

# WORD 4 WEAPONS

England & Wales · Charity number 1174262

## Details

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Status	Registered
Legal form	CIO
Registered	2017-08-15
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	86-90 Paul Street, London
Postcode	EC2A 4NE
Phone	07452743443
Email	<a href="mailto:info@word4weapons.co.uk">info@word4weapons.co.uk</a>
Website	<a href="http://www.word4weapons.co.uk">www.word4weapons.co.uk</a>

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE, FOR THE PUBLIC BENEFIT:-4.1. TO ADVANCE THE EDUCATION AND AWARENESS OF THE PUBLIC IN RELATION TO THE NEGATIVE EFFECTS OF CARRYING OR USING A WEAPON;4.2. THE PREVENTION OF CRIME AND THE PRESERVATION AND PROTECTION OF GOOD HEALTH, IN PARTICULAR (BUT WITHOUT LIMITATION) RELATING TO THE SURRENDER OF WEAPONS; AND4.3. TO ADVANCE THE CHRISTIAN RELIGION.

**Activities:** Raise the awareness of the public in relation to the negative effects of carrying or using a Weapons through workshops and training. The provision and installation of knife bins for placement in public places away from CCTV to encourage the anonymous deposit of weapons by individuals.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Religious Activities, Economic/community Development/employment
- **Who:** Children/young People, The General Public/mankind

## Geography

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- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£30,673	£55,165	-	-
2024-03-31	£70,526	£56,693	-	-
2023-03-31	£54,414	£50,988	-	-
2022-03-31	£32,899	£82,694	-	-
2021-01-31	£52,714	£51,057	-	-

## Trustees

Name	Role	Appointed
Funmi Ullam		2024-01-08
Gyan Dass		2024-01-08
Jennifer Dias		2024-01-08
Nahim Rahman		2024-01-08
Parascevas Loukaides		2024-03-13
Seema Choudhury		2024-01-08
Terna Ullam		2024-01-08

**WORD 4 WEAPONS**

England & Wales - Charity number 1174262

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# Accounts

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## **WORD 4 WEAPONS**

### **ANNUAL REPORT AND FINANCIAL STATEMENTS**

**Year ended 31 March 2025**

**Registered charity no. 1174262**

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**WORD 4 WEAPONS - ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 March 2025**

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**CONTENTS**

	<b>Page</b>
Reference & administrative information	2
Board of Trustees' report	3
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9

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## **WORD 4 WEAPONS - REFERENCE & ADMINISTRATIVE INFORMATION**

**For the year ended 31 March 2025**

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<b>Board of Trustees</b>	Edward Wood  Seema Choudry Gyan Dass Jennifer Dias Parascevas Loukaides Nahim Rahman Funmi Ullam Terna Ullam	<i>Chair - appointed 8 January 2024 - resigned 31 May 2025</i>
<b>Charity reg. no.</b>	1174262	
<b>Registered address</b>	Word 4 Weapons 86 – 90 Paul Street London EC2A 4NE	
<b>Independent examiner</b>	Enaid Accountancy Ltd Units 24 & 25 Goodsheds Container Village Hood Road Barry CF62 5QU	
<b>Principal bankers</b>	Co-operative Bank PO Box 101 1 Balloon Street Manchester M60 4EP	
<b>Solicitors</b>	Anthony Collins Solicitors LLP 134 Edmund Street Birmingham B3 2ES	

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the year ended 31 March 2025**

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The Board of Trustees submit their annual report and the financial statements of Word 4 Weapons for the year ended 31 March 2025. The Board of Trustees confirms that the annual report and financial statements of the Charity comply with current statutory requirements, including the Charity Act 2011, as well as the requirements of the Charity’s governing document and the provisions of the ‘Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1 January 2019)’, and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives**

The Objects of the CIO, for the public benefit, are:-

- To advance the education and awareness of the public in relation to the negative effects of carrying or using a weapon;
- The prevention of crime and the preservation and protection of good health, in particular (but without limitation) relating to the surrender of weapons;
- To advance the Christian religion.

We have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

#### **Inclusion and Values**

Word 4 Weapons was founded on Christian values of compassion, service, and care for the community. The Charity is inclusive and welcoming to all, regardless of faith, belief, or lack of belief.

Word 4 Weapons works respectfully with individuals and partners from all backgrounds and is committed to equality, dignity, and mutual respect. Our focus is on shared human values, public benefit, and collaborative action to reduce violence and improve community safety.

#### **Activities**

During the year, Word 4 Weapons focused on:

- Operating and maintaining an extensive network of weapons surrender bins.
- Supporting local authorities, police forces, housing providers, and community partners.

- Ensuring the safe collection, categorisation, reporting, and disposal of surrendered knives and weapons.
- Providing data and assurance in line with statutory and government requirements.

#### **Collaboration and Partnership**

Word 4 Weapons operates on the principle that serious violence cannot be addressed in isolation. During the year, the Charity strengthened its commitment to collaborative and collegiate working, as set out below:

- Partnering with other charities and voluntary organisations.
- Working alongside statutory agencies and government departments.
- Supporting local, regional, and national violence-reduction strategies.

The Charity values its collaborative relationships with other organisations working in the weapons surrender and violence-reduction space, including Faz Amnesty and other community-led initiatives. These partnerships strengthen collective impact, reduce duplication, and support a more coordinated national response.

#### **Plans for 2025/26**

Following the reporting period, Word 4 Weapons successfully delivered a Home Office-funded weapons surrender programme in 2025, in line with national guidance and reporting requirements. This marked a significant milestone in the Charity’s development and demonstrated its capacity to operate at scale, manage risk, and deliver public benefit outcomes in partnership with central government.

In parallel, the Charity supported the national rollout of specialist Ninja Sword surrender bins in response to legislative change under Ronan’s Law. These bins were designed to safely accept prohibited and non-prohibited weapons, household knives, other weapons and sharps, and formed part of a coordinated national and local approach to enabling lawful, anonymous surrender during the transition period and beyond.

### **STRUCTURE, GOVERNANCE & MANAGEMENT**

Word 4 Weapons is a registered Charitable Incorporated Organisation (‘CIO’), number 1174262, and is governed by its constitution dated 5 May 2017. The Board of Trustees meets at least four times annually. The charity does not own or occupy property for the execution of its objects.

Trustees set strategy by monitoring, research and consultation with all relevant parties, to determine new initiatives and provide direction for the charity. Their decisions are conveyed to staff and volunteers for implementation. They appoint new Trustees after due diligence and following nominations from existing Trustees or supporters.

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## WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT

For the year ended 31 March 2025

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### Induction and training

All new Trustees take part in an induction programme which was developed in January 2024.

Current Trustees were all identified through word of mouth. The number of Trustees fell below the minimum required by the Charity’s Constitution until eight new Trustees were appointed on 8 January 2024.

### Staffing

Yvonne resigned as CEO during the year. Trustees agreed that the charity was not in a stable enough position to carry out an open recruitment to find a replacement. They therefore decided to draw on Sandra Campbell’s extensive relevant experience in law enforcement and community safety, and knowledge of the charity’s operations. Sandra was offered a temporary contract of six months as full-time CEO from 1 April 2024, which was extended until December 2024 and has continued on an unpaid basis since then whilst re-building the charity.

### Risk management

The principal risks identified by the Trustees are:

*Risk 1:* Due to failure to secure sufficient income, the charity ceases to be a going concern.

*Risk 2:* Due to management failure, the charity is unable to operate effectively.

*Risk 3:* Due to operational failure, the bins are not maintained in a safe and usable condition.

The first risk is addressed in our Finance Review below. Risks two and three are addressed in our Performance Review.

### FINANCIAL REVIEW

The charity incurred a deficit of £24,492 (2024: surplus of £13,833) in the year resulting in a deficit on funds at the year-end of £24,121 (2024: surplus of £371).

Since year end a large contract has been signed with the Home Office for activities in the new financial year, which has allowed the Charity to continue and move into a more sustainable position moving forward and so the Trustees are happy that the Charity is able to meet its liabilities as they fall due.

### Reserves policy

The Board of Trustees has agreed that the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of expenditure, to give capacity to manage unforeseen financial difficulties.

At the end of the current period, £26,911 of a Bounce Back loan taken out in 2021 was outstanding, meaning that it was not possible to maintain reserves in line with our policy, however as noted above the Charity has since turned this situation around.

### Fundraising

The principal source of funds in the current period was from contracts taken out by local authorities for the installation and maintenance of knife bins. Funds were also raised by the collection of maintenance charges, and direct fundraising.

The current business model is too dependent on sales of bins, which by its nature is uneven. Therefore in 2025/26 we need to:

1. Improve issuing and collection of invoices for bin maintenance
2. Seek grant funding from government agencies, foundations and philanthropic organisations

We will establish which bins are in and out of contract and re-establish contact with all owners, invoicing where there is an appetite to renew the contract and seeking alternative funding if not.

Realistically, bin sales are likely to remain our biggest source of income for the immediate future. Our target for 2024/25 is at least 10 bins sold. To this end we will publicise the charity to local authorities in London and explore other potential customers. Active expansion beyond London would be too challenging logistically at present.

### STATEMENT OF BOARD OF TRUSTEES’ RESPONSIBILITIES

The trustees are responsible for preparing the Trustees’ Annual Report and the financial statements in accordance with applicable law and regulations. Charity law requires the trustees to prepare financial statements for each financial year. Under that law they are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

Under charity law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and,
- prepare the financial statements on the going concern basis unless it is inappropriate to

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the year ended 31 March 2025**

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presume that the charity will continue its activities.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity’s transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity’s website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. In addition, the trustees confirm that they are happy that content of the annual review in pages 3 to 5, and the legal & administrative information on page 2, of this document meet the requirements of the Trustees’ Annual Report under charity law.

They also confirm that the financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity’s governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland second edition.

This report was approved and authorised for issue by the Board of Trustees on 30 January 2026 and signed on its behalf by:



Jennifer Dias  
**Trustee**

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## WORD 4 WEAPONS – INDEPENDENT EXAMINER’S REPORT

For the year ended 31 March 2025

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### Independent Examiner’s Report to the Board of Trustees of Word 4 Weapons (registered charity no. 1174262)

I report on the financial statements of the Charitable Incorporated Organisation (CIO) for the year ended 31 March 2025, which are set out on pages 7 to 16.

#### **Respective responsibilities of trustees and examiner**

The CIO’s trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Charities Act). The CIO’s trustees consider that an audit is not required for this year under section 144 of 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.

This report, including my statement, has been prepared for and only for the CIO’s trustees as a body. My work has been undertaken so that I might state to the CIO’s trustees those matters I am required to state to them in an independent examiner’s report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the CIO and the CIO’s trustees as a body for my examination work, for this report, or for the statements I have made.

#### **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 CIO 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination, giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do 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, other than the rationale for preparing on the going concern basis as per the going concern accounting policy note on page 9.



**Andrew Philip Nash FCA**

*Member of the Institute of Chartered Accountants in England and Wales – 2461833*

Dated: 30 January 2026

*Enaid Accountancy Ltd*  
Units 24 & 25  
Goodsheds Container Village  
Hood Road  
Barry  
CF62 5QU

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**WORD 4 WEAPONS - STATEMENT OF FINANCIAL ACTIVITIES**For the year ended 31 March 2025

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		<b>Unrestricted Funds Year ended 31 Mar 2025</b>	<b>Restricted Funds Year ended 31 Mar 2025</b>	<b>Total Funds Year ended 31 Mar 2025</b>	<i>Total Funds Year ended 31 Mar 2024</i>
	<i>Notes</i>	£	£	£	£
<b>Income from:</b>					
Donations	3	<b>12,585</b>	-	<b>12,585</b>	1,859
Charitable activities	4	<b>18,088</b>	-	<b>18,088</b>	68,667
<b>Total income</b>		<b>30,673</b>	-	<b>30,673</b>	70,526
<b>Expenditure on:</b>					
Charitable activities:	5	<b>55,165</b>	-	<b>55,165</b>	56,693
<b>Total expenditure</b>		<b>55,165</b>	-	<b>55,165</b>	56,693
<b>Net income/(expenditure)</b>		<b>(24,492)</b>	-	<b>(24,492)</b>	13,833
<b>Reconciliation of funds:</b>					
Total funds brought forward	11 & 12	<b>371</b>	-	<b>371</b>	(13,462)
<b>Total funds carried forward</b>	11 & 12	<b>(24,121)</b>	-	<b>(24,121)</b>	371

The notes on pages 9 to 16 form part of the financial statements.

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**WORD 4 WEAPONS - BALANCE SHEET**As at 31 March 2025

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	<i>Notes</i>		<b>Total Funds 31 Mar 2025</b>		<i>Total Funds 31 Mar 2024</i>
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	7		-		-
<b>CURRENT ASSETS</b>					
Debtors and prepayments	8	2,600		33,750	
Cash at bank and in hand		994		8,289	
		<u>3,594</u>		<u>42,039</u>	
<b>CREDITORS: amounts falling due within one year</b>	9	<b>(5,213)</b>		<b>(14,755)</b>	
<b>NET CURRENT ASSETS</b>			<b>(1,619)</b>		<b>27,284</b>
<b>CREDITORS: amounts falling in more than one year</b>	10		<b>(22,502)</b>		<b>(26,913)</b>
<b>NET ASSETS</b>			<b>(24,121)</b>		<b>371</b>
<b>FUNDS OF THE CHARITY</b>					
Unrestricted funds:					
General funds	11 & 12	(24,121)		371	
		<u>(24,121)</u>		<u>371</u>	
			<b>(24,121)</b>		<b>371</b>

The notes on pages 9 to 16 form part of the financial statements.

These financial statements were approved and authorised for issue by the Board of Trustees on 30 January 2026 and signed on their behalf by:



Jennifer Dias  
**Trustee**

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## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

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### 1. ACCOUNTING POLICIES

#### ***Basis of preparation of the financial statements***

The financial statements have been prepared in accordance with 'Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1 January 2019)', and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), as well as the Charity Act 2011.

