West Malvern, Worcestershire, WR14 4BQ

THE ARMCHAIR TRUST CIO

England & Wales - Charity number 1164966

Accounts

ARMCHAIR CHARITY

Registered CIO - Charity no. 1164966

TRUSTEES ANNUAL REPORT 2021-2022

DONATIONS RECYCLED TO THE NEEDY FOR OVER THIRTY YEARS

During the year we received **901** free items of furniture, donated by the public, and delivered them free to **285** families and individuals, equivalent to over 3 items to one household helped every working day of the year. Referrals came from Worcester City Council, Citizens Advice Bureau, Housing Associations, Health Visitors, Social Services Probation and Worcester Municipal Charities.

DON'T THROW IT AWAY – GIVE IT AWAY Others less fortunate need it

The furniture delivery addresses demonstrate clearly that the charity is providing a priority service to those areas in the City where families traditionally experience financial hardship:-

WR4	Warndon, Brickfields, Tolladine	113	
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	54	
WR5	Ronkswood , Wylds Lane, Stanley Rd. etc.	49	
WR2	Dines Green, St. Johns		49
WR3	Northwick , Bevere, Perdiswell, Claines	20	
Total			<u>285</u>

VALUE FOR MONEY

The Charity offers very good value for money. Each family/person helped, received on average 3.1 items, costing £36 each. A total cost of £115 (about the cost of a single bed) for 3.1 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

ALL ENQUIRIES TO:

Richard Hines, Manager

Tel: 01905 - 456080

Email: info@armchairworcester.org.uk

www.armchairworcester.org.uk

ANNUAL REPORT OF THE TRUSTEES - 2021/2022

NAME OF THE CHARITY	The Armchair Trust CIO
CHARITY REGISTRATION NUMBER:	1164966
CHARITABLE TRUST DEED:	Adopted 27/09/1989. Registered with the Charity Commission on 06/10/1989. Registered as a CIO on 22/12/2015. Not amended since.
NAMES AND EMAILS OF TRUSTEES:	Schedule attached page 7
ANNUAL ACCOUNTS:	Independently Examined - attached page 9
ADDRESS:	Unit 6b, Checkett's Lane Trading Estate, Worcester. WR3 7JW Tel: 01905 - 456080.
BANKERS:	Unity Trust, 4 The Square, 111 Broad St., Birmingham B15 1AR
SOLICITORS:	Hallmark Hulme LLP, 3-5 Sansome Place, Worcester, WR1 1UQ
INDEPENDENT EXAMINER:	Paul Griffith MBE

THE REGISTERED CHARITABLE OBJECTS OF ARMCHAIR

"To relieve generally, and individually, persons resident in Worcester City, who are in conditions of financial need, and hardship, by the provision of furniture and other household accessories, donated by the public, or acquired otherwise, which are calculated to reduce the need and hardship.

Armchair welcomes gifts of second-hand furniture and household items from the public, and recycles these items, free of charge, for re-use by needy individuals and families, referred to Armchair by Statutory and Voluntary Bodies.

AREA OF BENEFIT

The area of benefit is "*within 10 miles of Worcester City centre*". Occasionally, gifts are collected from just outside the City but **due to limited resources, the need to economise on fuel, and to achieve a low carbon footprint, all deliveries of household items are within the City boundary.**

<http://armchairworcester.org.uk/>

FINANCES – HISTORY OF THE FUNDING

In 1996 the National Lottery gave Armchair a very generous four-year revenue and capital grant enabling us to purchase the 50-year lease of a warehouse in 1996.

Armchair's finances between 1997 and 2008 from the main statutory referrers, i.e. the Primary Care Trust and the County Council Social Services Department were originally regular and apparently secure. However, in 2008 the County Council Adult Social Care Department ceased its funding entirely and the Primary Care Trust did the same in 2010 having already halved its grant in 2008.

In 2007/8 for the first-time limited financial assistance was received from the waste disposal authority and this continues. This was £1836.05 in 2021/2022.

This year we are most grateful to the following organisations and charities etc. for their continued major support and place on record our thanks to them for their generous donations in 2021–2022:-

Lasletts Charity, Six Masters, Platform Housing, Mary Hill, Grimley, Chris Cox, The Eveson Trust, Worcester Municipal Charities, Worcester City Parish in Need, and Worcestershire CC Waste Disposal.

This year we also received, £901.70 payments from the Governments Job retention scheme.

