

Charity registration number: 1170734



**ANNUAL REPORT AND UNAUDITED STATEMENT OF ACCOUNTS**  
**For the year to 31 March 2025**

**The Suit Works**  
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**For the year ended 31 March 2025**

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**The Suit Works**  
**Legal and Administrative Information**  
**For the year ended 31 March 2025**

**Trustees**

Jan Harwood Chair  
Alexis Foster  
Samantha Headford  
Tim Jeffery  
Victoria Clarke Brown Appointed 1<sup>st</sup> April 2025  
Ben Wright Resigned 22<sup>nd</sup> October 2024  
Sharon Fudge Resigned 29<sup>th</sup> January 2025

**Charity registration number: 1170734**

**Registered office**

Third Floor Suite  
Carver House  
4 Carver Street  
Sheffield  
S1 4FS

**Accountants**

Beyond Profit Ltd  
G104 Bolton Arena  
Arena Approach  
Bolton  
BL6 6LB

**Independent Examiner**

It Doesn't Have to Cost the Earth Ltd  
47 St. Dunstons Close  
Worcester  
WR5 2AJ

**The Suit Works**  
**Trustees' Annual Report**  
**For the year ended 31 March 2025**

The Trustees of the charity submit their annual report and the statement of accounts for the year to 31 March 2025.

**Structure, Governance and Management**

The Suit Works was registered with the Charity Commission as a Charitable Incorporated Organisation on 14 December 2016. The liability of each member in the event of winding up is limited to £5.

The Trustees work with the CEO on the current and future strategies for the charity. They do this at Board meetings and through regular communication with the CEO. Each Trustee has an area of expertise and an area they provide support with.

The Board of Trustees meets together every quarter and covers standard agenda items:

- Trustee updates
- Director's Report (performance, progress, risks, opportunity)
- Financial Report (income, expenditure, funding sources and streams)
- Review and amendments of strategic plans and development
- Risk Register
- Regular policy reviews

Strategy meetings take place annually. Extraordinary meetings take place as and when required.

Board will review, amend or change Trustee roles as required by mutual agreement.

**Objectives and Activities for the Public Benefit**

The objective of the charity is the relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment. This includes the provision of suitable interview wear, interview coaching and preparation.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and setting the grant making policy for the period.

**The Suit Works**  
**Trustees' Annual Report - continued**  
**For the year ended 31 March 2025**

**Our Values and How We Operate**

**Supporting Vulnerable People**

- We provide a warm welcome and a relaxed atmosphere to help our clients feel comfortable.
- We give the individual the same experience they would expect from a paid styling service as we believe it can be of benefit to everyone not just those who can afford it.
- We are respectful of individuals and their personal tastes, and we aim to style and accommodate all those who wish to access the service.

**Building Confidence in people experiencing unemployment**

- Educate people about their style so they can be confident in making future styling choices for interviews and when they start work.
- Work with them until we find the right outfit so they can be proud of their personal presentation helping them to be at ease in their interview.
- Encourage people to invest in quality clothing.
- Our customers should always leave with an outfit that gives them a good feeling.
- Working with clients on basic interview skills. This can include providing mock interview.
- Provision of volunteering roles (where available) to build confidence in workplace skills.

**Contributing to reducing rates of employment**

- Collaborative working with other organisations and other charities to ensure that employability support is provided where needed.

**Helping the environment**

- We are supported by a local company who clean our suits for free, wherever possible they wet clean which is more environmentally friendly than dry cleaning and they provide us with recycled suit bags.
- Clothes are donated saving them ultimately from landfill and reducing the need for more production and manufacture of clothing.
- Clothes that are not fit for purpose are recycled.
- Students work with us to upcycle fabric that is no longer wearable in its current state.
- Clothes that are not suitable for use by The Suit Works are given to other charities to assist with their fundraising or clients.