The effect of any event relating to the year ended 31 March 2025, which occurred before the date of approval of the financial statements by the Board of Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2025 and the results for the year ended on that date.

Under the exemption available to smaller charities, the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

The functional currency of the Charity is sterling and amounts in the financial statements are rounded to the nearest pound.

#### ***Legal status***

Word 4 Weapons is a charitable incorporated organisation registered in England & Wales, and meets the definition of a public benefit entity. The registered office is 86 – 90 Paul Street, London, EC2A 4NE.

#### ***Going concern***

The financial statements have been prepared on the going concern basis as the Board of Trustees is confident that future reserves and future income is more than sufficient to meet current commitments. Whilst unrestricted reserves ended the year with a deficit of £24,121 (2024: surplus of £371). Since year end a large contract has been signed with the Home Office which has allowed the Charity to continue and move into a more sustainable position moving forward and so the Trustees are happy that the Charity is able to meet its liabilities as they fall due.

#### ***Fund Accounting***

General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors or that have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the

specific fund. The aim and use of each restricted fund is set out in note 11 of the financial statements.

#### ***Income***

Income is recognised when the Charity has entitlement to the funds, any performance indicators attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donations are recognised in full in the Statement of Financial Activities when entitled, receipt is probable and when the amount can be quantified with reasonable accuracy. Gift aid receivable is included when claimable.

Grant income is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless the grant relates to a future year, in which case it is deferred.

Income from charitable activities is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless it relates to a specific future year or event, in which case it is deferred.

#### ***Expenditure and irrecoverable VAT***

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### ***Pensions***

Word 4 Weapons operates a defined contribution pension scheme. Pension contributions are charged to the statement of financial activities when due and payable. These contributions are invested separately from the charity's assets.

#### ***Tangible fixed assets and depreciation***

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their residual value, over their useful life, on the following basis:

Computer equipment    3 years

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2025

### Cash at bank and in hand

Cash at bank and in hand includes cash in hand, deposits with banks and funds that are readily convertible into cash at, or close to, their carrying values, but are not held for investment purposes.

### Debtors and prepayments

Trade and other debtors are recognised at the settlement amount after any trade discount is applied. Prepayments are valued at the amount prepaid net of any trade discounts due.

### Creditors

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably.

### Financial instruments

Basic financial instruments are measured at amortised cost other than investments, which are measured at fair value.

### Critical estimates and judgements

In preparing financial statements, it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The treatment of tangible fixed assets is sensitive to changes in useful economic lives and residual values of assets. These are reassessed annually.

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

## 2. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

		<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>
		<i>Year ended</i>	<i>Year ended</i>	<i>Year ended</i>
		<i>31 Mar 2024</i>	<i>31 Mar 2024</i>	<i>31 Mar 2024</i>
	<i>Notes</i>	<i>£</i>	<i>£</i>	<i>£</i>
<i>Income from:</i>				
Donations	3	1,859	-	1,859
Charitable activities	4	68,667	-	68,667
<b>Total income</b>		<b>70,526</b>	<b>-</b>	<b>70,526</b>
<i>Expenditure on:</i>				
Charitable activities:	5	56,693	-	56,693
<b>Total expenditure</b>		<b>56,693</b>	<b>-</b>	<b>56,693</b>
<b>Net income/(expenditure)</b>		<b>13,833</b>	<b>-</b>	<b>13,833</b>
<i>Reconciliation of funds:</i>				
Total funds brought forward	11 & 12	(13,462)	-	(13,462)
<b>Total funds carried forward</b>	11 & 12	<b>371</b>	<b>-</b>	<b>371</b>

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**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**For the year ended 31 March 2025

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**3. INCOME FROM DONATIONS**

	<b>Unrestricted Funds Year ended 31 Mar 2025 £</b>	<b>Restricted Funds Year ended 31 Mar 2025 £</b>	<b>Total Funds Year ended 31 Mar 2025 £</b>
Donations	<b>12,585</b>	-	<b>12,585</b>
	<b>12,585</b>	-	<b>12,585</b>
	<i>Unrestricted Funds Year ended 31 Mar 2024 £</i>	<i>Restricted Funds Year ended 31 Mar 2024 £</i>	<i>Total Funds Year ended 31 Mar 2024 £</i>
Donations	1,859	-	1,859
	1,859	-	1,859

**4. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted Funds Year ended 31 Mar 2025 £</b>	<b>Restricted Funds Year ended 31 Mar 2025 £</b>	<b>Total Funds Year ended 31 Mar 2025 £</b>
Provision of knife bins and training	<b>18,088</b>	-	<b>18,088</b>
	<b>18,088</b>	-	<b>18,088</b>
	<i>Unrestricted Funds Year ended 31 Mar 2024 £</i>	<i>Restricted Funds Year ended 31 Mar 2024 £</i>	<i>Total Funds Year ended 31 Mar 2024 £</i>
Provision of knife bins and training	68,667	-	68,667
	68,667	-	68,667

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 March 2025

**5. TOTAL EXPENDITURE**

	<b>Unrestricted Funds Year ended 31 Mar 2025 £</b>	<b>Restricted Funds Year ended 31 Mar 2025 £</b>	<b>Total Funds Year ended 31 Mar 2025 £</b>
Staff costs	<b>38,617</b>	-	<b>38,617</b>
Provision of bins and other direct costs	<b>9,983</b>	-	<b>9,983</b>
Administrative costs	<b>5,439</b>	-	<b>5,439</b>
Governance costs	<b>1,126</b>	-	<b>1,126</b>
	<b>55,165</b>	-	<b>55,165</b>
	<i>Unrestricted Funds Year ended 31 Mar 2024 £</i>	<i>Restricted Funds Year ended 31 Mar 2024 £</i>	<i>Total Funds Year ended 31 Mar 2024 £</i>
Staff costs	<i>32,692</i>	-	<i>32,692</i>
Provision of bins and other direct costs	<i>16,432</i>	-	<i>16,432</i>
Administrative costs	<i>5,628</i>	-	<i>5,628</i>
Governance costs	<i>1,941</i>	-	<i>1,941</i>
	<i>56,693</i>	-	<i>56,693</i>

Indirect costs, including governance costs, which cannot be directly attributed to activities, are allocated between activities proportionate to the direct costs incurred in those activities.

An analysis of staff costs can be found in note 6.

Governance costs includes the following costs:

	<b>Total Funds Year ended 31 Mar 2025 £</b>	<i>Total Funds Year ended 31 Mar 2024 £</i>
Independent examination	<b>804</b>	<i>930</i>
Insurance	<b>322</b>	<i>1,011</i>
	<b>1,126</b>	<i>1,941</i>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 March 2025

**6. STAFF COSTS**

	<b>Total Funds Year ended 31 Mar 2025 £</b>	<i>Total Funds Year ended 31 Mar 2024 £</i>
Gross salaries	<b>36,867</b>	32,692
Employer's pension	<b>1,750</b>	-
	<b><u>38,617</u></b>	<u>32,692</u>

The average headcount during the year was 1 person (2024: 1 person).

The total remuneration paid to key management personnel during the year was £38,617 (2024: £32,692).

No employee received employee benefits of more than £60,000 (2024: Nil).

**7. TANGIBLE FIXED ASSETS**

	<b>Computer &amp; phone equipment £</b>	<b>Total £</b>
<b>Cost</b>		
As at 1 April 2024	<b>4,947</b>	<b>4,947</b>
As at 31 March 2025	<b><u>4,947</u></b>	<b><u>4,947</u></b>
<b>Accumulated depreciation</b>		
As at 1 April 2024	<b>4,947</b>	<b>4,947</b>
Depreciation charge in period	-	-
As at 31 March 2025	<b><u>4,947</u></b>	<b><u>4,947</u></b>
<b>Net book value</b>		
As at 1 April 2024	-	-
As at 31 March 2025	<b><u>-</u></b>	<b><u>-</u></b>

**8. DEBTORS AND PREPAYMENTS**

	<b>Total Funds 31 Mar 2025 £</b>	<i>Total Funds 31 Mar 2024 £</i>
Trade receivables	<b>2,600</b>	33,750
	<b><u>2,600</u></b>	<u>33,750</u>

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**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**For the year ended 31 March 2025

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**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>Total Funds 31 Mar 2025</b>	<i>Total Funds 31 Mar 2024</i>
	£	£
Accruals	<b>804</b>	1,845
Bounceback loan	<b>4,409</b>	4,297
Deferred income	-	8,613
	<b><u>5,213</u></b>	<u>14,755</u>

Deferred income in the previous year consists of income received in advance for the emptying and servicing of bins.

**10. CREDITORS: AMOUNTS FALLING DUE IN MORE THAN ONE YEAR**

	<b>Total Funds 31 Mar 2025</b>	<i>Total Funds 31 Mar 2024</i>
	£	£
Bounceback loan	<b>22,502</b>	26,913
	<b><u>22,502</u></b>	<u>26,913</u>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year ended 31 March 2025**

**11. ANALYSIS OF CHARITY FUNDS**

	<b>Balance brought forward Year ended 31 Mar 2025 £</b>	<b>Income for the period Year ended 31 Mar 2025 £</b>	<b>Expenditure in the period Year ended 31 Mar 2025 £</b>	<b>Transfer between funds Year ended 31 Mar 2025 £</b>	<b>Balance carried forward Year ended 31 Mar 2025 £</b>
<b>Unrestricted funds</b>	<b>371</b>	<b>30,673</b>	<b>(55,165)</b>	<b>-</b>	<b>(24,121)</b>
	<b>371</b>	<b>30,673</b>	<b>(55,165)</b>	<b>-</b>	<b>(24,121)</b>
	<i>Balance brought forward Year ended 31 Mar 2024 £</i>	<i>Income for the period Year ended 31 Mar 2024 £</i>	<i>Expenditure in the period Year ended 31 Mar 2024 £</i>	<i>Transfer between funds Year ended 31 Mar 2024 £</i>	<i>Balance carried forward Year ended 31 Mar 2024 £</i>
<i>Unrestricted funds</i>	<i>(13,462)</i>	<i>70,526</i>	<i>(56,693)</i>	<i>-</i>	<i>371</i>
	<i>(13,462)</i>	<i>70,526</i>	<i>(56,693)</i>	<i>-</i>	<i>371</i>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year ended 31 March 2025**

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds Year ended 31 Mar 2025 £</b>	<b>Restricted Funds Year ended 31 Mar 2025 £</b>	<b>Total Funds Year ended 31 Mar 2025 £</b>
Current assets	<b>3,594</b>	-	<b>3,594</b>
Current liabilities	<b>(5,213)</b>	-	<b>(5,213)</b>
Non current liabilities	<b>(22,502)</b>	-	<b>(22,502)</b>
	<b>(24,121)</b>	-	<b>(24,121)</b>

	<i>Unrestricted Funds Year ended 31 Mar 2024 £</i>	<i>Restricted Funds Year ended 31 Mar 2024 £</i>	<i>Total Funds Year ended 31 Mar 2024 £</i>
Current assets	<i>42,039</i>	-	<i>42,039</i>
Current liabilities	<i>(14,755)</i>	-	<i>(14,755)</i>
Non current liabilities	<i>(26,913)</i>	-	<i>(26,913)</i>
	<i>371</i>	-	<i>371</i>

**13. TRUSTEE REMUNERATION AND DONATIONS**

During the year, no trustees received remuneration for provision of services to the CIO.

Yvonne Codner, a trustee, was appointed as Director of Education Services and Partnerships from September 2020. As a long-term trustee of the CIO and also having professional experience in this area, the trustees who were in role at the time felt that Yvonne Codner was suitably qualified to take this role on and she had no

input into this decision-making process. During the prior financial year, she received total remuneration of £32,692 as an employee. She resigned from both roles in the prior financial year.

No members of the Board of Trustees received reimbursement of expenses related to attendance at Trustee meetings (2024: £Nil).

**14. RELATED PARTY TRANSACTIONS**

There were no other related party transactions during the year (2024: £Nil).

**15. GUARANTEES AND SECURED CHARGES**

As of at 31 March 2025, the CIO did not have any outstanding guarantees to third partners nor any debts secured against assets of the CIO (2024: £Nil).

**WORD 4 WEAPONS**

England & Wales - Charity number 1174262

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# Accounts

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# **WORD 4 WEAPONS**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS**

**Year ended 31 March 2024**

**Registered charity no. 1174262**

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# **WORD 4 WEAPONS - ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31 March 2024**

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## **CONTENTS**

	<b>Page</b>
Reference & administrative information	2
Board of Trustees' report	3
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9

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## **WORD 4 WEAPONS - REFERENCE & ADMINISTRATIVE INFORMATION**

**For the year ended 31 March 2024**

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<b>Board of Trustees</b>	Edward Wood Joanne Stowell Sandra Campbell  Seema Choudry Yvonne Codner Gyan Dass Jennifer Dias Parascevas Loukaides Nahim Rahman Funmi Ullam Terna Ullam Rosetta McGregor-Bell	<i>Chair - appointed 8 January 2024</i> <i>Co-chair from 8 Jan 2024 to 13 March 2024</i> <i>Appointed 23 April 2023</i> <i>Resigned 8 January 2024</i> <i>Appointed 8 January 2024</i> <i>Chair until 8 January 2024</i> <i>Appointed 8 January 2024</i> <i>Appointed 8 January 2024</i> <i>Appointed 13 March 2024</i> <i>Appointed 8 January 2024</i> <i>Appointed 8 January 2024</i> <i>Appointed 8 January 2024</i> <i>Chairperson – resigned 25 April 2023</i>
<b>Charity reg. no.</b>	1174262	
<b>Registered address</b>	Word 4 Weapons 86 – 90 Paul Street London EC2A 4NE	
<b>Independent examiner</b>	Enaid Accountancy Ltd Units 24 & 25 Goodsheds Container Village Hood Road Barry CF62 5QU	
<b>Principal bankers</b>	Co-operative Bank PO Box 101 1 Balloon Street Manchester M60 4EP	
<b>Solicitors</b>	Anthony Collins Solicitors LLP 134 Edmund Street Birmingham B3 2ES	

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the year ended 31 March 2024**

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The Board of Trustees submit their annual report and the financial statements of Word 4 Weapons for the year ended 31 March 2024. The Board of Trustees confirms that the annual report and financial statements of the Charity comply with current statutory requirements, including the Charity Act 2011, as well as the requirements of the Charity’s governing document and the provisions of the ‘Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1 January 2019)’, and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives**

The Objects of the CIO, for the public benefit, are:-

- To advance the education and awareness of the public in relation to the negative effects of carrying or using a weapon;
- The prevention of crime and the preservation and protection of good health, in particular (but without limitation) relating to the surrender of weapons;
- To advance the Christian religion.