In general terms, Armchair's finances are secure with regular grants from new and existing funders. The cash reserves are currently **£21381.44**.

TRANSPORT

Trustees agreed to set up a designated fund, and £10,000 was transferred initially from reserves to enable us to purchase a new van as required. This is essential to Armchair's operation and without a van could not operate. Surplus funds raised in recent years have been allocated to this fund and the total in this designated fund is £20,000. This will ensure that there are enough funds available for when the van needs replacing again. The current van is 12 years old but with low mileage so should be expected last for several more years, however it is essential to keep this fund in the event that a new van is required.

STAFF

The Trustees employ two part time staff working mornings only, 9.30 am to 1.30pm to collect and deliver items and to take and respond to referrals of people in need.

ADMINISTRATION

In 2011 with a "**Grassroots**" Grant from Community First, we purchased a computer, printer, Broadband line, set up a website and moved into the 21st century. Most referrals now arrive by Email and we can collect statistics of referrals, deliveries and beneficiaries (by postcode) showing the communities we help.

POLICIES, RISK ASSESSMENT, RESERVES

In 1998 the Trustees adopted an Equal Opportunities Policy, a Health and Safety Policy and a Quality Control Policy to operate in connection with the Charity's activities. In 2003 the Trustees adopted an Environmental and Sustainability Policy and a Business Plan. In accordance with the Charity Commission's S.O.R.P. the Trustees have assessed risks and arranged lifting training for staff. Insurance has been taken out for the major risks. A "reserves" policy of 8 months' spending has been adopted as a prudent level given the general insecurity of long-term funding. In 2012 the following policies were added: Confidentiality, Health & Safety at Work, Safeguarding Vulnerable Adults, Complaints, Grievance, Discipline, Recruitment & Selection, and Financial Procedures.

WASTE DISPOSAL SUPPORT

Armchair collects and delivers about 3 vanloads of furniture every week. This represents about **150 van loads** most of which would be tipped - **costing c. £115.00 each representing about £17,250 in waste fees.** The County Waste Disposal Section introduced a "Recycling Credit Scheme" which brought Armchair £1836 this financial year based on the weight of the 901 recycled items, equal this year to 150 tons.

STATUTORY ENTITLEMENT - ASSESSMENT OF CHARITABLE NEED

Armchair's referral form ensures the intended beneficiary has exhausted statutory entitlement before applying to Armchair. The Trustees ensure that the Charity supplements rather than supplants the work of the Statutory Services, especially the DWAS, and checks that all the beneficiaries are in receipt of means tested benefits or on similarly low incomes.

THE MANAGEMENT COMMITTEE - ELECTION, COMPOSITION, INDUCTION AND TRAINING

There are 7 trustees (also the members) who replace vacancies as they occur. They are the Board or Management Committee who manage the Charity and authorise expenditure. Membership was drawn from representative groups from the local community. The following are represented: - Maggs Day Centre, the Citizens Advice Bureau, and Worcester Municipal Charities. The Manager and his assistant attend the Committee meetings but do not vote and withdraw if they have a pecuniary interest.

New trustees are inducted by being given the most recent Annual Report and Annual Accounts, the Charity's Constitution, a copy of the Charity Commission publication CC3 "The Essential Trustee - What You Need To Know", and by being invited to visit the furniture warehouse and talk to the staff.

The following Trustees retire by rotation at the GM - this year no trustee is due to retire

Nominations may be proposed from the floor providing those nominated have already been appointed as members, duly approved by the Board.

MEETINGS OF THE TRUSTEES

The Board Management Committee meets once every two months. The Trustees receive and consider a report from the Chair, and Manager who keeps the finance books. Minutes are taken and circulated. The Management Committee has the power to co-opt new Trustees and non-voting advisers. The independently examined accounts are approved by the Management Committee and then formally adopted at the Annual Meeting of the Trustees.

ANNUAL MEETING

The meeting takes place once a year, on 11th May 2022 at 12.30 p.m. The meeting receives the trustees' annual report and the independently examined accounts which are approved by the trustees.

CHAIR'S REPORT

Mel Kirk reports as follows: We made a surplus of £671.73.

2021/2022 saw a significant increase in referrals from 2020/2021 (although numbers were lower last year due to lockdowns).

During the year a total of **901** household items was delivered to **285** families or individuals in need with, on average, 3.1 items. A complete breakdown of referrals and deliveries is set out from page 5.