**Data and Performance**

The Suit Works is pleased to report another increase in the number of clients supported during the financial year 2024/2025. We supported 303 clients this year through our core service. In addition we have supported around 30 students at University of Sheffield through our dedicated pop up support service. This is a 15% increase in the number of individuals supported since last year.

59% of our clients went on to succeed at interview following support from our service. Whilst this is slightly lower than last year's rate of 63%, it is important to recognise that success in employability is not defined by interview outcomes alone. Many clients regain renewed confidence, take up volunteering opportunities, or continue their journey through further training and employability programmes. These are valuable steps forward that contribute to long term outcomes. We continue to work closely with our referral partners across the employability sector, acknowledging that supporting individuals into work is a shared responsibility.

We have continued to undertake outreach work. We have engaged with an additional 70 people through visits to various community organisations, including Sheffield United Community Foundation, Street League, DWP and the Kings Trust. At The Kings Trust, we deliver a dedicated module on presentation skills, which is always followed by a group session at The Suit Works—helping participants build confidence and prepare for employment.

Whilst not all of these individuals received our core service of smart wear provision, these partnerships have enabled us to connect with people who may benefit from our support in the future as well as benefitted from us providing them with interview preparation support.

In addition to working with employability groups, we have also increased our involvement in community events. This growing presence has helped expand our reach and has led to an increase in referrals. As more people become aware of our services, we anticipate an increase in the number of people that we support.

### **Gender**

Two-thirds of the people we support are male (66%). This is fairly consistent with previous years. The trend may reflect the nature of the community groups and referral partners we currently work with, as well as our origins as a male-only service. While we are proud to support all individuals regardless of gender, we recognise the value of ensuring broader representation and access. Over the coming year, we will continue to strengthen connections with organisations that support individuals of other genders to help redress this imbalance where appropriate and ensure that our service remains inclusive and accessible to all.

### **Age**

The highest percentage of clients we saw were aged 21-30 and under (35%), followed by 20 and under (29%). This can be attributed to the number of organisations we work with who support younger people into work. With an increase on focused employability programmes, we predict a continued increase in the number of people we see.

We saw an increase in the number of referrals for people aged 41-60. Targeted outreach at the DWP over 50's recruitment days have played a significant part in this.

### **Location of clients**

Whilst the majority of our clients live in Sheffield, we continue to receive referrals from outside of the area. Notable areas include Rotherham, Doncaster, Wakefield and Hull. This is due to the lack of provision in these areas.

**The Suit Works**  
**Trustees' Annual Report - continued**  
**For the year ended 31 March 2025**

Of clients that stated their permanent address, two of our top three postcodes (S5 and S2) were also featured in data from the Office of National Statistics as the most socio-economic deprived areas in Sheffield. This is important because these areas have lower income levels but also people living in these areas are more likely to be facing inequalities. S6 continues to see a high number of referrals, with Hillsborough DWP being the most active Job Centre on our referral list.

**Where our referrals come from**

Of the 348 total referrals received this year, Sheffield City Council (SCC) remains our top referrer, accounting for 26% of all referrals. The Growth Company contributed 22%, and 15% of referrals were from the Department for Work and Pensions (DWP). Notably, we have seen an increase in referrals from the DWP this year. We attribute this to our increased outreach activities in partnership with local job centres and employability teams. We continue to build and strengthen our relationships with a broader range of referrers, and we anticipate that this strategic outreach will result in a further increase in referrals over the next financial year.

**Activities and Achievements**

During the financial year 2024–2025, alongside a rise in referrals, The Suit Works again achieved several significant milestones in our ongoing mission to support unemployed individuals into paid employment.

**1. Staff**

We were delighted to reach the key milestone of recruiting a Charity Administrator. This has allowed us to streamline our first contact and referral process, ensure the service is equipped to manage an increase in referrals, improve our collection of monitoring data and add a valuable new member to our team. As a result, existing staff have been able to spend more time on their specific roles.