We have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

#### **Activities**

The main focus during 2023/24 was on the second Object, specifically maintaining and increasing facilities for the surrender of weapons. Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

During this financial year we had 45 bins in service, including 42 in Greater London and three outside London.

Nine new bins were purchased, by four local authorities: Brent, Greenwich, Newham and Richmond. All invoices were paid, but due to delays in decision-making about where to site the bins, none were installed until the following financial year.

Some knife surrender bins were emptied. Invoices for bin maintenance/knife collection were issued for 14 bins. Seven of these were for two or more years. Payment was received in-year for 5 bins.

### **Performance Review**

#### *Key Public Benefits of Knife Surrender Bins*

1. *Anonymous Disposal of Illegal Weapons*  
Providing secure and anonymous methods for individuals to turn in illegal weapons reduces the risk of harm and promotes community safety.
2. *Safe Disposal of Household Knives*  
Encouraging proper disposal methods for unwanted or dangerous household knives to prevent accidents and misuse.
3. *Efficient Disposal of Weapons Found During Neighbourhood Sweeps*  
Enables park and neighbourhood wardens to safely and efficiently process weapons discovered during routine sweeps, ensuring public spaces remain safe.
4. *Empowering Residents and Local Communities*  
Engaging with residents to raise awareness, foster trust, and create opportunities for collective action against weapon-related risks.
5. *Promoting Conversations Within Families*  
Safely and anonymously disposing of knives in a surrender bin, rather than reporting to the police, creates a safer space for parents and siblings to challenge and support a family member who has illegal knives.

#### *Actions for 2024/25*

The Board identified three main operational and administrative issues to be addressed in the next financial year (24/25).

1. Ensure that all bins are maintained and emptied in a timely manner
2. Improve record-keeping
3. Improve billing and collection of maintenance charges

### **STRUCTURE, GOVERNANCE & MANAGEMENT**

Word 4 Weapons is a registered Charitable Incorporated Organisation (‘CIO’), number 1174262, and is governed by its constitution dated 15 August 2017. The Board of Trustees meets at least four times annually. The charity does not own or occupy property for the execution of its objects.

Trustees set strategy by monitoring, research and consultation with all relevant parties, to determine new initiatives and provide direction for the charity. Their decisions are conveyed to staff and volunteers for implementation. They appoint new Trustees after due diligence and following nominations from existing Trustees or supporters.

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the year ended 31 March 2024**

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### **Induction and training**

An induction programme was developed for the new Trustees who joined in January 2024.

Current Trustees were all identified through word of mouth. The number of Trustees fell below the minimum required by the Charity’s Constitution until eight new Trustees were appointed on 8 January 2024.

### **Staffing**

Chief Executive Officer (Part time): Yvonne Codner

From October 2023, Yvonne was supported by Sandra Campbell, through the DWP Access to Work scheme.

Yvonne resigned as CEO at the end of 2023/24. Trustees agreed that the charity was not in a stable enough position to carry out an open recruitment to find a replacement. They therefore decided to draw on Sandra Campbell’s extensive relevant experience in law enforcement and community safety, and knowledge of the charity’s operations. Sandra was offered a temporary contract of six months as full-time CEO from 1 April 2024.

### **Risk management**

The principal risks identified by the Trustees are:

*Risk 1:* Due to failure to secure sufficient income, the charity ceases to be a going concern.

*Risk 2:* Due to management failure, the charity is unable to operate effectively.

*Risk 3:* Due to operational failure, the bins are not maintained in a safe and usable condition.

The first risk is addressed in our Finance Review below. Risks two and three are addressed in our Performance Review.

### **FINANCIAL REVIEW**

The charity achieved a surplus of £13,833 (2023: £3,426) in the year resulting in a small surplus on funds at the year-end of £371 (2023: deficit of £13,462). Of the total funds held at year end £371 were unrestricted as to use (2023: deficit of £13,462).

### **Reserves policy**

The Board of Trustees has agreed that the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of expenditure, to give capacity to manage unforeseen financial difficulties.

At the end of the current period, £31,210 of a Bounce Back loan taken out in 2021 was outstanding, meaning that it was not possible to maintain reserves in line with our policy, however net current assets sat at £27,284 at year end, which is deemed sufficient to meet immediate requirements.

### **Fundraising**

The principal source of funds in the current period was from contracts taken out by local authorities for the installation and maintenance of knife bins. Funds were also raised by the collection of maintenance charges, and direct fundraising through a Christmas Concert by the London Medical Orchestra at St Melitus RC Church, Finsbury (where one of our bins is located).

The current business model is too dependent on sales of bins, which by its nature is uneven. Therefore in 2024/25 we need to:

1. Improve issuing and collection of invoices for bin maintenance
2. Seek grant funding from government agencies, foundations and philanthropic organisations

We will establish which bins are in and out of contract and re-establish contact with all owners, invoicing where there is an appetite to renew the contract and seeking alternative funding if not.

Realistically, bin sales are likely to remain our biggest source of income for the immediate future. Our target for 2024/25 is at least 10 bins sold. To this end we will publicise the charity to local authorities in London and explore other potential customers. Active expansion beyond London would be too challenging logistically at present.

### **STATEMENT OF BOARD OF TRUSTEES’ RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees’ Annual Report and the financial statements in accordance with applicable law and regulations. Charity law requires the trustees to prepare financial statements for each financial year. Under that law they are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

Under charity law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and,

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the year ended 31 March 2024**

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- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity’s transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity’s website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. In addition, the trustees confirm that they are happy that content of the annual review in pages 3 to 5, and the legal & administrative information on page 2, of this document meet the requirements of the Trustees’ Annual Report under charity law.

They also confirm that the financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity’s governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland second edition.

This report was approved and authorised for issue by the Board of Trustees on 28 January 2025 and signed on its behalf by:

*Edward Wood*

Edward Wood  
**Chair**

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## **WORD 4 WEAPONS – INDEPENDENT EXAMINER’S REPORT**

**For the year ended 31 March 2024**

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### **Independent Examiner’s Report to the Board of Trustees of Word 4 Weapons (registered charity no. 1174262)**

I report on the financial statements of the Charitable Incorporated Organisation (CIO) for the year ended 31 March 2024, which are set out on pages 7 to 16.

#### ***Respective responsibilities of trustees and examiner***

The CIO’s trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Charities Act). The CIO’s trustees consider that an audit is not required for this year under section 144 of 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.

This report, including my statement, has been prepared for and only for the CIO’s trustees as a body. My work has been undertaken so that I might state to the CIO’s trustees those matters I am required to state to them in an independent examiner’s report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the CIO and the CIO’s trustees as a body for my examination work, for this report, or for the statements I have made.

#### ***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 CIO 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***

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination, giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do 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, other than the disclosures made around trustee remuneration in note 13.



***Andrew Philip Nash FCA***

*Member of the Institute of Chartered Accountants in England and Wales – 2461833*

Dated: 29 January 2025

*Enaid Accountancy Ltd*  
Units 24 & 25  
Goodsheds Container Village  
Hood Road  
Barry  
CF62 5QU

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**WORD 4 WEAPONS - STATEMENT OF FINANCIAL ACTIVITIES**For the year ended 31 March 2024

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		<b>Unrestricted Funds Year ended 31 Mar 2024</b>	<b>Restricted Funds Year ended 31 Mar 2024</b>	<b>Total Funds Year ended 31 Mar 2024</b>	<i>Total Funds Year ended 31 Mar 2023</i>
	<i>Notes</i>	£	£	£	£
<b>Income from:</b>					
Donations	3	<b>1,859</b>	-	<b>1,859</b>	34
Charitable activities	4	<b>68,667</b>	-	<b>68,667</b>	54,380
<b>Total income</b>		<b>70,526</b>	-	<b>70,526</b>	54,414
<b>Expenditure on:</b>					
Charitable activities:	5	<b>56,693</b>	-	<b>56,693</b>	50,988
<b>Total expenditure</b>		<b>56,693</b>	-	<b>56,693</b>	50,988
<b>Net income/(expenditure)</b>		<b>13,833</b>	-	<b>13,833</b>	3,426
<b>Reconciliation of funds:</b>					
Total funds brought forward	11 & 12	<b>(13,462)</b>	-	<b>(13,462)</b>	(16,888)
<b>Total funds carried forward</b>	11 & 12	<b>371</b>	-	<b>371</b>	(13,462)


The notes on pages 9 to 16 form part of the financial statements.

**WORD 4 WEAPONS - BALANCE SHEET**  
As at 31 March 2024

	<i>Notes</i>	<b>Total Funds 31 Mar 2024</b>	<i>Total Funds 31 Mar 2023</i>
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	7	-	-
<b>CURRENT ASSETS</b>			
Debtors and prepayments	8	<b>33,750</b>	-
Cash at bank and in hand		<b>8,289</b>	33,255
		<u><b>42,039</b></u>	<u>33,255</u>
<b>CREDITORS:</b> amounts falling due within one year	9	<b>(14,755)</b>	(15,508)
<b>NET CURRENT ASSETS</b>		<b>27,284</b>	17,747
<b>CREDITORS:</b> amounts falling in more than one year	10	<b>(26,913)</b>	(31,209)
<b>NET ASSETS</b>		<u><b>371</b></u>	<u>(13,462)</u>
<b>FUNDS OF THE CHARITY</b>			
Unrestricted funds:			
General funds	11 & 12	<b>371</b>	(13,462)
		<u><b>371</b></u>	<u>(13,462)</u>
		<u><b>371</b></u>	<u>(13,462)</u>

The notes on pages 9 to 16 form part of the financial statements.

These financial statements were approved and authorised for issue by the Board of Trustees on 28 January 2025 and signed on their behalf by:

  
Edward Wood  
**Chair**

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## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

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### 1. ACCOUNTING POLICIES

#### ***Basis of preparation of the financial statements***

The financial statements have been prepared in accordance with 'Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1 January 2019)', and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), as well as the Charity Act 2011.

The effect of any event relating to the year ended 31 March 2024, which occurred before the date of approval of the financial statements by the Board of Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2024 and the results for the year ended on that date.

Under the exemption available to smaller charities, the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

The functional currency of the Charity is sterling and amounts in the financial statements are rounded to the nearest pound.

#### ***Legal status***

Word 4 Weapons is a charitable incorporated organisation registered in England & Wales, and meets the definition of a public benefit entity. The registered office is 86 – 90 Paul Street, London, EC2A 4NE.

#### ***Going concern***

The financial statements have been prepared on the going concern basis as the Board of Trustees is confident that future reserves and future income is more than sufficient to meet current commitments. Whilst unrestricted reserves sit at only £371, the Trustees are confident that future income will be sufficient to cover the current net liability position, especially as current assets are £27,284 at year end – the lower reserves position is caused by the bounce-back loan which runs until 2031. As a result, the trustees are confident the accounts can be prepared on the going concern basis. More information on these assumptions can be found within the trustees report on page 4.

#### ***Fund Accounting***

General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors or that have been raised by the Charity for

particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in note 11 of the financial statements.

#### ***Income***

Income is recognised when the Charity has entitlement to the funds, any performance indicators attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donations are recognised in full in the Statement of Financial Activities when entitled, receipt is probable and when the amount can be quantified with reasonable accuracy. Gift aid receivable is included when claimable.

Grant income is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless the grant relates to a future year, in which case it is deferred.

Income from charitable activities is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless it relates to a specific future year or event, in which case it is deferred.

#### ***Expenditure and irrecoverable VAT***

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### ***Pensions***

Word 4 Weapons operates a defined contribution pension scheme. Pension contributions are charged to the statement of financial activities when due and payable. These contributions are invested separately from the charity's assets.

#### ***Tangible fixed assets and depreciation***

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their residual value, over their useful life, on the following basis:

Computer equipment    3 years

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

### **Cash at bank and in hand**

Cash at bank and in hand includes cash in hand, deposits with banks and funds that are readily convertible into cash at, or close to, their carrying values, but are not held for investment purposes.

### **Debtors and prepayments**

Trade and other debtors are recognised at the settlement amount after any trade discount is applied. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **Creditors**

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably.

### **Financial instruments**

Basic financial instruments are measured at amortised cost other than investments, which are measured at fair value.

### **Critical estimates and judgements**

In preparing financial statements, it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The treatment of tangible fixed assets is sensitive to changes in useful economic lives and residual values of assets. These are reassessed annually.

