

Trustees' Annual Report

For the period 01/04/2020 – 31/03/2021

Section A – Reference and administration details

Charity name: Work Rights Centre

Other names the charity is known by: WoRC

Registered charity number: 1165419

Charity's principal address: Work Rights Centre, 379-381 High Road, London, NW10 2JR

Names of charity trustees who manage the charity:

Trustee name	Office (if any)	Dates acted if not the whole year
Holly Rose Robinson	Chair of Trustees	Whole year
Mona Bou Zeineddine		Whole year
Laura Chilintan	Treasurer	Whole year
LauraGabriela Tutu		From 14th May 2020
Andrei-Cosmin Decu		From 14th May 2020
Julia Himmrich		From 14th May 2020

Senior Staff Members:

Dora-Olivia Vicol, CEO

Kasia Figiel, COO

Section B - Structure, governance and management

Type of governing document: Constitution

How the charity is constituted: Charitable Incorporated Organisation (CIO)

Section C – Objectives and activities

Objectives

The charity's purpose is to prevent and relieve poverty for the public benefit, by breaking the vicious cycle of precarious work (being employment which is low wage and low protection and offers no job security), insecure housing, and social isolation which affects vulnerable people, particularly migrant and ethnic minority workers, in insecure jobs in the UK. This is by:

(a) assisting people who are in, or at risk of, precarious work with information, advice and casework on how to access fair and lawful employment, immigration status security, financial assistance, and other necessary conditions of social mobility;

(b) conducting research and evidence-based campaigns for fairer employment, better social integration, and social mobility;

(c) raising awareness of the dangers of precarious work and social immobility, by engaging relevant stakeholders in the business, public, and third sectors.

Activities

The charity's main activities are Employment Rights and Employability Clinics taking place in Brent, London and at the Manchester Central Library.

The Clinics are designed to be accessible to the communities we seek to assist, based on feedback we have received from beneficiaries. They are free, confidential, and multilingual - staffed by a team covering seven languages including Romanian, Bulgarian, Polish, Russian and Spanish, many of whom have lived experience of working precariously and applying for welfare.

The charity's experienced advisers help vulnerable migrants with four key areas of advice:

- *Employment rights* - helping people challenge unfair dismissals, making sure they access redundancy rights, and recover any unpaid wages.
- *Welfare* - assisting beneficiaries who face barriers of digital illiteracy, poor English, or informal housing arrangements to access Universal Credit.
- *Employability* - using our CV building and Cover Letter writing expertise to help people identify and apply for new positions, and working on beneficiaries' sense of confidence by helping them identify transferable skills.
- *EUSS* - advising beneficiaries who have not yet secured their status or are still awaiting for the outcome of their EUSS applications.

Beyond providing urgent help, Work Rights Centre's activities contribute to long-term change by giving people the information and self-confidence they need to reach their full potential. This is through:

- *Workshops and information sessions*. Every month we hold sessions in schools, foodbanks, places of worship or local English classes.
- *Infographics and video tools*. Every Saturday we answer the week's top questions in an accessible visual format. Translated in seven languages and disseminated via social media, they help us build awareness and trust in migrant communities.

Section D – Achievements and performance

From April 2020 to March 2021, the Work Rights Centre has continued to grow:

- Since the opening of our first employment rights clinic in London we advised 2,219 beneficiaries (June 2016 – March 2021)
- By the end of March 2021 we recovered over £106,000 of unpaid wages for clients, who reported feeling more confident when looking for work (91%) and assessing their employment rights (92%)
- 93% of monitored clients are either very satisfied or satisfied with the assistance they received.
- We developed a new Letter Before Action digital tool
- We developed a new Client Management System to support the safe storage of data for related to our growing numbers of beneficiaries and cases

Section E – Financial review

In the last year the charity expenses have more than doubled from circa £60,000 in 2019/20 to circa £130,000 in 2020/21. The funds were used largely to support our expanding service provision in London and Manchester: including staff salaries, volunteer expenses and rent. Our web and IT costs

included a significant investment in the development of a new secure client database, as well as creation of new digital tools - CV builder and Letter Before Action builder.

Over the last financial year, the charity income has more than doubled from circa £85,000 in 2019/20 to £215,642 in 2020/21.

The principal source of income of the charity are grants, which amounted to 95% of income in 2020-21. We have raised a mix of large, medium and small grants from a variety of funders including Trust for London, Tudor Trust, European Social Fund (to support the Manchester Clinic) and Brent NCIL (to support the new Digital Literacy project).

Our earned income from charitable activities has more than doubled at around £5,900, while our income from donations has dropped significantly by 41% from £7,285 in 2019/20 to £4,299 in 2020/21.

Reserves policy


The charity policy is to hold a minimum 3 months' worth of our base running costs in unrestricted funds reserves to be available at all times. Over the last financial year the charity was able to grow its unrestricted reserves from £16,110 at the end of March 2020 to £22,875 in March 2021. This represents circa 3.78 months of the monthly core minimal cost, as defined in the charity reserves policy.

Section G – Declaration

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

Signed on behalf of the charity's trustees

Signature:

A handwritten signature in dark ink that reads "Holly Robinson". The signature is written in a cursive, flowing style.