My grateful thanks are due to **Richard Hines** (who also manages finances) **and Mark Richardson**, for another successful year's hard work. Their commitment to providing help to those in need has shone through significantly, shown through their commitment to as far as possible continue to provide furniture to those in need, and ensure that they themselves and others remain safe.

I would also like to thank **all trustees**, all of whom have carried out their roles with care and commitment. The wide-ranging backgrounds of our trustees, their broad skills & experience, and the stability of the membership of our committee as a whole, provide a strong team which has ensured our survival and effectiveness during difficult times.

I would also like to thank Paul Griffith MBE for his assessment of our accounts

FINANCE REPORT

Richard Hines reports as follows: This year there was income of £33608.75, expenditure of £32937.02 and a surplus of £671.73. At the year end the charity's assets had a book value of **£78,556.71** which includes the warehouse at **£26400**, the van at **£4888.20**, designated fund for new van of **£20,000.00** and accumulated cash of **£21381.44**.

The Accounts have been independently examined free of charge by our independent examiner Paul Griffith to whom we are most grateful. A full copy of the accounts, including the Income and Expenditure for the year, the Balance Sheet at year end and the Examination Certificate is attached at page 9.

The Charity offers very good value for money. Each family/person helped, received on average 3.1 items, costing £36 each. A total cost of £115 (about the cost of a single bed) for 3.1 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

ARMCHAIR MANAGER'S REPORT ON THE YEAR'S WORK - APRIL 2021 TO MARCH 2022

Richard Hines reports as follows: We have collected very careful statistics with the computer to help us demonstrate our **worth to the Worcester community both in terms of meeting need and avoiding unnecessary waste**. There were **285** referrals to which we have responded with **901** items delivered. All the donations have to be collected first, and we then deliver straight from the van to the waiting list.

These are our delivery figures for 2021/22 by postcode:

This demonstrates dramatically to our funders that we help needy people, many of them living in areas where families traditionally experience financial hardship.

WR4	Warndon, Brickfields, Tolladine	113
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	54
WR5	Ronkswood, Wylds Lane, Stanley Rd. etc.	49
WR2	Dines Green, St. Johns	49
WR3	Northwick, Bevere, Perdiswell, Claines	20
Total	285	

REFERRALS OF PEOPLE IN NEED TO ARMCHAIR 01/04/2021 - 31/03/2022
STATUTORY AUTHORITIES

Worcester City Council	58
Social Services (inc. childrens' centres)	49
Health Visitors	29
Housing Associations (Platform, Citizen)	19
Probation Service	3
Total	<u>158</u>

VOLUNTARY SECTOR

Worcester Citizens Advice Bureau	81
Maggs	11
Community Care Project	12
Onside Advocacy	7
Community Trust	8
Worcester Municipal Charities	2
Womens Aid	2
Headway	2
Stroke Association	1
SSAFA	1
Total	<u>127</u>

Grand Total **285**

COLLECTION & DELIVERY OF DONATIONS BY ARMCHAIR 01/04/2021 - 31/03/2022

Double Beds	75	Single Beds	83
Wardrobes	56	Chest of Drawers	144
Bedside Cabinets	83	Dressing Tables	2
Sofas	84	Armchairs	43
Sofa Beds	2	Dining Tables	42
Dining Chairs	159	Coffee Tables	40
TV Stands	37	Bookcases	7
Stools	5	Sideboards	2
Ottomans	4	Bunk Beds	3
Computer Desk	2	Other	28
		Total:	901

LANDLORDS OF DELIVERY ADDRESSES

PLATFORM HOUSING	162
PRIVATE	33
CITIZEN	31
WORCESTER MUNICIPAL CHARITIES	19
CABWHABAC	17
SANCTUARY HOUSING	13
ROOFTOP HOUSING	3
WALSALL HOUSING GROUP	3
BROMFORD HOUSING	1
HOUSING 21	1
ORBIT	1
COMMUNITY CARE PROJECT	1

NAMES AND ADDRESSES OF TRUSTEES AND STAFF - 2021/22

TRUSTEES	E MAIL ADDRESS
Mel Kirk (Chair)	Email: mkirk@maggsdaycentre.co.uk
Margaret Jones (Vice Chair)	Email: jones1res@btinternet.com
David George	Email: david.george@cabwhabac.org.uk
Sue Osborne	Email: smosborne46@gmail.com
Alan Purchon	Email: apurchon1@gmail.com
Richard Boorne	Email: sales@bondtech.uk.com
Emma Fay	Email: efay@maggsdaycentre.co.uk
STAFF MEMBERS:	
Richard Hines* Manager	Email: info@armchairworcester.org.uk
Mark Richardson* Assistant Manager	Email: info@armchairworcester.org.uk