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

## 2. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

		<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>
		<i>Year ended 31 Mar 2023</i>	<i>Year ended 31 Mar 2023</i>	<i>Year ended 31 Mar 2023</i>
	<i>Notes</i>	<i>£</i>	<i>£</i>	<i>£</i>
<i>Income from:</i>				
Donations	3	34	-	34
Charitable activities	4	54,380	-	54,380
<b>Total income</b>		<b>54,414</b>	<b>-</b>	<b>54,414</b>
<i>Expenditure on:</i>				
Charitable activities:	5	50,988	-	50,988
<b>Total expenditure</b>		<b>50,988</b>	<b>-</b>	<b>50,988</b>
<b>Net income/(expenditure)</b>		<b>3,426</b>	<b>-</b>	<b>3,426</b>
<i>Reconciliation of funds:</i>				
Total funds brought forward	11 & 12	(16,888)	-	(16,888)
<b>Total funds carried forward</b>	11 & 12	<b>(13,462)</b>	<b>-</b>	<b>(13,462)</b>

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**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**For the year ended 31 March 2024

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**3. INCOME FROM DONATIONS**

	<b>Unrestricted Funds Year ended 31 Mar 2024 £</b>	<b>Restricted Funds Year ended 31 Mar 2024 £</b>	<b>Total Funds Year ended 31 Mar 2024 £</b>
Donations	<b>1,859</b>	-	<b>1,859</b>
	<b>1,859</b>	-	<b>1,859</b>
	<i>Unrestricted Funds Year ended 31 Mar 2023 £</i>	<i>Restricted Funds Year ended 31 Mar 2023 £</i>	<i>Total Funds Year ended 31 Mar 2023 £</i>
Donations	34	-	34
	34	-	34

**4. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted Funds Year ended 31 Mar 2024 £</b>	<b>Restricted Funds Year ended 31 Mar 2024 £</b>	<b>Total Funds Year ended 31 Mar 2024 £</b>
Provision of knife bins and training	<b>68,667</b>	-	<b>68,667</b>
	<b>68,667</b>	-	<b>68,667</b>
	<i>Unrestricted Funds Year ended 31 Mar 2023 £</i>	<i>Restricted Funds Year ended 31 Mar 2023 £</i>	<i>Total Funds Year ended 31 Mar 2023 £</i>
Provision of knife bins and training	54,380	-	54,380
	54,380	-	54,380

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2024

### 5. TOTAL EXPENDITURE

	<b>Unrestricted Funds Year ended 31 Mar 2024 £</b>	<b>Restricted Funds Year ended 31 Mar 2024 £</b>	<b>Total Funds Year ended 31 Mar 2024 £</b>
Staff costs	<b>32,692</b>	-	<b>32,692</b>
Provision of bins and other direct costs	<b>16,432</b>	-	<b>16,432</b>
Administrative costs	<b>5,628</b>	-	<b>5,628</b>
Governance costs	<b>1,941</b>	-	<b>1,941</b>
	<b>56,693</b>	-	<b>56,693</b>

	<i>Unrestricted Funds Year ended 31 Mar 2023 £</i>	<i>Restricted Funds Year ended 31 Mar 2023 £</i>	<i>Total Funds Year ended 31 Mar 2023 £</i>
Staff costs	<i>41,967</i>	-	<i>41,967</i>
Provision of bins and other direct costs	<i>788</i>	-	<i>788</i>
Administrative costs	<i>6,434</i>	-	<i>6,434</i>
Governance costs	<i>1,799</i>	-	<i>1,799</i>
	<i>50,988</i>	-	<i>50,988</i>

Indirect costs, including governance costs, which cannot be directly attributed to activities, are allocated between activities proportionate to the direct costs incurred in those activities.

Governance costs includes the following costs:

An analysis of staff costs can be found in note 6.

	<b>Total Funds Year ended 31 Mar 2024 £</b>	<i>Total Funds Year ended 31 Mar 2023 £</i>
Independent examination	<b>930</b>	<i>915</i>
Insurance	<b>1,011</b>	<i>884</i>
	<b>1,941</b>	<i>1,799</i>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 March 2024

**6. STAFF COSTS**

	<b>Total Funds Year ended 31 Mar 2024 £</b>	<i>Total Funds Year ended 31 Mar 2023 £</i>
Gross salaries	<b>32,692</b>	41,756
Employer's pension	-	211
	<b>32,692</b>	<b>41,967</b>

The average headcount during the year was 1 persons (2023: 2 person).

The total remuneration paid to key management personnel during the year was £32,692 (2023: £37,500).

No employee received employee benefits of more than £60,000 (2023: Nil).

**7. TANGIBLE FIXED ASSETS**

	<b>Computer &amp; phone equipment £</b>	<b>Total Funds 31 Mar 2024 £</b>
<b>Cost</b>		
As at 1 April 2023	<b>4,947</b>	<b>4,947</b>
As at 31 March 2024	<b>4,947</b>	<b>4,947</b>
<b>Accumulated depreciation</b>		
As at 1 April 2023	<b>4,947</b>	<b>4,947</b>
Depreciation charge in period	-	-
As at 31 March 2024	<b>4,947</b>	<b>4,947</b>
<b>Net book value</b>		
As at 1 April 2023	-	-
As at 31 March 2024	-	-

**8. DEBTORS AND PREPAYMENTS**

	<b>Total Funds 31 Mar 2024 £</b>	<i>Total Funds 31 Mar 2023 £</i>
Trade receivables	<b>33,750</b>	-
	<b>33,750</b>	-

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**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**For the year ended 31 March 2024

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**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>Total Funds 31 Mar 2024</b>	<i>Total Funds 31 Mar 2023</i>
	£	£
Accruals	<b>1,845</b>	915
Bounceback loan	<b>4,297</b>	4,193
Deferred income	<b>8,613</b>	10,400
	<b>14,755</b>	15,508

Deferred income consists of income received in advance for the emptying and servicing of bins.

**10. CREDITORS: AMOUNTS FALLING DUE IN MORE THAN ONE YEAR**

	<b>Total Funds 31 Mar 2024</b>	<i>Total Funds 31 Mar 2023</i>
	£	£
Bounceback loan	<b>26,913</b>	31,209
	<b>26,913</b>	31,209

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year ended 31 March 2024**

**11. ANALYSIS OF CHARITY FUNDS**

	<b>Balance brought forward Year ended 31 Mar 2024 £</b>	<b>Income for the period Year ended 31 Mar 2024 £</b>	<b>Expenditure in the period Year ended 31 Mar 2024 £</b>	<b>Transfer between funds Year ended 31 Mar 2024 £</b>	<b>Balance carried forward Year ended 31 Mar 2024 £</b>
<b>Unrestricted funds</b>	<b>(13,462)</b>	<b>70,526</b>	<b>(56,693)</b>	<b>-</b>	<b>371</b>
	<b>(13,462)</b>	<b>70,526</b>	<b>(56,693)</b>	<b>-</b>	<b>371</b>
	<i>Balance brought forward Year ended 31 Mar 2023 £</i>	<i>Income for the period Year ended 31 Mar 2023 £</i>	<i>Expenditure in the period Year ended 31 Mar 2023 £</i>	<i>Transfer between funds Year ended 31 Mar 2023 £</i>	<i>Balance carried forward Year ended 31 Mar 2023 £</i>
<i>Unrestricted funds</i>	<i>(16,888)</i>	<i>54,414</i>	<i>(50,988)</i>	<i>-</i>	<i>(13,462)</i>
	<i>(16,888)</i>	<i>54,414</i>	<i>(50,988)</i>	<i>-</i>	<i>(13,462)</i>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year ended 31 March 2024**

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds Year ended 31 Mar 2024 £</b>	<b>Restricted Funds Year ended 31 Mar 2024 £</b>	<b>Total Funds Year ended 31 Mar 2024 £</b>
Current assets	42,039	-	42,039
Current liabilities	(14,755)	-	(14,755)
Non current liabilities	(26,913)	-	(26,913)
	<b>371</b>	<b>-</b>	<b>371</b>

	<i>Unrestricted Funds Year ended 31 Mar 2023 £</i>	<i>Restricted Funds Year ended 31 Mar 2023 £</i>	<i>Total Funds Year ended 31 Mar 2023 £</i>
Current assets	33,255	-	33,255
Current liabilities	(15,508)	-	(15,508)
Non current liabilities	(31,209)	-	(31,209)
	<b>(13,462)</b>	<b>-</b>	<b>(13,462)</b>

**13. TRUSTEE REMUNERATION AND DONATIONS**

During the year, one trustee received remuneration for provision of services to the CIO.

Yvonne Codner, a trustee, was appointed as Director of Education Services and Partnerships from September 2020. As a long-term trustee of the CIO and also having professional experience in this area, the trustees who were in role at the time felt that Yvonne Codner was suitably qualified to take this role on and she had no input into this decision-making process. During the current financial year, she received total remuneration of £32,692 (2023: £37,500) as an employee. From December 2021 until January 2024 there were less than

the minimum number of trustees required under the constitution and so further independent decisions on this employment have not been possible, and so the employment was maintained on the same terms agreed by the previously independent trustees. In January 2024 an additional eight trustees were appointed and were able to make independent decisions with respect to this employment. In March 2024 Yvonne Codner resigned from her role as Chief Executive.

No members of the Board of Trustees received reimbursement of expenses related to attendance at Trustee meetings (2023: £Nil).

**14. RELATED PARTY TRANSACTIONS**

There were no other related party transactions during the year (2023: £Nil).

**15. GUARANTEES AND SECURED CHARGES**

As of at 31 March 2024, the CIO did not have any outstanding guarantees to third partners nor any debts secured against assets of the CIO (2023: £Nil).

**WORD 4 WEAPONS**

England & Wales - Charity number 1174262

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# Accounts

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# **WORD 4 WEAPONS**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS**

**Year ended 31 March 2023**

**Registered charity no. 1174262**

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**WORD 4 WEAPONS - ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 March 2023**

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**CONTENTS**

	<b>Page</b>
Reference & administrative information	2
Board of Trustees' report	3
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9

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## **WORD 4 WEAPONS - REFERENCE & ADMINISTRATIVE INFORMATION**

**For the year ended 31 March 2023**

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<b>Board of Trustees</b>	Edward Wood Joanne Stowell Sandra Campbell  Seema Choudry Yvonne Codner Gyan Dass Jennifer Dias Nahim Rahman Funmi Ullam Terna Ullam Rosetta McGregor-Bell	<i>Co-chair - appointed 8 Jan 2024</i> <i>Co-chair - appointed 8 Jan 2024</i> <i>Appointed 23 Apr 2023</i> <i>Resigned 8 Jan 2024</i> <i>Appointed 8 Jan 2024</i>  <i>Appointed 8 Jan 2024</i> <i>Appointed 8 Jan 2024</i> <i>Appointed 8 Jan 2024</i> <i>Appointed 8 Jan 2024</i> <i>Appointed 8 Jan 2024</i> <i>Chairperson - resigned 25 April 2023</i>
<b>Charity reg. no.</b>	1174262	
<b>Registered address</b>	Word 4 Weapons 86 – 90 Paul Street London EC2A 4NE	
<b>Independent examiner</b>	Andy Nash Accounting & Consultancy Ltd Units 24 & 25 Goodsheds Container Village Hood Road Barry CF62 5QU	
<b>Principal bankers</b>	Co-operative Bank PO Box 101 1 Balloon Street Manchester M60 4EP	
<b>Solicitors</b>	Anthony Collins Solicitors LLP 134 Edmund Street Birmingham B3 2ES	

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the year ended 31 March 2023**

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The Board of Trustees submit their annual report and the financial statements of Word 4 Weapons for the year ended 31 March 2023. The Board of Trustees confirms that the annual report and financial statements of the Charity comply with current statutory requirements, including the Charity Act 2011, as well as the requirements of the Charity’s governing document and the provisions of the ‘Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1 January 2019)’, and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

### **OBJECTIVES AND ACTIVITIES**

The Objects of the CIO, for the public benefit, are:-

- To advance the education and awareness of the public in relation to the negative effects of carrying or using a weapon;
- The prevention of crime and the preservation and protection of good health, in particular (but without limitation) relating to the surrender of weapons;
- To advance the Christian religion.

Word 4 Weapons (W4W) is an anti-knife crime charity that was established in 2007 working under the umbrella organisation of Ascension Trust. In August 2017 it became a separate charity with its own board of trustees.

We specialise in providing knife bins, education services for schools, youth organisations, parents, community groups and churches in supporting their anti-knife crime activities.

This report highlights some of our activities, achievements and outcomes during the months leading up to March 2023, including the success of key activities and the benefits they have brought to the groups of people we are set up to support.

We have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

### **ACHIEVEMENTS AND PERFORMANCE**

Charitable activities remained at a modest level in the current period. Word 4 Weapons installed seven new knife bins in London, including:

- Two in Bromley
- Four in Tower Hamlets

- One in Hllingdon

The principal source of funds in the current period was from contracts taken out by local authorities for the placement and maintenance of knife bins.

### **PLANS FOR FUTURE YEARS**

The new Board recognises the difficulties experienced by the Charity in recent years. We are working on a plan to achieve effective management and financial stability. The main features will include:

- Establish clear objectives, internal controls and policies
- Draw up a budget for stability and growth
- Review staffing needs and establish an effective but sustainable staffing structure
- Establish realistic targets for installation of new knife bins and servicing of existing ones
- Seek grant funding from government agencies, foundations and philanthropic organisations that support causes aligned with our Charity’s mission and values
- Provide transparent and accountable governance
- Adopt a philosophy of continuous improvement

### **STRUCTURE, GOVERNANCE & MANAGEMENT**

Word 4 Weapons is a registered Charitable Incorporated Organisation (‘CIO’), number 1174262, and is governed by its constitution dated 15 August 2017. The Board of Trustees meets at least four times annually. The charity does not own or occupy property for the execution of its objects.

Trustees set strategy by monitoring, research and consultation with all relevant parties, to determine new initiatives and provide direction for the charity. Their decisions are conveyed to staff and volunteers for implementation. They appoint new Trustees after due diligence and following nominations from existing Trustees or supporters.

#### **Induction and training**

An induction programme will be developed for the new Trustees who joined in January 2024.

During this financial period the number of Trustees fell below the minimum number (three) required by the Constitution. Eight new Trustees were recruited by word of mouth and appointed in line with provision in the Constitution for reconstituting the Board.

#### **Risk management**

The Trustees have conducted a preliminary review of the major risks to which the charity is exposed during the year. A risk register will be established and updated as required. Where necessary, systems or procedures

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the year ended 31 March 2023**

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will be established to mitigate the risks the charity faces. Internal control risks will be minimised by the implementation of procedures for authorisation of all transactions and by policies that ensure clear separation of duties. Procedures will be put in place to ensure compliance with health and safety of staff, volunteers and clients.