**2. Partnership Working**

We continue to strengthen our relationships with local referral agencies, enabling us to broaden our reach and offer our services to more individuals in need. These agencies often provide complementary support such as job training, housing assistance, and interview coaching. By partnering with them, we are able to offer more holistic support.

Our most significant new referral partner this year has been the University of Sheffield. We have supported students in need of formalwear for job interviews, assessment centres, new roles, and graduation. Additionally, we launched a pop-up support shop in the Students' Union Swap Shop, offering single items and guidance on how to access our full referral process.

Beyond direct referrals, the University also supported us through clothing drives through collecting donations from their large workforce. We were also invited to attend their internal job and volunteering fairs, further expanding our visibility and engagement.

### **3. Community Engagement and Events**

We have significantly increased our community presence. We regularly attend job fairs hosted by the DWP, Sheffield United, and Sheffield City Council, with this year seeing an increase in additional outreach activities that we have attended.

We hosted our second annual Suit Works Open Day—a fantastic opportunity for referrers, supporters, and partners to visit our HQ, learn more about our sessions, and meet former clients. This helps our partners speak more confidently about our services to those they refer.

We also attended our first Sheffield City Council Moor Market Event, which allowed us to engage directly with the wider public, including those who may not otherwise have heard of our work—broadening our reach even further.

### **4. Corporate Partnerships**

This year, we were proud to secure our first Gold Corporate Sponsor; Quickline. Achieving this milestone aligned with our strategic goals for the financial year and directly enabled us to recruit a new team member.

This partnership has also opened the door to conversations with other potential corporate sponsors, setting the stage for further collaboration and support.

We would like to thank the people of Sheffield for their support and clothing donations, and we would in particular like to thank:

South Yorkshire Community Foundation  
Henry Boot  
Sheffield City Council  
First Degree Ltd  
Quickline

### **Financial Review**

The charity had a net outflow of £18,986 (2023/2024: £12,324). This meant the charity finished the year with total cash funds of £23,726 (2023/2024 - £42,712) of which £23,726 are unrestricted.

During the 2024–25 financial year, we had anticipated receiving a grant of £20,000 which, regrettably, did not materialise. While this presented a challenge, it also prompted a timely and constructive review of our fundraising strategy.



**The Suit Works**  
**Trustees' Annual Report - continued**  
**For the year ended 31 March 2025**

In response, we have refined our approach to income generation, placing a greater emphasis on diversifying funding streams and proactively increasing our fundraising activities. This includes strengthening partnerships, expanding our corporate sponsorship base, and enhancing community fundraising efforts. These measures are aimed at safeguarding the organisation's financial resilience and ensuring we are well-positioned to meet any future shortfalls in income without compromising service delivery. The shortfall faced in this financial year has already significantly reduced in the new financial year of 2025/2026.

The Suit Works considers that its funding for the short and mid-term future will be made up of a diverse blend of restricted and unrestricted income from:

- larger grants restricted to particular needs, and/or particular outcomes or smaller unrestricted grants;
- statutory funding;
- corporate support, both in-kind and financial. This would ideally cover our core costs;
- individual giving, through one-off donations and through long-term regular giving commitments;
- legacies;
- community fundraising;
- on-line trading.

Diversifying the income streams in this way will make the charity more robust and resilient to future funding challenges as well as increasing the visibility of TSW to prospective supporters that would not ordinarily see us.

**Reserves Policy**

The Suit Works Reserves Policy is to maintain sufficient level of reserves to enable normal operating activities to continue over a period of up to three months should a shortfall in income occur and to take account of potential risks and contingencies that may arise from time to time.

The Trustees consider that for the current level of operation of the Charity the level of reserves required is three months' core operational costs, which is approximately £19,500. As at the end of this financial year the Charity had £23,726 of unrestricted cash funds.

**Plans for Future Periods**

The Board continue to acknowledge that moving into 2025/2026 changes in the external economy, municipal funding and the priorities of funding agencies; mean that operational and financial strategies should be regularly evaluated by the Board as the financial year progresses.