* Non-voting members of the Management Committee

ARMCHAIR INCOME AND EXPENDITURE 01/04/2021 - 31/03/2022

INCOME

WORCESTER MUNICIPAL CHARITIES	16,000.00
LASLETT'S CHARITY	3,000.00
EVESON CHARITABLE TRUST	3,001.00
SIX MASTERS CHARITY	2,000.00
PLATFORM HOUSING	5000.00
WORCESTER CITY PARISH CHARITY	750.00
MR CHRIS COX	120.00
WORCESTERSHIRE C C RECYCLING CREDIT	1836.05
Grimley	500.00
Mary Hill	500.00
JOB RETENTION SCHEME	901.70

TOTAL INCOME: £33608.75

EXPENDITURE

WAGES	22003.79
NEST PENSION EMPLOYERS CONTRIBUTION	1330.21
INLAND REVENUE	4465.65
VAN FUEL	705.27
VAN SERVICING & REPAIRS	744.05
SEVERN TRENT	205.13
STATIONERY AND OFFICE MATERIALS	32.99
TELEPHONE	635.91
FURNITURE STORE INSURANCE	1423.78
VAN ROAD TAX	275.00
ELECTRICITY	304.04
VAN INSURANCE	739.20
BANK CHARGES	72.00
SUNDRIES	0.00

TOTAL EXPENDITURE: £32937.02

RESULTS FOR THE YEAR

EXCESS INCOME OVER EXPENDITURE: £671.73

BALANCES AND BANK RECONCILIATION

Date	Income	Expenditure	Balance
31/3/21	£33608.75	£32937.02	£671.73
Brought forward current A/C 2020/2021			40709.71
Surplus 2020/2021			£671.73
Unity Current A/C			41381.44
Un-banked Income			-
Un-presented cheques			-
Accumulated cash			£21381.44

FIXED ASSETS

Warehouse (purchase price 1997) (50 year lease)	55,000.00
Depreciation 1997 - 2021 = 23 Yrs @ £1,100	26400.00
Value at year end	£28,600.00
Van (purchase price Nov 2014)	16,294.00
Depreciation 7 Yrs @ 1,629.40p.a.	11405.80
Book value at year end	£4888.20

ACCUMULATED FUND

Cash	21381.44
Designated fund for purchase of new van when required	20,000.00
Van	£4888.20
Warehouse	£28,600.00
Total	£74869.64

Signed on behalf of the Board

MEL KIRK (Chair)



4th May, 2022

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A Independent Examiner's Report

Report to the trustees/ members of	Armchair CIO		
On accounts for the year ended	31/03/2022	Charity no (if any)	1164966
	Set out on pages 1 - 8		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, 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 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 the 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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed: Paul Griffith Date: 5th April 2022
Name: Paul Griffith MBE

Relevant professional qualification(s) or body (if any): N/A
Address: 'Grevis Cottage', Lower Dingle, West Malvern, Worcestershire, WR14 4BQ

THE ARMCHAIR TRUST CIO

England & Wales - Charity number 1164966

Accounts

ARMCHAIR CHARITY

Registered CIO - Charity no. 1164966

TRUSTEES ANNUAL REPORT 2020-2021

DONATIONS RECYCLED TO THE NEEDY FOR OVER THIRTY YEARS

Despite 3 lockdowns, during the year we received **483** free items of furniture, donated by the public, and delivered them free to 168 people and families, equivalent to 2.9 items to one family helped every working day of the year. Referrals came from Worcester City Council, Citizens Advice Bureau, Housing Associations, Health Visitors, Social Services Probation and Worcester Municipal Charities.