The key risks identified by the board currently are:

- Due to failure to secure sufficient income, the charity ceases to be a going concern
- Due to management failure, the charity is unable to operate effectively

### **FINANCIAL REVIEW**

The charity achieved a surplus of £3,426 (14 month period ended 31 March 2022: deficit of £49,795) in the year resulting in the deficit on funds at the year-end decreasing to £13,462 (31 March 2022: deficit of £16,888). Of the deficit on total funds held at year end £13,462 were unrestricted as to use (31 March 2022: deficit of £16,888).

### **Reserves policy**

The Board of Trustees has resolved that the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of expenditure, to give capacity to manage unforeseen financial difficulties. At current levels this equates to between £12,500 and £25,000.

At the end of the current period, £35,402 of a bounce back loan taken out in 2021 was outstanding, meaning that it was not possible to maintain reserves in line with our policy.

As noted above, the financial position at the end of the current period represents a small improvement over the previous financial position, with a surplus of income over expenditure but with the outstanding debt which runs until 2031, reserves saw a deficit of £13,462 at year end.

The Trustees are however confident that future income will be sufficient to cover the current net liability position, especially as current assets are £17,747 at year end. As a result the trustees are confident the accounts can be prepared on the going concern basis.

Eight new Trustees were appointed in January 2024. The new co-chairs have prepared a recovery plan, and financial projections for the period 2024/25. We are confident that with a reinvigorated team and the current high level of interest in measures to combat knife crime, a healthy surplus can be achieved. Our most cautious projection is for a surplus of income over expenditure of around £38,000, enabling us to build up reserves to a prudent level in line with our policy and

repay the outstanding debt ahead of the due date of 2031.

### **STATEMENT OF BOARD OF TRUSTEES’ RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees’ Annual Report and the financial statements in accordance with applicable law and regulations. Charity law requires the trustees to prepare financial statements for each financial year. Under that law they are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

Under charity law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity’s transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity’s website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. In addition, the trustees confirm that they are happy that content of the annual review in pages 3 to 5, and the legal & administrative information on page 2, of this document meet the requirements of the Trustees’ Annual Report under charity law.

They also confirm that the financial statements have been prepared in accordance with the accounting

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**WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**  
**For the year ended 31 March 2023**

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policies set out in the notes to the accounts and comply with the charity’s governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland second edition.

This report was approved and authorised for issue by the Board of Trustees on 29 January 2024 and signed on its behalf by:



Edward Wood  
**Co-Chair**

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## WORD 4 WEAPONS – INDEPENDENT EXAMINER’S REPORT

For the year ended 31 March 2023

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### Independent Examiner’s Report to the Board of Trustees of Word 4 Weapons (registered charity no. 1174262)

I report on the financial statements of the Charitable Incorporated Organisation (CIO) for the year ended 31 March 2023, which are set out on pages 7 to 16.

#### **Respective responsibilities of trustees and examiner**

The CIO’s trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Charities Act). The CIO’s trustees consider that an audit is not required for this year under section 144 of 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.

This report, including my statement, has been prepared for and only for the CIO’s trustees as a body. My work has been undertaken so that I might state to the CIO’s trustees those matters I am required to state to them in an independent examiner’s report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the CIO and the CIO’s trustees as a body for my examination work, for this report, or for the statements I have made.

#### **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 CIO 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination, giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do 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, other than to highlight the going concern accounting policy on page 9 which outlines the trustees’ basis for preparing on the going concern basis, as well as the disclosures made around trustee remuneration in note 13.



#### **Andrew Philip Nash FCA**

*Member of the Institute of Chartered Accountants in England and Wales – 2461833*

Dated: 29 January 2024

*Andy Nash Accounting & Consultancy Ltd*  
Units 24 & 25  
Goodsheds Container Village  
Hood Road  
Barry  
CF62 5QU

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**WORD 4 WEAPONS - STATEMENT OF FINANCIAL ACTIVITIES**For the year ended 31 March 2023

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		<b>Unrestricted Funds Year ended 31 Mar 2023</b>	<b>Restricted Funds Year ended 31 Mar 2023</b>	<b>Total Funds Year ended 31 Mar 2023</b>	<i>Total Funds Period ended 31 Mar 2022</i>
	<i>Notes</i>	£	£	£	£
<b>Income from:</b>					
Donations	3	34	-	34	24,799
Charitable activities	4	54,380	-	54,380	8,100
<b>Total income</b>		<b>54,414</b>	<b>-</b>	<b>54,414</b>	<b>32,899</b>
<b>Expenditure on:</b>					
Charitable activities:	5	50,988	-	50,988	82,694
<b>Total expenditure</b>		<b>50,988</b>	<b>-</b>	<b>50,988</b>	<b>82,694</b>
<b>Net income/(expenditure)</b>		<b>3,426</b>	<b>-</b>	<b>3,426</b>	<b>(49,795)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	11 & 12	(16,888)	-	(16,888)	32,907
<b>Total funds carried forward</b>	11 & 12	<b>(13,462)</b>	<b>-</b>	<b>(13,462)</b>	<b>(16,888)</b>

The notes on pages 9 to 16 form part of the financial statements.


## WORD 4 WEAPONS - BALANCE SHEET

As at 31 March 2023

	<i>Notes</i>		<b>Total Funds 31 Mar 2023</b>		<i>Total Funds 31 Mar 2022</i>
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	7		-		-
<b>CURRENT ASSETS</b>					
Debtors and prepayments	8	-		840	
Cash at bank and in hand		<b>33,255</b>		23,062	
			<b>33,255</b>		23,902
<b>CREDITORS: amounts falling due within one year</b>	9	<b>(15,508)</b>		<b>(5,043)</b>	
<b>NET CURRENT ASSETS</b>			<b>17,747</b>		<b>18,859</b>
<b>CREDITORS: amounts falling in more than one year</b>	10		<b>(31,209)</b>		<b>(35,747)</b>
<b>NET ASSETS</b>			<b>(13,462)</b>		<b>(16,888)</b>
<b>FUNDS OF THE CHARITY</b>					
Restricted funds	11 & 12		-		-
Unrestricted funds:					
General funds	11 & 12	<b>(13,462)</b>		<b>(16,888)</b>	
			<b>(13,462)</b>		<b>(16,888)</b>
			<b>(13,462)</b>		<b>(16,888)</b>

The notes on pages 9 to 16 form part of the financial statements.

These financial statements were approved and authorised for issue by the Board of Trustees on 29 January 2024 and signed on their behalf by:



Edward Wood  
**Co-Chair**

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## **WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2023**

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### **1. ACCOUNTING POLICIES**

#### ***Basis of preparation of the financial statements***

The financial statements have been prepared in accordance with 'Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1 January 2019)', and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), as well as the Charity Act 2011.

The effect of any event relating to the year ended 31 March 2023, which occurred before the date of approval of the financial statements by the Board of Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2023 and the results for the year ended on that date.

Under the exemption available to smaller charities, the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

The functional currency of the Charity is sterling and amounts in the financial statements are rounded to the nearest pound.

#### ***Legal status***

Word 4 Weapons is a charitable incorporated organisation registered in England & Wales, and meets the definition of a public benefit entity. The registered office is 86 – 90 Paul Street, London, EC2A 4NE.

#### ***Going concern***

The financial statements have been prepared on the going concern basis as the Board of Trustees is confident that future reserves and future income is more than sufficient to meet current commitments. Whilst there is currently a deficit of £16,888 on unrestricted reserves, the Trustees are confident that future income will be sufficient to cover the current net liability position, especially as current assets are £17,747 at year end – the deficit is caused by the bounce-back loan which runs until 2031. As a result the trustees are confident the accounts can be prepared on the going concern basis. More information on these assumptions can be found within the trustees report on page 4.

#### ***Change in accounting period***

During the previous financial period the Trustees agreed to amend the accounting year end date from 31 January to 31 March, via a resolution at the board meeting on 30 November 2022, and to apply this to the period that commenced on 1 February 2021 and ran until 31 March 2022. This decision was made to ensure that the financial statements fitted more closely to the

financial tax year. This means there are limitations with the comparatives as they represent a fourteen month period as opposed to the current period figures which represent a twelve month period.

#### ***Fund Accounting***

General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors or that have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in note 11 of the financial statements.

#### ***Income***

Income is recognised when the Charity has entitlement to the funds, any performance indicators attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donations are recognised in full in the Statement of Financial Activities when entitled, receipt is probable and when the amount can be quantified with reasonable accuracy. Gift aid receivable is included when claimable.

Grant income is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless the grant relates to a future year, in which case it is deferred.

Income from charitable activities is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless it relates to a specific future year or event, in which case it is deferred.

#### ***Expenditure and irrecoverable VAT***

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### ***Pensions***

Word 4 Weapons operates a defined contribution pension scheme. Pension contributions are charged to the statement of financial activities when due and payable. These contributions are invested separately from the charity's assets.

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

### Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their residual value, over their useful life, on the following basis:

Computer equipment    3 years

### Cash at bank and in hand

Cash at bank and in hand includes cash in hand, deposits with banks and funds that are readily convertible into cash at, or close to, their carrying values, but are not held for investment purposes.

### Debtors and prepayments

Trade and other debtors are recognised at the settlement amount after any trade discount is applied. Prepayments are valued at the amount prepaid net of any trade discounts due.

### Creditors

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably.

### Financial instruments

Basic financial instruments are measured at amortised cost other than investments, which are measured at fair value.

### Critical estimates and judgements

In preparing financial statements, it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The treatment of tangible fixed assets is sensitive to changes in useful economic lives and residual values of assets. These are reassessed annually.

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

## 2. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

		<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>
	<i>Notes</i>	<i>Period ended 31 Mar 2022</i>	<i>Period ended 31 Mar 2022</i>	<i>Period ended 31 Mar 2022</i>
		£	£	£
<i>Income from:</i>				
Donations	3	24,799	-	24,799
Charitable activities	4	8,100	-	8,100
<b>Total income</b>		<b>32,899</b>	<b>-</b>	<b>32,899</b>
<i>Expenditure on:</i>				
Charitable activities:	5	66,694	16,000	82,694
<b>Total expenditure</b>		<b>66,694</b>	<b>16,000</b>	<b>82,694</b>
<b>Net income/(expenditure)</b>		<b>(33,795)</b>	<b>(16,000)</b>	<b>(49,795)</b>
<i>Reconciliation of funds:</i>				
Total funds brought forward	11 & 12	16,907	16,000	32,907
<b>Total funds carried forward</b>	11 & 12	<b>(16,888)</b>	<b>-</b>	<b>(16,888)</b>

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**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**For the year ended 31 March 2023

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**3. INCOME FROM DONATIONS**

	<b>Unrestricted Funds Year ended 31 Mar 2023 £</b>	<b>Restricted Funds Year ended 31 Mar 2023 £</b>	<b>Total Funds Year ended 31 Mar 2023 £</b>
Donations	<b>34</b>	-	<b>34</b>
	<b>34</b>	-	<b>34</b>

	<i>Unrestricted Funds Period ended 31 Mar 2022 £</i>	<i>Restricted Funds Period ended 31 Mar 2022 £</i>	<i>Total Funds Period ended 31 Mar 2022 £</i>
Donations	7,538	-	7,538
Coronavirus Job Retention Scheme	17,261	-	17,261
	<u>24,799</u>	-	<u>24,799</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted Funds Year ended 31 Mar 2023 £</b>	<b>Restricted Funds Year ended 31 Mar 2023 £</b>	<b>Total Funds Year ended 31 Mar 2023 £</b>
Provision of knife bins and training	<b>54,380</b>	-	<b>54,380</b>
	<b>54,380</b>	-	<b>54,380</b>

	<i>Unrestricted Funds Period ended 31 Mar 2022 £</i>	<i>Restricted Funds Period ended 31 Mar 2022 £</i>	<i>Total Funds Period ended 31 Mar 2022 £</i>
Provision of knife bins and training	8,100	-	8,100
	<u>8,100</u>	-	<u>8,100</u>

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

### 5. TOTAL EXPENDITURE

	<b>Unrestricted Funds Year ended 31 Mar 2023 £</b>	<b>Restricted Funds Year ended 31 Mar 2023 £</b>	<b>Total Funds Year ended 31 Mar 2023 £</b>
Staff costs	<b>41,967</b>	-	<b>41,967</b>
Provision of bins and other direct costs	<b>788</b>	-	<b>788</b>
Administrative costs	<b>6,434</b>	-	<b>6,434</b>
Governance costs	<b>1,799</b>	-	<b>1,799</b>
	<b>50,988</b>	-	<b>50,988</b>

	<i>Unrestricted Funds Period ended 31 Mar 2022 £</i>	<i>Restricted Funds Period ended 31 Mar 2022 £</i>	<i>Total Funds Period ended 31 Mar 2022 £</i>
Staff costs	<i>58,924</i>	<i>765</i>	<i>59,689</i>
Provision of bins and other direct costs	<i>-</i>	<i>15,235</i>	<i>15,235</i>
Administrative costs	<i>6,118</i>	<i>-</i>	<i>6,118</i>
Governance costs	<i>1,652</i>	<i>-</i>	<i>1,652</i>
	<i>66,694</i>	<i>16,000</i>	<i>82,694</i>

Indirect costs, including governance costs, which cannot be directly attributed to activities, are allocated between activities proportionate to the direct costs incurred in those activities.

An analysis of staff costs can be found in note 6.

Governance costs includes the following costs:

	<b>Total Funds Year ended 31 Mar 2023 £</b>	<i>Total Funds Period ended 31 Mar 2022 £</i>
Independent examination	<b>915</b>	<i>915</i>
Insurance	<b>884</b>	<i>737</i>
	<b>1,799</b>	<i>1,652</i>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 March 2023

**6. STAFF COSTS**

	<b>Total Funds Year ended 31 Mar 2023 £</b>	<i>Total Funds Period ended 31 Mar 2022 £</i>
Gross salaries	<b>41,756</b>	58,945
Employer's pension	<b>211</b>	744
	<b>41,967</b>	59,689

The average headcount during the year was 2 persons (2022: 2 person).