Full name: Holly Robinson

Position: Chair of Trustees

Date: 25th November 2021

Work Rights Centre
Accounts for period
1st April 2020 to 31st March 2021

	Unrestricted	Restricted funds	Endowment funds	Total funds	Last year
SECTION A					
A1 Receipts					
Donations	4,299	0	0	4,299	7,285
Other income	5,900	0	0	5,900	2,400
Grant - LCF Thrive	0	0	0	0	7,500
Grant - Tudor Trust 2	35,000	0	0	35,000	0
Grant - Ratiu Foundation	0	0	0	0	2,000
Grant - Mayor of London European Londoners 1	0	0	0	0	5,000
Grant - LCF Salway Fund	0	0	0	0	5,000
Grant - Wembley Park Community Fund 3	0	0	0	0	9,509
Grant - Mayor of London European Londoners 2	0	0	0	0	4,970
Grant - Trust for London	0	7,500	0	7,500	15,000
Grant - Tudor Trust	0	0	0	0	25,000
Grant - Brent Advice Fund	0	1,500	0	1,500	1,500
Grant - European Social Fund	0	11,854	0	11,854	0
Grant - Catalyst	0	5,000	0	5,000	0
Grant - London Community Response Fund Wave 2	0	22,529	0	22,529	0
Grant - London Community Response Fund Wave 3	0	28,360	0	28,360	0
Grant - The Barrow Cadbury Trust COVID-19 Support Fund	0	21,700	0	21,700	0
Grant - Trust for London 2	0	22,000	0	22,000	0
Grant - Harrow Giving	0	10,000	0	10,000	0
Grant - GLA Microgrant	0	8,000	0	8,000	0
Grant - NCIL Digital Literacy	0	25,000	0	25,000	0
Grant - Tudor Trust Mental Health	0	2,000	0	2,000	0
Grant - London Catalyst	0	5,000	0	5,000	0
<i>Sub-total</i>	<i>45,199</i>	<i>170,443</i>	<i>0</i>	<i>215,642</i>	<i>85,164</i>
A2 Asset and investment sales etc	0	0	0	0	0
Total receipts	45,199	170,443	0	215,642	85,164
A3 Payments					
Service Provision	224	71,414	0	71,638	34,088
Charity Director	0	25,143	0	25,143	4,520
Finance and Fundraising Manager	0	8,729	0	8,729	1,200
AQS Project Manager	0	607	0	607	429
Senior Communications Officer	0	1,672	0	1,672	0
Volunteer Expenses	60	153	0	213	1,670
Development Officer	0	0	0	0	7,967
Publicity materials	0	424	0	424	732
Banking Fees	24	45	0	69	60
Governance	113	183	0	296	616
HR costs	215	772	0	987	717
Training costs	113	820	0	933	80
Web and IT costs	540	11,889	0	12,429	1,823
Rent	900	4,050	0	4,950	5,400
Other costs	1,208	592	0	1,799	1,390
<i>Sub-total</i>	<i>3,397</i>	<i>126,493</i>	<i>0</i>	<i>129,890</i>	<i>60,693</i>
A4 Asset and investment purchases etc					
Total payments	3,397	126,493	0	129,890	60,693
Net receipts	41,802	43,950	0	85,752	24,471
A5 Transfer between funds					
A6 Cash funds last year end	16,110	30,341	0	46,451	
Cash funds end February 2021	57,913	74,290	0	132,203	
SECTION B					
B1 Cash funds					
Total cash funds	57,913	74,290	0		
B2 Other monetary assets	0	0	0		
B3 Investment assets	0	0	0		
B4 Assets retained for the charity's own use	0	0	0		
B5 Liabilities	0	0	0		

Work Rights Centre
Balance Sheet
As at 31 March 2021

	Unrestricted	Restricted funds	Mar-21 Total	Mar-20 Total
ASSETS				
Current assets				
Cash at bank	57,913	74,290	132,203	46,451
Total assets	57,913	74,290	132,203	46,451
NET ASSETS			132,203	46,451
FUNDS				
Grant - LCF Thrive			0	7,417
Grant - Tudor Trust 2			35,000	0
Unrestricted reserves			22,913	8,693
Total unrestricted funds			57,913	16,110
Grant - Trust for London			0	960
Grant - Tudor Trust			0	20,061
Grant - Wembley Park Community Fund 3			0	4,389
Grant - Mayor of London European Londoners 2			0	3,860
Grant - Brent Advice Fund			1,964	1,071
Grant - European Social Fund			-2,628	0
Grant - London Community Response Fund Wave 3			4,149	0
Grant - The Barrow Cadbury Trust COVID-19 Support Fund			4,614	0
Grant - Trust for London 2			20,548	0
Grant - Harrow Giving			6,377	0
Grant - GLA Microgrant			7,266	0
Grant - NCIL Digital Literacy			25,000	0
Grant - Tudor Trust Mental Health			2,000	0
Grant - London Catalyst			5,000	0
Total restricted funds			74,290	30,341
FUNDS			132,203	46,451



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Work Rights Centre (WORC)

On accounts for the year
ended

March 31 2021

Charity no
(if any)

1165419

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2019**

Responsibilities and
basis of report

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the accounts 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.

Signed:

Date:

June 22 2021

Name:

Jane Smith

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

CIMA

Address:

16 Windlesham Gardens

Section B**Disclosure**

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.

N/A