DON'T THROW IT AWAY – GIVE IT AWAY Others less fortunate need it

The furniture delivery addresses demonstrate clearly that the charity is providing a priority service to those areas in the City where families traditionally experience financial hardship:-

WR4	Warndon, Brickfields, Tolladine	67
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	27
WR5	Ronkswood , Wylds Lane, Stanley Rd. etc.	34
WR2	Dines Green, St. Johns	35
WR3	Northwick , Bevere, Perdiswell, Claines	5
Total		<u>168</u>

VALUE FOR MONEY

The Charity offers very good value for money. Each family/person helped, received on average 2.9 items, costing £59 each. A total cost of £169 (about the cost of a single bed) for 2.9 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

***THE NUMBER OF REFERRALS AND ITEMS DELIVERED WERE HALF WHAT THEY WOULD NORMALLY BE AS WE ONLY OPERATED FOR 6 MONTHS OF THE YEAR DUE TO THE PANDEMIC MEANING THE AVERAGE COST PER ITEM IS DOUBLE WHAT IT SHOULD BE.**

ALL ENQUIRIES TO:

Richard Hines, Manager

Tel: 01905 - 456080

Email: info@armchairworchester.org.uk

www.armchairworchester.co.uk

NAME OF THE CHARITY	The Armchair Trust CIO
CHARITY REGISTRATION NUMBER:	1164966
CHARITABLE TRUST DEED:	Adopted 27/09/1989. Registered with the Charity Commission on 06/10/1989. Registered as a CIO on 22/12/2015. Not amended since.
NAMES AND EMAILS OF TRUSTEES:	Schedule attached page 7
ANNUAL ACCOUNTS:	Independently Examined - attached pages 8 -10
ADDRESS:	Unit 6b, Checkett's Lane Trading Estate, Worcester. WR3 7JW Tel: 01905 - 456080.
BANKERS:	Unity Trust, 4 The Square, 111 Broad St., Birmingham B15 1AR
SOLICITORS:	Hallmark Hulme LLP, 3-5 Sansome Place, Worcester, WR1 1UQ
INDEPENDENT EXAMINER:	Paul Griffith MBE

THE REGISTERED CHARITABLE OBJECTS OF ARMCHAIR

"To relieve generally, and individually, persons resident in Worcester City, who are in conditions of financial need, and hardship, by the provision of furniture and other household accessories, donated by the public, or acquired otherwise, which are calculated to reduce the need and hardship.

Armchair welcomes gifts of second-hand furniture and household items from the public, and recycles these items, free of charge, for re-use by needy individuals and families, referred to Armchair by Statutory and Voluntary Bodies.

AREA OF BENEFIT

The area of benefit is "*within 10 miles of Worcester City centre*". Occasionally, gifts are collected from just outside the City but **due to limited resources, the need to economise on fuel, and to achieve a low carbon footprint, all deliveries of household items are within the City boundary.**

<http://armchairworcester.org.uk/>

FINANCES – HISTORY OF THE FUNDING

In 1996 the National Lottery gave Armchair a very generous four-year revenue and capital grant enabling us to purchase the 50-year lease of a warehouse in 1996.

Armchair's finances between 1997 and 2008 from the main statutory referrers, i.e. the Primary Care Trust and the County Council Social Services Department were originally regular and apparently secure. However, in 2008 the County Council Adult Social Care Department ceased its funding entirely and the Primary Care Trust did the same in 2010 having already halved its grant in 2008.

In 2007/8 for the first-time limited financial assistance was received from the waste disposal authority and this continues. This was £316.22* in 2020/2021.

**THERE ARE OUTSTANDING CLAIMS YET TO BE PAID BY WCC. It is anticipated now that council workers are returning to their offices that this will be received in April- May 21)*

This year we are most grateful to the following organisations and charities etc. for their continued major support and place on record our thanks to them for their generous donations in 2020–2021:-

Lasletts Charity, Six Masters, Platform Housing, The Eveson Trust, Worcester Municipal Charities, Worcester City Parish in Need, Mr Chris Cox and Worcestershire CC Waste Disposal.

This year we also received a one off Coronavirus support grant of £5,000 from Worcester City Council, and £4,892.62 payments from the Governments Job retention scheme.

In general terms, Armchair's finances are secure with regular grants from new and existing funders. The cash reserves are currently **£20,709.71.**

TRANSPORT

Trustees agreed to set up a designated fund, and £10,000 was transferred initially from reserves to enable us to purchase a new van as required. This is essential to Armchair's operation and without a van could not operate. Most of the surplus funds raised this year will be allocated to this fund to bring the total in this designated fund to £20,000. This will ensure that there are enough funds available for when the van needs replacing again. The current van is 12 years old but with low mileage so should be expected last for several more years, however it is essential to keep this fund in the event that a new van is required.

STAFF

The Trustees employ two part time staff working mornings only, 9.30 am to 1.30pm to collect and deliver items and to take and respond to referrals of people in need.