The total remuneration paid to key management personnel during the year was £37,500 (2022: £26,252).

No employee received employee benefits of more than £60,000 (2022: Nil).

**7. TANGIBLE FIXED ASSETS**

	<b>Computer &amp; phone equipment £</b>	<b>Total Funds 31 Mar 2023 £</b>
<b>Cost</b>		
As at 1 April 2022	<b>4,947</b>	<b>4,947</b>
As at 31 March 2023	<b>4,947</b>	<b>4,947</b>
<b>Accumulated depreciation</b>		
As at 1 April 2022	<b>4,947</b>	<b>4,947</b>
Depreciation charge in period	-	-
As at 31 March 2023	<b>4,947</b>	<b>4,947</b>
<b>Net book value</b>		
As at 1 April 2022	-	-
As at 31 March 2023	-	-

**8. DEBTORS AND PREPAYMENTS**

	<b>Total Funds 31 Mar 2023 £</b>	<i>Total Funds 31 Mar 2022 £</i>
Prepayments	-	840
	-	840

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**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 March 2023

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**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>Total Funds 31 Mar 2023</b>	<i>Total Funds 31 Mar 2022</i>
	£	£
Accruals	<b>915</b>	915
Pensions payable	-	47
Bounceback loan	<b>4,193</b>	4,081
Deferred income	<b>10,400</b>	-
	<b>15,508</b>	5,043

Deferred income consists of income received in advance for the emptying and servicing of bins.

**10. CREDITORS: AMOUNTS FALLING DUE IN MORE THAN ONE YEAR**

	<b>Total Funds 31 Mar 2023</b>	<i>Total Funds 31 Mar 2022</i>
	£	£
Bounceback loan	<b>31,209</b>	35,747
	<b>31,209</b>	35,747

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year ended 31 March 2023**

**11. ANALYSIS OF CHARITY FUNDS**

	<b>Balance brought forward Year ended 31 Mar 2023 £</b>	<b>Income for the period Year ended 31 Mar 2023 £</b>	<b>Expenditure in the period Year ended 31 Mar 2023 £</b>	<b>Transfer between funds Year ended 31 Mar 2023 £</b>	<b>Balance carried forward Year ended 31 Mar 2023 £</b>
<b>Unrestricted funds</b>	<b>(16,888)</b>	<b>54,414</b>	<b>(50,988)</b>	<b>-</b>	<b>(13,462)</b>
	<b>(16,888)</b>	<b>54,414</b>	<b>(50,988)</b>	<b>-</b>	<b>(13,462)</b>
	<i>Balance brought forward Period ended 31 Mar 2022 £</i>	<i>Income for the period Period ended 31 Mar 2022 £</i>	<i>Expenditure in the period Period ended 31 Mar 2022 £</i>	<i>Transfer between funds Period ended 31 Mar 2022 £</i>	<i>Balance carried forward Period ended 31 Mar 2022 £</i>
<i>Restricted funds</i>					
<i>Knife bins</i>	<i>16,000</i>	<i>-</i>	<i>(16,000)</i>	<i>-</i>	<i>-</i>
<i>Restricted funds</i>	<i>16,000</i>	<i>-</i>	<i>(16,000)</i>	<i>-</i>	<i>-</i>
<i>Unrestricted funds</i>	<i>16,907</i>	<i>32,899</i>	<i>(66,694)</i>	<i>-</i>	<i>(16,888)</i>
	<i>32,907</i>	<i>32,899</i>	<i>(82,694)</i>	<i>-</i>	<i>(16,888)</i>

**Knife bins**

These are funds received to facilitate the provision of knife bins in specific locations across the UK from a variety of sources.

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year ended 31 March 2023**

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds Year ended 31 Mar 2023 £</b>	<b>Restricted Funds Year ended 31 Mar 2023 £</b>	<b>Total Funds Year ended 31 Mar 2023 £</b>
Current assets	<b>33,255</b>	-	<b>33,255</b>
Current liabilities	<b>(15,508)</b>	-	<b>(15,508)</b>
Non current liabilities	<b>(31,209)</b>	-	<b>(31,209)</b>
	<b>(13,462)</b>	-	<b>(13,462)</b>

	<i>Unrestricted Funds Period ended 31 Mar 2022 £</i>	<i>Restricted Funds Period ended 31 Mar 2022 £</i>	<i>Total Funds Period ended 31 Mar 2022 £</i>
Current assets	<i>23,902</i>	-	<i>23,902</i>
Current liabilities	<i>(5,043)</i>	-	<i>(5,043)</i>
Non current liabilities	<i>(35,747)</i>	-	<i>(35,747)</i>
	<i>(16,888)</i>	-	<i>(16,888)</i>

**13. TRUSTEE REMUNERATION AND DONATIONS**

During the year, one trustee received remuneration for provision of services to the CIO.

Yvonne Codner, a trustee, was appointed as Director of Education Services and Partnerships from September 2020. As a long term trustee of the CIO and also having professional experience in this area, the trustees who were in role at the time felt that Yvonne Codner was suitably qualified to take this role on and she had no input into this decision making process. During the current financial year, she received total remuneration of £37,500 (2022: £44,169) as an employee. Since December 2021 there have been less than the minimum

number of trustees required under the constitution and so further independent decisions on this employment have not been possible, and so the employment was maintained on the same terms agreed by the previously independent trustees. In January 2024 an additional eight trustees were appointed and are able now to make independent decisions with respect to this employment.

No members of the Board of Trustees received reimbursement of expenses related to attendance at Trustee meetings (2022: £NIL).

**14. RELATED PARTY TRANSACTIONS**

During the year, in addition to the transactions with trustees noted above, the charity employed the daughter of another trustee (Joeine Fearon – who resigned as a trustee on 17 December 2021) as a Senior Co-ordinator and then Charity Manager. The individual had been employed within the previous role when the CIO operated as a project within The Ascension Trust (reg. charity 1127204) and was therefore kept on under

TUPE regulations and was the natural choice for the newly formed Charity Manager role when it commenced in 2019. The employee received total remuneration including employer pension contributions in the year of £3,803 (2022: £22,539), and the related trustee was not included within any discussions around remuneration for this role.

**15. GUARANTEES AND SECURED CHARGES**

As of at 31 March 2023, the CIO did not have any outstanding guarantees to third partners nor any debts secured against assets of the CIO.









# WOR001 - Final Accounts - 31 March 2023

Final Audit Report

2024-01-29

Created:	2024-01-29
By:	Andrew Nash (andy@andynashac.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5RlyQLRSVxgHVSq7KKzYk5_luHL8RzVo

## "WOR001 - Final Accounts - 31 March 2023" History

-  Document created by Andrew Nash (andy@andynashac.com)  
2024-01-29 - 3:48:15 PM GMT- IP address: 83.219.34.251
-  Document emailed to Edward Wood (tande.wood@gmail.com) for signature  
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2024-01-29 - 5:01:53 PM GMT- IP address: 82.6.43.40
-  Document e-signed by Edward Wood (tande.wood@gmail.com)  
Signature Date: 2024-01-29 - 5:07:34 PM GMT - Time Source: server- IP address: 82.6.43.40
-  Document emailed to Andrew Nash (andy@andynashac.com) for signature  
2024-01-29 - 5:07:35 PM GMT
-  Email viewed by Andrew Nash (andy@andynashac.com)  
2024-01-29 - 5:34:11 PM GMT- IP address: 104.47.0.254
-  Document e-signed by Andrew Nash (andy@andynashac.com)  
Signature Date: 2024-01-29 - 5:34:22 PM GMT - Time Source: server- IP address: 83.219.34.251
-  Agreement completed.  
2024-01-29 - 5:34:22 PM GMT

**WORD 4 WEAPONS**

England & Wales - Charity number 1174262

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# Accounts

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# **WORD 4 WEAPONS**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS**

**Period ended 31 March 2022**

**Registered charity no. 1174262**

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**WORD 4 WEAPONS - ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**For the period ended 31 March 2022**

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**CONTENTS**

	<b>Page</b>
Reference & administrative information	2
Board of Trustees' report	3
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9

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**WORD 4 WEAPONS - REFERENCE & ADMINISTRATIVE INFORMATION****For the period ended 31 March 2022**

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<b>Board of Trustees</b>	Rosetta McGregor-Bell Joeine Fearon Yvonne Codner	<i>Chairperson</i> <i>Chairperson – resigned 17 December 2021</i>
<b>Charity reg. no.</b>	1174262	
<b>Registered address</b>	Word 4 Weapons 86 – 90 Paul Street London EC2A 4NE	
<b>Independent examiner</b>	Andy Nash Accounting & Consultancy Ltd Units 24 & 25 Goodsheds Container Village Hood Road Barry CF62 5QU	
<b>Principal bankers</b>	Co-operative Bank PO Box 101 1 Balloon Street Manchester M60 4EP	
<b>Solicitors</b>	Anthony Collins Solicitors LLP 134 Edmund Street Birmingham B3 2ES	

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the period ended 31 March 2022**

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The Board of Trustees submit their annual report and the financial statements of Word 4 Weapons for the period ended 31 March 2022. The Board of Trustees confirms that the annual report and financial statements of the Charity comply with current statutory requirements, including the Charity Act 2011, as well as the requirements of the Charity’s governing document and the provisions of the ‘Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1 January 2019)’, and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

### **OBJECTIVES AND ACTIVITIES**

The Objects of the CIO, for the public benefit, are:-

- To advance the education and awareness of the public in relation to the negative effects of carrying or using a weapon;
- The prevention of crime and the preservation and protection of good health, in particular (but without limitation) relating to the surrender of weapons;
- To advance the Christian religion.

Word 4 Weapons (W4W) is an anti-knife crime charity that was established in 2007 working under the umbrella organisation of Ascension Trust. In August 2017 it became a separate charity with its own board of trustees.

We specialise in providing knife bins, education services for schools, youth organisations, parents, community groups and churches in supporting their anti-knife crime activities.

W4W predominantly relies on its volunteers to successfully run education workshops, providing and maintaining high quality knife bins and donating educational material support to churches. Culminating in an MBE award in 2016 to W4W founder Michael Smith for his charity work with W4W.

This report highlights some of our activities, achievements and outcomes during the months leading up to January 2021, including the success of key activities and the benefits they have brought to the groups of people we are set up to support.

We have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

### **ACHIEVEMENTS AND PERFORMANCE**

Last year’s commentary expressed that our achievements and performance in our activities were reduced. The continuing challenges of the global COVID 19 pandemic with staff and the knock-on effects to stakeholders, suppliers etc have further delayed our bounce back.

The good news is that all enquiries and engagement with stakeholders and clients have been cleared. New volunteers have been supporting the charity during this period that has helped us clear the backlog.

We have increased the number of Amnesty bins installed during the year and are in the process of installing a further 10 bins in the next few months.

W4W have increased the number of new partners and are establishing a framework for each of our partnerships to further improve the service we provide to each community.

### **PLANS FOR FUTURE YEARS**

The coming year will be concerned with looking to strengthen community engagement, creating, and improving communication channels.

We also aim to:

- Increase community awareness by developing new and improved information planning.
- Improve or develop strong partnerships in communities and groups with local authorities and other establishments.
- Work towards supporting community initiatives involving the installation of our Amnesty bins in London and expanding on the number we have so far. Currently there are several areas in London that have seen an increase in violent crime including knife crime.
- The importance of delivering an education package to young people to increase awareness, engage and educate them about the dangers of weapon carrying weapons. Support parents and adults in the community addressing their concerns.
- Increase the number of Trustee membership that will provide expertise to complement these initiatives.

### **STRUCTURE, GOVERNANCE & MANAGEMENT**

Word 4 Weapons is a registered Charitable Incorporated Organisation (‘CIO’), number 1174262, and is governed by its constitution dated 15 August 2017. The Board of Trustees meets at least four times annually. The charity does not own or occupy property for the execution of its objects.

Trustees set strategy by monitoring, research and consultation with all relevant parties, to determine new initiatives and provide direction for the charity. Their decisions are conveyed to staff and volunteers for

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the period ended 31 March 2022**

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implementation. They appoint new Trustees after due diligence and following nominations from existing Trustees or supporters.

### **Induction and training**

Most trustees are already familiar with the practical work of the charity having been involved with the charity since its inception.

New trustees, volunteers and staff are also expected to attend a new induction package that has been developed this year. This is supported and enhanced by a new intranet that contains documentation on key processes and procedures along with important instructions and online learning material.

The main documents which set out the operational framework for the charity include the Charity’s Constitution and a full set of policies and procedures available for all on the intranet, as well as the current financial position as set out in the latest published accounts. Trustees are also provided with several Charity Commission publications signposted from the intranet, including the Commission’s guide “the Essential Trustee”.

### **Risk management**

The Trustees conducted a review of the major risks to which the charity is exposed during the year. A risk register has been established and is updated as required. Where appropriate, systems or procedures, available on the intranet, have been established to mitigate the risks the charity faces. Internal control risks are now minimised by the implementation of procedures for authorisation of all transactions and by policies that ensure clear separation of duties. Procedures are also in place to ensure compliance with health and safety of staff, volunteers and clients.

### **FINANCIAL REVIEW**

The charity incurred a deficit of £49,795 (31 January 2021: surplus of £1,657) in the period resulting in a deficit on funds at the period-end of £16,888 (31 January 2021: surplus of £32,907). Of the deficit on total funds held at year end £16,888 were unrestricted as to use (2021: surplus of £16,907) of which £Nil (2021: £929) relates to fixed assets.

### **Reserves policy**

The Board of Trustees has examined the charity’s requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure – at

current levels this equates to between £12,750 and £25,500.