**The Suit Works**  
**Trustees' Annual Report - continued**  
**For the year ended 31 March 2025**

The Suit Works continues to grow and adapt to the needs of our clients and that of the financial landscape around us. We want to ensure we continue to engage with services and individuals to ensure everyone is reaching us. In addition, our future aspirations include:

- To continue to build partnerships with organisations within the employability sector to ensure we are maximising the potential of clients by providing complete wrap around support.
- To review how we procure stock to maintain the level needed to meet the requirements of all clients.
- To work more closely with existing peer organisations nationally, to ensure we share best practice and continue to meet the needs of clients nationally.
- To continually assess the need for The Suit Works to have a presence in other areas of the country, whilst ensuring our current location is sustainable. To explore small, strategic pilots that test scalable approaches without overstretching the current model.

**Trustees' Responsibilities**

The charity Trustees are responsible for preparing a Trustees' annual report and accounts. The accounts have been prepared as receipts and payments as allowed under section 133 of the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

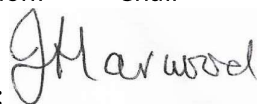
The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of statement of accounts.

**Declaration**

The Trustees declare that they have approved the Trustees report.

Signed on behalf of the charity's Trustees:

Name: **Jan Harwood**  
Position: Chair

Date: 

Name: Jan Harwood Position: Chair Date: 

## **Independent examiner's report to the Trustees of The Suit Works ('the Charity')**

We report to the Trustees on our examination of the accounts of the Charity for the year ended 31 March 2025.

### **Responsibilities and basis of report**

As the charity Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

We report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

We 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.

*Teresa Fennell*

**Teresa Fennell, ACMA**

**For and for behalf of**

**It Doesn't Have to Cost the Earth Ltd**




47 St Dunstons Close, Worcester, WR5 2AJ

Date: 18th December 2025

## The Suit Works

### Statement of Receipts and Payments

For the year ended 31 March 2025

		31 March 2025			31 March 2024		
	Notes	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
		£	£	£	£	£	£
<b>Receipts:</b>							
Grants, Donations and Other	2	26,180	-	26,180	48,129	4,672 	52,801
Local Authority Contract		32,500	-	32,500	26,029	- 	26,029
<b>Total</b>		<b>58,680</b>	<b>-</b>	<b>58,680</b>	<b>74,158</b>	<b>4,672</b>	<b>78,830</b>
<b>Payments:</b>							
Charitable Expenditure	3	72,994	4,672	77,666	61,834	4,672 	66,506
<b>Total</b>		<b>72,994</b>	<b>4,672</b>	<b>77,666</b>	<b>61,834</b>	<b>4,672</b>	<b>66,506</b>
<b>Net receipts/(payments)</b>		<b>(14,314)</b>	<b>(4,672)</b>	<b>(18,986)</b>	<b>12,324</b>	<b>0</b>	<b>12,324</b>
<b>Cash funds at 31 March 2024</b>		<b>38,040</b>	<b>4,672</b>	<b>42,712</b>	<b>25,716</b>	<b>4,672</b>	<b>30,388</b>
Transfers between funds		-	-	-	-	-	-
<b>Cash funds at 31 March 2025</b>	4	<b>23,726</b>	<b>-</b>	<b>23,726</b>	<b>38,040</b>	<b>4,672</b>	<b>42,712</b>

**The Suit Works**  
**Statement of Assets and Liabilities**  
**As at 31 March 2025**

	31 March 2025			31 March 2024		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	funds	income		funds	income	
	£	£	£	£	£	£
<b>Cash Funds</b>						
Cash at bank	23,726	-	23,726	38,040	4,672	42,712
	<b>23,726</b>	<b>-</b>	<b>23,726</b>	<b>38,040</b>	<b>4,672</b>	<b>42,712</b>
<b>Liabilities</b>						
Independent Examination Fee	440	-	440	440	-	440
Pension contributions	133	-	133	128	-	128
Social security costs	284	-	284	290	-	223
	<b>857</b>	<b>-</b>	<b>857</b>	<b>858</b>	<b>-</b>	<b>791</b>

The financial statements were approved by the Board of Trustees on ..... and signed on their behalf:

17/12/2025

Jan Harwood

**Jan Harwood**

Chair of Trustees

**The Suit Works**  
**Notes to the Accounts**  
**For the year ended 31 March 2025**

**1) Receipts and Payment accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

These accounts present both the current and prior year figures as receipts and payments.