ADMINISTRATION

In 2011 with a "Grassroots" Grant from Community First, we purchased a computer, printer, Broadband line, set up a website and moved into the 21st century. Most referrals now arrive by Email and we can collect statistics of referrals, deliveries and beneficiaries (by postcode) showing the communities we help.

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In 1998 the Trustees adopted an Equal Opportunities Policy, a Health and Safety Policy and a Quality Control Policy to operate in connection with the Charity's activities. In 2003 the Trustees adopted an Environmental and Sustainability Policy and a Business Plan. In accordance with the Charity Commission's S.O.R.P. the Trustees have assessed risks and arranged lifting training for staff. Insurance has been taken out for the major risks. A "reserves" policy of 8 months' spending has been adopted as a prudent level given the general insecurity of long-term funding. In 2012 the following policies were added: Confidentiality, Health & Safety at Work, Safeguarding Vulnerable Adults, Complaints, Grievance, Discipline, Recruitment & Selection, Business Plan, and Financial Procedures.

WASTE DISPOSAL SUPPORT

Armchair collects and delivers about 3 vanloads of furniture every week. This represents about **150 van loads** most of which would be tipped - **costing c. £115.00 each representing about £17,250 in waste fees.** The County Waste Disposal Section introduced a "Recycling Credit Scheme" which brought Armchair £316.22* this financial year based on the weight of the 483* recycled items, equal this year to 150 tons.

**WE HAVE ACTUALLY NOT RECEIVED ANY PAYMENTS FOR THE 483 ITEMS RECYCLED THIS YEAR, THIS PAYMENT WAS FOR THE CLAIM PRIOR TO MARCH 2020, this may be a result of workers not permitted into their offices and all claims are submitted by post.*

STATUTORY ENTITLEMENT - ASSESSMENT OF CHARITABLE NEED

Armchairs referral form ensures the intended beneficiary has exhausted statutory entitlement before applying to Armchair. The Trustees ensure that the Charity supplements rather than supplants the work of the Statutory Services, especially the DWAS, and checks that all the beneficiaries are in receipt of means tested benefits or on similarly low incomes.

THE MANAGEMENT COMMITTEE - ELECTION, COMPOSITION, INDUCTION AND TRAINING

There are 8 trustees (also the members) who replace vacancies as they occur. They are the Board or Management Committee who manage the Charity and authorise expenditure. Membership was drawn from representative groups from the local community. The following are represented: - Maggs Day Centre, the Citizens Advice Bureau, and Worcester Municipal Charities. The Manager and his assistant attend the Committee meetings but do not vote and withdraw if they have a pecuniary interest.

New trustees are inducted by being given the most recent Annual Report and Annual Accounts, the Charity's Constitution, a copy of the Charity Commission publication CC3 "The Essential Trustee - What You Need To Know", and by being invited to visit the furniture warehouse and talk to the staff.

Mr Martyn Saunders will retire this year for a period of 12 months due to other commitments. We wish to extend our thanks to Martyn for his contribution to Armchair, and Martyn is most welcome to return as a trustee at any time.

The following Trustees retire by rotation at the GM and offer themselves for re-election:

Ms. Emma Fay

Nominations may be proposed from the floor providing those nominated have already been appointed as members, duly approved by the Board.

MEETINGS OF THE TRUSTEES

The Board Management Committee meets once every two months. The Trustees receive and consider a report from the Chair, and Manager who keeps the finance books. Minutes are taken and circulated. The Management Committee has the power to co-opt new Trustees and non-voting advisers. The independently examined accounts are approved by the Management Committee and then formally adopted at the Annual Meeting of the Trustees.

ANNUAL MEETING

The meeting takes place once a year, on 12th May 2021 at 12.30 p.m. this year via zoom. The meeting receives the trustees' annual report and the independently examined accounts which are approved by the trustees.

CHAIR'S REPORT

Mel Kirk reports as follows: **We made a surplus of £7628.03.**

2020/2021 saw another slight increase in referrals due to Armchair now being the only charity that delivers free furniture those in need.

During the year a total of **483** household items was delivered to **168** families or individuals in need with, on average, 3 items each (numbers have reduced this year due to covid and the need at times to suspend operations due to national lockdown). A complete breakdown of referrals and deliveries is set out on page 6.

This financial year has been especially challenging due to Covid-19. During periods where the UK has been in national lockdown, donations reduced significantly (due to Freecycle and non-essential shops closing) meaning that operations had to be reduced due to lack of furniture to donate. We hope that next financial year will not bring any more lockdowns.