There is currently a deficit of £16,888 on unrestricted reserves, however the Trustees are confident that future income will be sufficient to cover the current net liability position, especially as current assets are £18,859 at period end – the deficit is caused by the bounce-back loan which runs until 2031. As a result the trustees are confident the accounts can be prepared on the going concern basis.

### **STATEMENT OF BOARD OF TRUSTEES’ RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees’ Annual Report and the financial statements in accordance with applicable law and regulations. Charity law requires the trustees to prepare financial statements for each financial year. Under that law they are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

Under charity law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity’s transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity’s website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the period ended 31 March 2022**

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other jurisdictions. In addition, the trustees confirm that they are happy that content of the annual review in pages 3 to 5, and the legal & administrative information on page 2, of this document meet the requirements of the Trustees’ Annual Report under charity law.

They also confirm that the financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity’s governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland second edition.

This report was approved and authorised for issue by the Board of Trustees on 30 January 2023 and signed on its behalf by:



Yvonne Codner  
**Trustee**

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## **WORD 4 WEAPONS – INDEPENDENT EXAMINER’S REPORT**

**For the period ended 31 March 2022**

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### **Independent Examiner’s Report to the Board of Trustees of Word 4 Weapons (registered charity no. 1174262)**

I report on the financial statements of the Charitable Incorporated Organisation (CIO) for the period ended 31 March 2022, which are set out on pages 7 to 16.

#### ***Respective responsibilities of trustees and examiner***

The CIO’s trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Charities Act). The CIO’s trustees consider that an audit is not required for this year under section 144 of 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.

This report, including my statement, has been prepared for and only for the CIO’s trustees as a body. My work has been undertaken so that I might state to the CIO’s trustees those matters I am required to state to them in an independent examiner’s report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the CIO and the CIO’s trustees as a body for my examination work, for this report, or for the statements I have made.

#### ***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 CIO 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***

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination, giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do 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, other than to highlight the going concern note on page 9 which outlines the trustees basis for preparing on the going concern basis.



#### ***Andrew Philip Nash ACA***

*Member of the Institute of Chartered Accountants in England and Wales – 2461833*

Dated: 30 January 2023

*Andy Nash Accounting & Consultancy Ltd*  
Units 24 & 25  
Goodsheds Container Village  
Hood Road  
Barry  
CF62 5QU

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**WORD 4 WEAPONS - STATEMENT OF FINANCIAL ACTIVITIES**For the period ended 31 March 2022

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		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<i>Total Funds</i>
		<b>Period ended 31 Mar 2022</b>	<b>Period ended 31 Mar 2022</b>	<b>Period ended 31 Mar 2022</b>	<i>Year ended 31 Jan 2021</i>
	<i>Notes</i>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>					
Donations	3	<b>24,799</b>	-	<b>24,799</b>	34,414
Charitable activities	4	<b>8,100</b>	-	<b>8,100</b>	18,300
<b>Total income</b>		<b>32,899</b>	-	<b>32,899</b>	52,714
<b>Expenditure on:</b>					
Charitable activities:	5	<b>66,694</b>	<b>16,000</b>	<b>82,694</b>	51,057
<b>Total expenditure</b>		<b>66,694</b>	<b>16,000</b>	<b>82,694</b>	51,057
<b>Net income/(expenditure)</b>		<b>(33,795)</b>	<b>(16,000)</b>	<b>(49,795)</b>	1,657
<b>Reconciliation of funds:</b>					
Total funds brought forward	11 & 12	<b>16,907</b>	<b>16,000</b>	<b>32,907</b>	31,250
<b>Total funds carried forward</b>	11 & 12	<b>(16,888)</b>	-	<b>(16,888)</b>	32,907

The notes on pages 9 to 16 form part of the financial statements.

**WORD 4 WEAPONS - BALANCE SHEET**  
As at 31 March 2022

	<i>Notes</i>	<b>Total Funds 31 Mar 2022</b>	<i>Total Funds 31 Jan 2021</i>
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	7	-	929
<b>CURRENT ASSETS</b>			
Debtors and prepayments	8	840	4,572
Cash at bank and in hand		23,062	70,367
		23,902	74,939
<b>CREDITORS:</b> amounts falling due within one year	9	(5,043)	(2,463)
<b>NET CURRENT ASSETS</b>		18,859	72,476
<b>CREDITORS:</b> amounts falling in more than one year	10	(35,747)	(40,498)
<b>NET ASSETS</b>		(16,888)	32,907
<b>FUNDS OF THE CHARITY</b>			
Restricted funds	11 & 12	-	16,000
Unrestricted funds:			
General funds	11 & 12	(16,888)	16,907
		(16,888)	16,907
		(16,888)	32,907

The notes on pages 9 to 16 form part of the financial statements.

These financial statements were approved and authorised for issue by the Board of Trustees on 30 January 2023 and signed on their behalf by:



Yvonne Codner  
**Trustee**

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## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the period ended 31 March 2022

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### 1. ACCOUNTING POLICIES

#### ***Basis of preparation of the financial statements***

The financial statements have been prepared in accordance with 'Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1 January 2019)', and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), as well as the Charity Act 2011.

The effect of any event relating to the period ended 31 March 2022, which occurred before the date of approval of the financial statements by the Board of Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 January 2021 and the results for the year ended on that date.

Under the exemption available to smaller charities, the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

The functional currency of the Charity is sterling and amounts in the financial statements are rounded to the nearest pound.

#### ***Legal status***

Word 4 Weapons is a charitable incorporated organisation registered in England & Wales, and meets the definition of a public benefit entity. The registered office is 86 – 90 Paul Street, London, EC2A 4NE.

#### ***Going concern***

The financial statements have been prepared on the going concern basis as the Board of Trustees is confident that future reserves and future income is more than sufficient to meet current commitments. Whilst there is currently a deficit of £16,888 on unrestricted reserves, however the Trustees are confident that future income will be sufficient to cover the current net liability position, especially as current assets are £18,859 at period end – the deficit is caused by the bounce-back loan which runs until 2031. As a result the trustees are confident the accounts can be prepared on the going concern basis.

#### ***Change in accounting period***

During the current financial period the Trustees agreed to amend the accounting year end date from 31 January to 31 March, via a resolution at the board meeting on 30 November 2022, and to apply this to the period that commenced on 1 February 2021 and ran until 31 March 2022. This decision was made to ensure that the financial statements fitted more closely to the financial tax year. This means there are limitations with the comparatives as they represent a twelve month period

as opposed to the current period figures which represent a fourteen month period.

#### ***Fund Accounting***

General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors or that have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in note 11 of the financial statements.

#### ***Income***

Income is recognised when the Charity has entitlement to the funds, any performance indicators attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donations are recognised in full in the Statement of Financial Activities when entitled, receipt is probable and when the amount can be quantified with reasonable accuracy. Gift aid receivable is included when claimable.

Grant income is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless the grant relates to a future year, in which case it is deferred.

Income from charitable activities is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless it relates to a specific future year or event, in which case it is deferred.

#### ***Expenditure and irrecoverable VAT***

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### ***Pensions***

Word 4 Weapons operates a defined contribution pension scheme. Pension contributions are charged to the statement of financial activities when due and payable. These contributions are invested separately from the charity's assets.

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the period ended 31 March 2022

### Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their residual value, over their useful life, on the following basis:

Computer equipment    3 years

### Cash at bank and in hand

Cash at bank and in hand includes cash in hand, deposits with banks and funds that are readily convertible into cash at, or close to, their carrying values, but are not held for investment purposes.

### Debtors and prepayments

Trade and other debtors are recognised at the settlement amount after any trade discount is applied. Prepayments are valued at the amount prepaid net of any trade discounts due.

### Creditors

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably.

### Financial instruments

Basic financial instruments are measured at amortised cost other than investments, which are measured at fair value.

### Critical estimates and judgements

In preparing financial statements, it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The treatment of tangible fixed assets is sensitive to changes in useful economic lives and residual values of assets. These are reassessed annually.

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

## 2. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

		<i>Unrestricted Funds Year ended 31 Jan 2021</i>	<i>Restricted Funds Year ended 31 Jan 2021</i>	<i>Total Funds Year ended 31 Jan 2021</i>
	<i>Notes</i>	<i>£</i>	<i>£</i>	<i>£</i>
<i>Income from:</i>				
Donations	3	20,259	14,155	34,414
Charitable activities	4	18,300	-	18,300
<b>Total income</b>		<b>38,559</b>	<b>14,155</b>	<b>52,714</b>
<i>Expenditure on:</i>				
Charitable activities:	5	36,902	14,155	51,057
<b>Total expenditure</b>		<b>36,902</b>	<b>14,155</b>	<b>51,057</b>
<b>Net income/(expenditure)</b>		<b>1,657</b>	<b>-</b>	<b>1,657</b>
<i>Reconciliation of funds:</i>				
Total funds brought forward	11 & 12	15,250	16,000	31,250
<b>Total funds carried forward</b>	<b>11 &amp; 12</b>	<b>16,907</b>	<b>16,000</b>	<b>32,907</b>

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the period ended 31 March 2022

### 3. INCOME FROM DONATIONS

	<b>Unrestricted Funds Period ended 31 Mar 2022 £</b>	<b>Restricted Funds Period ended 31 Mar 2022 £</b>	<b>Total Funds Period ended 31 Mar 2022 £</b>
Donations	<b>7,538</b>	-	<b>7,538</b>
Coronavirus Job Retention Scheme	<b>17,261</b>	-	<b>17,261</b>
	<b>24,799</b>	-	<b>24,799</b>

	<i>Unrestricted Funds Year ended 31 Jan 2021 £</i>	<i>Restricted Funds Year ended 31 Jan 2021 £</i>	<i>Total Funds Year ended 31 Jan 2021 £</i>
Grants	-	14,155	14,155
Donations	251	-	251
Coronavirus Job Retention Scheme	20,008	-	20,008
	<b>20,259</b>	<b>14,155</b>	<b>34,414</b>

### 4. INCOME FROM CHARITABLE ACTIVITIES

	<b>Unrestricted Funds Period ended 31 Mar 2022 £</b>	<b>Restricted Funds Period ended 31 Mar 2022 £</b>	<b>Total Funds Period ended 31 Mar 2022 £</b>
Provision of knife bins and training	<b>8,100</b>	-	<b>8,100</b>
	<b>8,100</b>	-	<b>8,100</b>

	<i>Unrestricted Funds Year ended 31 Jan 2021 £</i>	<i>Restricted Funds Year ended 31 Jan 2021 £</i>	<i>Total Funds Year ended 31 Jan 2021 £</i>
Provision of knife bins and training	18,300	-	18,300
	<b>18,300</b>	-	<b>18,300</b>

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the period ended 31 March 2022

### 5. TOTAL EXPENDITURE

	<b>Unrestricted Funds Period ended 31 Mar 2022 £</b>	<b>Restricted Funds Period ended 31 Mar 2022 £</b>	<b>Total Funds Period ended 31 Mar 2022 £</b>
Staff costs	<b>58,924</b>	<b>765</b>	<b>59,689</b>
Provision of bins and other direct costs	-	<b>15,235</b>	<b>15,235</b>
Administrative costs	<b>6,118</b>	-	<b>6,118</b>
Governance costs	<b>1,652</b>	-	<b>1,652</b>
	<b>66,694</b>	<b>16,000</b>	<b>82,694</b>

	<i>Unrestricted Funds Year ended 31 Jan 2021 £</i>	<i>Restricted Funds Year ended 31 Jan 2021 £</i>	<i>Total Funds Year ended 31 Jan 2021 £</i>
Staff costs	27,381	14,155	41,536
Provision of bins and other direct costs	2,827	-	2,827
Administrative costs	4,684	-	4,684
Governance costs	2,010	-	2,010
	<b>36,902</b>	<b>14,155</b>	<b>51,057</b>

Indirect costs, including governance costs, which cannot be directly attributed to activities, are allocated between activities proportionate to the direct costs incurred in those activities.

An analysis of staff costs can be found in note 6.

Governance costs includes the following costs:

	<b>Total Funds Period ended 31 Mar 2022 £</b>	<i>Total Funds Year ended 31 Jan 2021 £</i>
Independent examination	<b>915</b>	915
Insurance	<b>737</b>	1,095
	<b>1,652</b>	<b>2,010</b>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
For the period ended 31 March 2022

**6. STAFF COSTS**

	<b>Total Funds Period ended 31 Mar 2022 £</b>	<i>Total Funds Year ended 31 Jan 2021 £</i>
Gross salaries	<b>58,945</b>	40,982
Employer's pension	<b>744</b>	554
	<b><u>59,689</u></b>	<u>41,536</u>

The average headcount during the year was 2 persons (2021: 2 person).

The total remuneration paid to key management personnel during the year was £26,252 (2021: £22,502).

No employee received employee benefits of more than £60,000 (2021: Nil).

