

## **Willow Green Trustees Annual Report – Year ending 3<sup>rd</sup> April 2020**

### **Our Aims, which are unchanged from the previous year**

Willow Green is a Charitable Incorporated Organisation (CIO) registered with the Charities Commission, with Registered Charity Number 1173796. The purpose of the CIO is to “to empower young people with special educational needs and disabilities, through the delivery of practical and skill based programmes, that will enable them to participate fully in society as independent, mature and responsible individuals.”

Currently, in order to achieve and develop socially, emotionally and economically after age 19, the young people of Warrington with special educational needs and disabilities have to move or travel out of the area. This means being away from their surroundings, families and support networks. It can lead to great distress as a result of the upset to the routine of the young person and those around them as well as often being at great expense to both the local authority and local families.

Willow Green aims to create a familiar, supportive and local environment which will further the lives of young people with SEND through high quality, bespoke development programmes based on their individual needs. The programmes will provide a foundation for lifelong learning and wellbeing. They will focus on essential and transferrable, work, economic, social and life skills which will enable increased independence and self-determination.

Willow Green will have the individual and their specific requirements at the centre, taking into account parental views. The service will aim to develop progress and reassure the young person by supporting their participation, volunteering and employment possibilities and liaise with partner agencies to offer the beneficiary a place within their organisation. The goal will then be to progress this into a long-term relationship allowing the young person to reach their maximum potential.

### **Our Achievements during 2019/20**

During this period Willow Green (through Green Lane School) were able to support 11 additional learners onto the Supported Internship Programme and secured funding and placements for a total of 10 places for the upcoming academic year, starting September 2020, through the LEA Post 19 High Needs Funding.

Feedback from our students has been very positive and their attitudes have been fantastic throughout the year; our students have met the high expectations that both they and the teaching staff have set. We have had no exclusions or incidents of bullying.

For the academic year 2019/20 we had 11 leavers, of which:

- 4 left with Entry Level 3 Functional English
- 7 left with Level 1 Functional English.
- 7 left with Level 1 Functional Maths.
- 11 left with City & Guilds Level 1 in Employability Skills.

All students were successful in completing all aspects of their planned educational goals.

To support the students currently on the programme, and prepare for the next academic year for which 10 students are enrolled, we have increased the teaching and support staff and now have the following complement of staff:

- Lead Teacher x 1
- Tutor x 1 for Supported Internship Programme
- Teaching Assistants x 3 for Supported Internship / Work Skills Programme
- Teaching Assistants x 3 for Friday Work Skills Programme

In addition to this we also have a part time member of staff providing administrative support.

In addition to the Supported Internship Programme, this year Willow Green has continued to operate the Friday Work Skills Programme from New Town House in Warrington, which has again been well received by our students and has continued to be funded by the families of the students on the provision.

## **Our Finances for 2019/20**

Revenues for the year total £136,070, with £121,585 earned through the Supported Internship Programme and £14,485 from the Friday Work Skills Programme. The revenue for the Supported Internship Programme comes entirely from the contract with the LEA (through Post-19 High Needs Funding). The revenue for the Friday Work Skills Programme is provided by the families of the students attending the programme through a mixture of private funding and direct payments.

The total cost of the provision (i.e. both the internship and work skills programmes) during this period was £64,298. Willow Green is currently awaiting Green Lane School to invoice the amounts due to them, total sum of £112,896 for services provided to date.

For the financial year 2019/20 the net operating surplus for Willow Green was £75,987. This surplus was higher than forecast due to costs incurred during the year being lower than anticipated, as a result of:

- Reuse of existing equipment and gifting / loan of equipment resulted in lower than expected purchases of new equipment.
- External support for website development and production of marketing materials was not taken forward in this period.
- The appointment of the full-time job coach was only made part-way through the year and the recruitment of the business manager was not completed in the 2019/20 year.
- We managed to source external funding for staff training requirements.
- Free software was used to meet accounting and educational requirements rather than using licenced software packages.