**2) Grants, Donations and Other Income**

	2025			2024		
	Unrestricted	Restricted	Total funds	Unrestricted	Restricted	Total funds
	funds	funds		funds	funds	
	£	£	£	£	£	£
Donations	26,058	-	26,058	2,504	-	2,504
Grants	-	-	-	44,000	4,672	48,672
Other Income	42	-	42	618	-	618
The Boutique Works Sales	80	-	80	1,007	-	1,007
	<b>26,180</b>	<b>-</b>	<b>26,180</b>	<b>48,129</b>	<b>4,672</b>	<b>52,801</b>

**3) Charitable Expenditure**

	2025			2024		
	Unrestricted	Restricted	Total funds	Unrestricted	Restricted	Total funds
	funds	funds		funds	funds	
	£	£	£	£	£	£
Accountancy and Payroll Fees	3,925	-	3,925	3,909	-	3,909
Clothing, Suits and Shoes	42	-	42	1,030	-	1,030
General Expenses	505	-	505	43	-	43
Client Expenses	372	-	-	-	-	-
Independent Examiner Fee	440	-	440	440	-	440
Insurance	1,881	-	1,881	330	-	330
Legal and Professional	1,050	-	1,050	175	-	175
Office Costs	2,160	-	2,160	1,011	-	1,011
Rent, Rates and Utilities	24,406	-	24,406	27,600	-	27,600
Salaries	37,672	4,672	42,344	26,705	4,672	31,377
Staff Travel and Expenses	121	-	121	38	-	38
Subscriptions	60	-	60	55	-	55
Telephone	274	-	274	472	0	472
Volunteer Expenses	86	-	86	26	-	26
	<b>72,994</b>	<b>4,672</b>	<b>77,294</b>	<b>61,834</b>	<b>4,672</b>	<b>66,506</b>

## The Suit Works

### Notes to the Accounts- continued

For the year ended 31 March 2025

#### 4) Funds

	Balance at 1 April 2024 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2025 £
Restricted Funds:					
Moving On Up	4,672	-	(4,672)	-	-
<b>Total Restricted Funds</b>	<b>4,672</b>	<b>-</b>	<b>(4,672)</b>	<b>-</b>	<b>-</b>
Unrestricted funds	38,040	58,680	(72,994)	-	23,726
<b>Total Funds</b>	<b>42,712</b>	<b>58,680</b>	<b>(77,666)</b>	<b>-</b>	<b>23,726</b>

<i>Prior year comparative</i>	Balance at 1 April 2023 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31 March 2024 £
Restricted Funds:					
Moving On Up	4,672	4,672	(4,672)	-	4,672
<b>Total Restricted Funds</b>	<b>4,672</b>	<b>4,672</b>	<b>(4,672)</b>	<b>-</b>	<b>4,672</b>
Unrestricted funds	25,716	74,158	(61,834)	-	38,040
<b>Total Funds</b>	<b>30,388</b>	<b>78,830</b>	<b>(66,506)</b>	<b>-</b>	<b>42,712</b>

#### 5) Related party transactions and Trustees' expenses and remuneration

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2024: £nil).

No Trustees, or person related or connected by business to them has received any payments or other benefits from the charity during the year.

Trustee indemnity insurance is covered in the Charity insurance policy.

#### 6) Guarantees and Securities

At the year end, there were no potential liabilities for which the charity had provided guarantees nor did the charity have any debts that had been secured by a charge on assets.