My grateful thanks are due to **Richard Hines** (who also manages finances) **and Mark Richardson**, for another successful year's hard work, especially during this challenging year. Their commitment to providing help to those in need has shone through significantly this year, shown through their commitment to as far as possible continue to provide furniture to those in need, and ensure that they themselves and others remain safe. This was especially important as part of the move-on strategy for rough sleepers who were accommodated under the government's "everyone in" scheme, who then moved on to securing their own home (most of which was unfurnished). Richard and Mark you have been amazing this year.

I would also like to thank **all trustees**, all of whom have carried out their roles with care and commitment. The wide-ranging backgrounds of our trustees, their broad skills & experience, and the stability of the membership of our Committee as a whole, provide a strong team which has ensured our survival and effectiveness during difficult times.

Our General Meeting this year will be held virtually to ensure social distancing rules are upheld.

FINANCE REPORT

Richard Hines reports as follows: This year there was income of £36,102.84, expenditure of £28,474.81 and a surplus of £7,628.03 (£6,603.34 of this surplus was transferred to the designated van fund to take it up to £20,000). At the year end the charity's assets had a book value of **£78,556.71** which includes the warehouse at **£29,700**, the van at **£8,147**, designated fund for new van of **£20,000.00** and accumulated cash of **£20,709.71**.

The Accounts have been independently examined free of charge by our independent examiner Paul Griffith to whom we are most grateful. A full copy of the accounts, including the Income and Expenditure for the year, the Balance Sheet at year end and the Examination Certificate is attached at page 9.

The Charity offers very good value for money. Each family/person helped, received on average 2.9 items, costing £59 each. A total cost of £169 (about the cost of a single bed) for 2.9 good pieces of 2nd hand furniture which would otherwise have been taken to a landfill site at great cost to the local community

ARMCHAIR MANAGER'S REPORT ON THE YEAR'S WORK - APRIL 2020 TO MARCH 2021

Richard Hines reports as follows: We have collected very careful statistics with the computer to help us demonstrate our **worth to the Worcester community both in terms of meeting need and avoiding unnecessary waste.** There were **183** referrals to which we have responded with **483** items delivered. All the donations have to be collected first, and we then deliver straight from the van to the waiting list.

**Armchair had to suspend operations completely between April – July 2020 and operate reduced hours from January to April 2021 due to lockdowns. Armchair therefore only operated for approximately half the year.*

These are our delivery figures for 2020/21 by postcode:

This demonstrates dramatically to our funders that we help needy people, many of them living in areas where families traditionally experience financial hardship.

WR4	Warndon, Brickfields, Tolladine	67
WR1	City Centre, Barbourne, Lowesmoor, Arboretum	27
WR5	Ronkswood, Wylde Lane, Stanley Rd. etc.	34
WR2	Dines Green, St. Johns	35
WR3	Northwick, Bevere, Perdiswell, Claines	5
	Total	168

REFERRALS OF PEOPLE IN NEED TO ARMCHAIR 01/04/2020 - 31/03/2021

STATUTORY AUTHORITIES

Worcester City Council	47
Social Services (inc. childrens' centres)	24
Health Visitors	21
Housing Associations	
(Fortis Living, Rooftop, West Mercia Homes)	19
Probation Service	2
Total	<u>113</u>

VOLUNTARY SECTOR

Worcester Citizens Advice Bureau	24
Maggs	11
Community Care Project	8
St Pauls Hostel	5
Community Trust	4
Worcester Municipal Charities	2
SSAFA	1
Total	<u>55</u>
Grand Total	<u>168</u>

COLLECTION & DELIVERY OF DONATIONS BY ARMCHAIR 01/04/2020 - 31/03/2021

Double Beds	49	Single Beds	47
Wardrobes	27	Chest of Drawers	79
Bedside Cabinets	54	Dressing Tables	2
Sofas	47	Armchairs	22
Sofa Beds	0	Dining Tables	18
Dining Chairs	63	Coffee Tables	19
TV Stands	21	Bookcases	3
Stools	4	Sideboards	0
Wall Units	0	Ottomans	2
Cots	0	Bunk Beds	2
Computer Desk	0	Other	24
		Total:	483

LANDLORDS OF DELIVERY ADDRESSES

FORTIS LIVING	107
PRIVATE	22
"SMARTLETS" (CITIZENS ADVICE)	17
WEST MERCIA HOUSING	9
WORCESTER MUNICIPAL CHARITIES	5
ROOFTOP HOUSING	2
NEXUS	2
COMMUNITY CARE PROJECT	2
SANCTUARY HOUSING	2
TOTAL	<u>168</u>