At the end of the financial year 2019/20 Willow Green had £84,163 of cash. Accounts payable totalled £112,896 and accounts receivable totalled £136,069.

## **Future Plans**

Following the success and growth of the Supported Internship Programme we plan to develop Willow Green's provision to include a 5 day per week Work Skills Programme starting from September 2020. This will cater for the needs of learners who are not ready for the Supported Internship Programme and would otherwise have to travel outside of the borough to access education provision.

To deliver the continued operation and expansion of the provision, including securing additional funding, it was recognised that additional support was needed in both the governance and operation of Willow Green. Discussions with prospective Trustees were held during 2019-20 and in October 2020 6 new Trustees officially joined Willow Green. We then brought in a business manager to operate the provision on a day to day basis, giving Willow Green the governance and operational structure it needs to provide the provision today and set us up for future growth and success.

# Balance Sheet

## Willow Green CIO

1173796

ACCOUNTS	As of 3 April 2018	As of 3 April 2019	As of 3 April 2020
<b><u>Assets</u></b>			
Cash and Bank	£0	£30,182	£84,163
<b>Total Cash and Bank</b>	<b>£0</b>	<b>£30,182</b>	<b>£84,163</b>
Other Current Assets			£0
Accounts Receivable	£18,842	£43,584	£136,070
<b>Total Other Current Assets</b>	<b>£18,842</b>	<b>£43,584</b>	<b>£136,070</b>
<b>Total Assets</b>	<b>£18,842</b>	<b>£73,766</b>	<b>£220,233</b>
<b><u>Liabilities</u></b>			
Current Liabilities			
Accounts Payable	£14,433	£48,608	£112,896
<b>Total Current Liabilities</b>	<b>£14,433</b>	<b>£48,608</b>	<b>£112,896</b>
<b><u>Equity</u></b>			
Retained Earnings	£0	£4,409	£25,158
Year end profit	£4,409	£20,749	£82,178
<b>Total Equity</b>	<b>£4,409</b>	<b>£25,158</b>	<b>£107,336</b>

Prepared by Claire Perrins 28 January 2021

# Profit and Loss

## Willow Green CIO 1173796

ACCOUNTS	As of 3 April 2018	As of 3 April 2019	As of 3 April 2020
<b><u>Income</u></b>			
Sales	£18,842.01	£61,204.67	£137,831.29
Donations			£2,455
<b>Total Income</b>	<b>£18,842.01</b>	<b>£61,204.67</b>	<b>£140,286.29</b>
<b>Gross Profit</b>	<b>£18,842.01</b>	<b>£61,204.67</b>	<b>£140,286.29</b>
<b><u>Operating Expenses</u></b>			
Advertising & Promotion	£29.00	£1,080.00	£0.00
Office Supplies	£980.00	£753.00	£1,200.00
Payroll – Salary & Wages	£5,705.00	£26,093.00	£51,564.53
Professional Fees	£292.00	£208.00	£100.00
Rent Expense	£5,297.00	£4,477.00	£6,000.00
Telephone – Land Line	£117.00	£109.00	£120.00
Travel Expense	£35.00	£40.00	£1,313.95
Utilities	£1,978.00	£1,415.00	£4,000.00
<b>Total Operating Expenses</b>	<b>£14,433.00</b>	<b>£34,175.00</b>	<b>£64,298.48</b>

<b>Net Profit</b>	<b>£4,409.01</b>	<b>£27,029.67</b>	<b>£75,987.81</b>	<b>£107,426.49</b>
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Prepared by Claire Perrins 28  
January 2021



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Willow Green CIO

On accounts for the year  
ended

3<sup>rd</sup> April 2020

Charity no  
(if any)

1173796

Set out on pages

N/A

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 03/04/2020

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (~~other than that disclosed below \*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Signed:

Date:

29/01/2021

Name:

Debbie Monk, Norbreck Ltd

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

MAAT

Address:

107 Norbreck Close, Great Sankey, Warrington, Cheshire, WA5 2SJ

Only complete if the examiner needs to highlight 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