NAMES AND ADDRESSES OF TRUSTEES AND STAFF - 2020/21

TRUSTEES	E MAIL ADDRESS
Mel Kirk (Chair)	Email: mkirk@maggsdaycentre.co.uk
Margaret Jones (Vice Chair)	Email: jones1res@btinternet.com
David George	Email: david.george@cabwhabac.org.uk
Sue Osborne	Email: smosborne46@gmail.com
Alan Purchon	Email: apurchon1@gmail.com
Richard Boorne	Email: sales@bondtech.uk.com
Emma Fay	Email: efay@maggsdaycentre.co.uk
STAFF MEMBERS:	
Richard Hines* Manager	Email: info@armchairworcester.org.uk
Mark Richardson* Assistant Manager	Email: info@armchairworcester.org.uk

* Non-voting members of the Management Committee

ARMCHAIR INCOME AND EXPENDITURE 01/04/2020 - 31/03/2021

INCOME	
WORCESTER MUNICIPAL CHARITIES	16,444.00
LASLETT'S CHARITY	3,000.00
EVESON CHARITABLE TRUST	3,000.00
SIX MASTERS CHARITY	2,500.00
PLATFORM HOUSING	500.00
WORCESTER CITY PARISH CHARITY	400.00
MR CHRIS COX	50.00
WORCESTERSHIRE C C RECYCLING CREDIT	316.22
CORONAVIRUS SUPPORT GRANT	5000.00
JOB RETENTION SCHEME	4892.62
TOTAL INCOME:	<u>£36,102.84</u>

EXPENDITURE	
WAGES	20,296.28
NEST PENSION EMPLOYERS CONTRIBUTION	912.22
INLAND REVENUE	3152.00
VAN FUEL	330.00
VAN SERVICING & REPAIRS	162.50
SEVERN TRENT	198.08
STATIONERY AND OFFICE MATERIALS	151.16
TELEPHONE	601.69
FURNITURE STORE INSURANCE	1394.27
VAN ROAD TAX	265.00
ELECTRICITY	236.25
VAN INSURANCE	703.36
BANK CHARGES	72.00
SUNDRIES	0.00
TOTAL EXPENDITURE:	<u>£28,474.81</u>

RESULTS FOR THE YEAR

EXCESS INCOME OVER EXPENDITURE: £7,628.03

BALANCES AND BANK RECONCILIATION

Date	Income	Expenditure	Balance
31/3/21	29,428.61	26,421.03	7,628.03
Brought forward current A/C 2019/2020			33,081.68
Surplus 2020/2021			7,628.03
Unity Current A/C			40,709.71
Un-banked Income			-
Un-presented cheques			-
Accumulated cash			<u>£20,709.71</u>

FIXED ASSETS

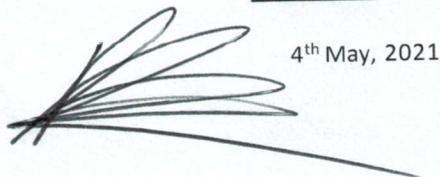
Warehouse (purchase price 1997) (50 year lease)	55,000.00
Depreciation 1997 - 2021 = 23 Yrs @ £1,100	25,300.00
Value at year end	<u>£29,700.00</u>
Van (purchase price Nov 2014)	16,294.00
Depreciation 5 Yrs @ 1,629.40p.a.	8,147.00
Book value at year end	<u>£8,147.00</u>

ACCUMULATED FUND

Cash	20,709.71
Designated fund for purchase of new van when required	20,000.00
Van	8,147.00
Warehouse	29,700.00
Total	<u>£78,556.71</u>

Signed on behalf of the Board

MEL KIRK (Chair)


4th May, 2021

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A Independent Examiner's Report

Report to the trustees/
members of

Armchair CIO

On accounts for the year
ended

31/03/2021

Charity no
(if any)

1164966

Set out on pages

1 - 8

Respective
responsibilities of
trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, 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 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 the 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
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met, or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Paul Griffith

Date: 29th April 2021

Name:

Paul Griffith MBE

Relevant professional
qualification(s) or body
(if any):

N/A

Address:

"Grevis Cottage", Lower Dingle, West Malvern, Worcestershire, WR14 4BQ