**7. TANGIBLE FIXED ASSETS**

	<b>Computer &amp; phone equipment £</b>	<b>Total Funds 31 Mar 2022 £</b>
<b>Cost</b>		
As at 1 February 2021	<b>4,947</b>	<b>4,947</b>
As at 31 March 2022	<b><u>4,947</u></b>	<b><u>4,947</u></b>
<b>Accumulated depreciation</b>		
As at 1 February 2021	<b>4,018</b>	<b>4,018</b>
Depreciation charge in period	<b>929</b>	<b>929</b>
As at 31 March 2022	<b><u>4,947</u></b>	<b><u>4,947</u></b>
<b>Net book value</b>		
As at 1 February 2021	<b>929</b>	<b>929</b>
As at 31 March 2022	<b><u>-</u></b>	<b><u>-</u></b>

**8. DEBTORS AND PREPAYMENTS**

	<b>Total Funds 31 Mar 2022 £</b>	<i>Total Funds 31 Jan 2021 £</i>
Prepayments	<b>840</b>	840
Accrued CJRS grant	<b>-</b>	3,732
	<b><u>840</u></b>	<u>4,572</u>

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**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**For the period ended 31 March 2022

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**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>Total Funds 31 Mar 2022</b>	<i>Total Funds 31 Jan 2021</i>
	£	£
Accruals	<b>915</b>	<i>2,355</i>
Pensions payable	<b>47</b>	<i>108</i>
Bounceback loan	<b>4,081</b>	<i>-</i>
	<b>5,043</b>	<i>2,463</i>

**10. CREDITORS: AMOUNTS FALLING DUE IN MORE THAN ONE YEAR**

	<b>Total Funds 31 Mar 2022</b>	<i>Total Funds 31 Jan 2021</i>
	£	£
Bounceback loan	<b>35,747</b>	<i>40,498</i>
	<b>35,747</b>	<i>40,498</i>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
**For the Period ended 31 March 2022**

**11. ANALYSIS OF CHARITY FUNDS**

	<b>Balance brought forward</b>	<b>Income for the period</b>	<b>Expenditure in the period</b>	<b>Transfer between funds</b>	<b>Balance carried forward</b>
	<b>Period ended 31 Mar 2022</b>	<b>Period ended 31 Mar 2022</b>	<b>Period ended 31 Mar 2022</b>	<b>Period ended 31 Mar 2022</b>	<b>Period ended 31 Mar 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Restricted funds</b>					
Knife bins	<b>16,000</b>	-	<b>(16,000)</b>	-	-
<b>Restricted funds</b>	<b>16,000</b>	-	<b>(16,000)</b>	-	-
<b>Unrestricted funds</b>	<b>16,907</b>	<b>32,899</b>	<b>(66,694)</b>	-	<b>(16,888)</b>
	<b>32,907</b>	<b>32,899</b>	<b>(82,694)</b>	-	<b>(16,888)</b>

**Knife bins**

These are funds received to facilitate the provision of knife bins in specific locations across the UK from a variety of sources.

	<i>Balance brought forward</i>	<i>Income for the period</i>	<i>Expenditure in the period</i>	<i>Transfer between funds</i>	<i>Balance carried forward</i>
	<i>Year ended 31 Jan 2021</i>	<i>Year ended 31 Jan 2021</i>	<i>Year ended 31 Jan 2021</i>	<i>Year ended 31 Jan 2021</i>	<i>Year ended 31 Jan 2021</i>
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<i>Restricted funds</i>					
Knife bins	<i>16,000</i>	<i>14,155</i>	<i>(14,155)</i>	-	<i>16,000</i>
<i>Restricted funds</i>	<i>16,000</i>	<i>14,155</i>	<i>(14,155)</i>	-	<i>16,000</i>
<i>Unrestricted funds</i>	<i>15,250</i>	<i>38,559</i>	<i>(36,902)</i>	-	<i>16,907</i>
	<i>31,250</i>	<i>52,714</i>	<i>(51,057)</i>	-	<i>32,907</i>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
**For the Period ended 31 March 2022**

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds Period ended 31 Mar 2022 £</b>	<b>Restricted Funds Period ended 31 Mar 2022 £</b>	<b>Total Funds Period ended 31 Mar 2022 £</b>
Current assets	<b>23,902</b>	-	<b>23,902</b>
Current liabilities	<b>(5,043)</b>	-	<b>(5,043)</b>
	<b>18,859</b>	<b>-</b>	<b>18,859</b>
	<i>Unrestricted Funds Year ended 31 Jan 2021 £</i>	<i>Restricted Funds Year ended 31 Jan 2021 £</i>	<i>Total Funds Year ended 31 Jan 2021 £</i>
Fixed assets	<i>929</i>	<i>-</i>	<i>929</i>
Current assets	<i>58,939</i>	<i>16,000</i>	<i>74,939</i>
Current liabilities	<i>(2,463)</i>	<i>-</i>	<i>(2,463)</i>
	<i>57,405</i>	<i>16,000</i>	<i>73,405</i>

**13. TRUSTEE REMUNERATION AND DONATIONS**

During the year, one trustee received remuneration for provision of services to the CIO.

Yvonne Codner, a trustee, was appointed as Director of Education Services and Partnerships from September 2020. As a long term trustee of the CIO and also having

professional experience in this area, the trustees felt that Yvonne Codner was suitably qualified to take this role on. During the current financial year she received total remuneration of £44,169 (2021: £22,502) as an employee.

**14. RELATED PARTY TRANSACTIONS**

During the year, in addition to the transactions with trustees noted above, the charity employed the daughter of another trustee (Joeine Fearon) as a Senior Co-ordinator and then Charity Manager. The individual had been employed within the previous role when the CIO operated as a project within The Ascension Trust (reg. charity 1127204) and was therefore kept on under

TUPE regulations and was the natural choice for the newly formed Charity Manager role when it commenced in 2019. The employee received total remuneration including employer pension contributions in the year of £22,539 (2021: £19,034), and the related trustee was not included within any discussions around remuneration for this role.

**15. GUARANTEES AND SECURED CHARGES**

As of at 31 March 2022, the CIO did not have any outstanding guarantees to third partners nor any debts secured against assets of the CIO.

**WORD 4 WEAPONS**

England & Wales - Charity number 1174262

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# Accounts

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# **WORD 4 WEAPONS**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS**

**Year ended 31 January 2021**

**Registered charity no. 1174262**

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# **WORD 4 WEAPONS - ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31 January 2021**

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## **CONTENTS**

	<b>Page</b>
Reference & administrative information	2
Board of Trustees' report	3
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9

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## WORD 4 WEAPONS - REFERENCE & ADMINISTRATIVE INFORMATION

For the year ended 31 January 2021

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<b>Board of Trustees</b>	Joeine Fearon Yvonne Codner Jonathan Cunnington Rosetta McGregor-Bell	<i>Chairperson</i>  <i>resigned 6 August 2020</i>
<b>Charity reg. no.</b>	1174262	
<b>Registered address</b>	Word 4 Weapons 86 – 90 Paul Street London EC2A 4NE	
<b>Independent examiner</b>	Andy Nash Accounting & Consultancy Ltd Units 24 & 25 Goodsheds Container Village Hood Road Barry CF62 5QU	
<b>Principal bankers</b>	Co-operative Bank PO Box 101 1 Balloon Street Manchester M60 4EP	
<b>Solicitors</b>	Anthony Collins Solicitors LLP 134 Edmund Street Birmingham B3 2ES	

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the year ended 31 January 2021**

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The Board of Trustees submit their annual report and the financial statements of Word 4 Weapons for the year ended 31 January 2021. The Board of Trustees confirms that the annual report and financial statements of the Charity comply with current statutory requirements, including the Charity Act 2011, as well as the requirements of the Charity’s governing document and the provisions of the ‘Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1 January 2019)’, and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

### **OBJECTIVES AND ACTIVITIES**

The Objects of the CIO, for the public benefit, are:-

- To advance the education and awareness of the public in relation to the negative effects of carrying or using a weapon;
- The prevention of crime and the preservation and protection of good health, in particular (but without limitation) relating to the surrender of weapons;
- To advance the Christian religion.

Word 4 Weapons (W4W) is an anti-knife crime charity that was established in 2007 working under the umbrella organisation of Ascension Trust. In August 2017 it became a separate charity with its own board of trustees.

We specialise in providing knife bins, education services for schools, youth organisations, parents, community groups and churches in supporting their anti-knife crime activities.

W4W predominantly relies on its volunteers to successfully run education workshops, providing and maintaining high quality knife bins and donating educational material support to churches. Culminating in an MBE award in 2016 to W4W founder Michael Smith for his charity work with W4W.

This report highlights some of our activities, achievements and outcomes during the months leading up to January 2021, including the success of key activities and the benefits they have brought to the groups of people we are set up to support.

We have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

### **ACHIEVEMENTS AND PERFORMANCE**

Our activities and achievements were greatly reduced as a result of the global COVID19 pandemic with staff being furloughed. Whilst W4W was unable to deal with most enquiries, any activity that was undertaken was carried out by volunteers.

By the end of 2020 we had 35 knife bins across London and the UK for the deposit of weapons. Thousands of knives and other weapons including firearms were collected and disposed of.

During the year, the following was achieved:

- Established new partners including: London Borough of Islington, The Arsenal Foundation (Arsenal Football Club), Old Street District and St Thomas Kensal Town Church.
- W4W volunteer assisted with day to day operational duties of charity.
- New knife bin installations in London.
- Networking events such as London Problem Solving Awards 2019/2020 in partnership with the Metropolitan Police Service, City of London Police and British Transport Police.
- Invited to speak to London Church leaders sharing work of W4W.
- W4W work shared on other organisations’ social media platforms.
- Acknowledged the dedication of W4W long-term volunteer who has now retired.
- Maintained contact with long-term partners to encourage during the COVID19 period.
- Addressed any urgent enquiries from current partners and knife bin hosts.
- Employed additional member of staff to assist with the growing workload of the charity.

### **PLANS FOR FUTURE YEARS**

As much as W4W had planned for a number of projects, these things will need to be addressed as they still remain part of the charity’s planned development and will be addressed over the next financial period. This will include reviewing the charity’s funding model, establishing new relationships with potential funders and adapting our services to partner and community needs. W4W also looks forward to hosting our annual award ceremony, to celebrate individuals, groups and organisations that have made a positive impact within their community. Despite the COVID19 pandemic, knife and gun crime and violence continues and so W4W remains committed to our aims and objectives as it relates to communities both locally and nationally.

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the year ended 31 January 2021**

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### **STRUCTURE, GOVERNANCE & MANAGEMENT**

Word 4 Weapons is a registered Charitable Incorporated Organisation (‘CIO’), number 1174262, and is governed by its constitution dated 15 August 2017. The Board of Trustees meets at least four times annually. The charity does not own or occupy property for the execution of its objects.

Trustees set strategy by monitoring, research and consultation with all relevant parties, to determine new initiatives and provide direction for the charity. Their decisions are conveyed to staff and volunteers for implementation. They appoint new Trustees after due diligence and following nominations from existing Trustees or supporters.

#### **Induction and training**

Most trustees are already familiar with the practical work of the charity having been involved with the charity since its inception.

New trustees, volunteers and staff are also expected to attend a new induction package that has been developed this year. This is supported and enhanced by a new intranet that contains documentation on key processes and procedures along with important instructions and online learning material.

The main documents which set out the operational framework for the charity include the Charity’s Constitution and a full set of policies and procedures available for all on the intranet, as well as the current financial position as set out in the latest published accounts. Trustees are also provided with several Charity Commission publications signposted from the intranet, including the Commission’s guide “the Essential Trustee”.

#### **Risk management**

The Trustees conducted a review of the major risks to which the charity is exposed during the year. A risk register has been established and is updated as required. Where appropriate, systems or procedures, available on the intranet, have been established to mitigate the risks the charity faces. Internal control risks are now minimised by the implementation of procedures for authorisation of all transactions and by policies that ensure clear separation of duties. Procedures are also in place to ensure compliance with health and safety of staff, volunteers and clients.

### **FINANCIAL REVIEW**

The charity achieved a surplus of £1,657 (2020: deficit of £23,633) in the year resulting in total funds at the year-end of £32,907 (2020: £31,250). Of the total funds held at year end £16,907 were unrestricted as to use (2020: £15,250) of which £929 (2020: £2,578) relates to fixed assets. The trustees are happy this level of reserves meets the reserves policy below.

#### **Reserves policy**

The Board of Trustees has examined the charity’s requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure – at current levels this equates to between £12,750 and £25,500.

The current level of unrestricted funds not committed or invested in tangible fixed assets sits at £15,978 which is below this range and the trustees are currently exploring avenues to improve this moving forward, and are confident these levels will improve.

### **STATEMENT OF BOARD OF TRUSTEES’ RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees’ Annual Report and the financial statements in accordance with applicable law and regulations. Charity law requires the trustees to prepare financial statements for each financial year. Under that law they are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

Under charity law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the excess of income over expenditure for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

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## **WORD 4 WEAPONS – BOARD OF TRUSTEES’ REPORT**

**For the year ended 31 January 2021**

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The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity’s transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity’s website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. In addition, the trustees confirm that they are happy that content of the annual review in pages 3 to 5, and the legal & administrative information on page 2, of this document meet the requirements of the Trustees’ Annual Report under charity law.

They also confirm that the financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity’s governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland second edition.

This report was approved and authorised for issue by the Board of Trustees on 29 November 2021 and signed on its behalf by:



Joeine Fearon  
***Chair***

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## WORD 4 WEAPONS – INDEPENDENT EXAMINER’S REPORT

For the year ended 31 January 2021

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### Independent Examiner’s Report to the Board of Trustees of Word 4 Weapons (registered charity no. 1174262)

I report on the financial statements of the Charitable Incorporated Organisation (CIO) for the year ended 31 January 2021, which are set out on pages 7 to 17.

#### **Respective responsibilities of trustees and examiner**

The CIO’s trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Charities Act). The CIO’s trustees consider that an audit is not required for this year under section 144 of 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.

This report, including my statement, has been prepared for and only for the CIO’s trustees as a body. My work has been undertaken so that I might state to the CIO’s trustees those matters I am required to state to them in an independent examiner’s report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the CIO and the CIO’s trustees as a body for my examination work, for this report, or for the statements I have made.

#### **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 CIO 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination, giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do 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.



#### **Andrew Philip Nash ACA**

*Member of the Institute of Chartered Accountants in England and Wales – 2461833*

Dated: 30 November 2021

*Andy Nash Accounting & Consultancy Ltd*  
Units 24 & 25  
Goodsheds Container Village  
Hood Road  
Barry  
CF62 5QU

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**WORD 4 WEAPONS - STATEMENT OF FINANCIAL ACTIVITIES**For the year ended 31 January 2021

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		<b>Unrestricted Funds Year ended 31 Jan 2021</b>	<b>Restricted Funds Year ended 31 Jan 2021</b>	<b>Total Funds Year ended 31 Jan 2021</b>	<i>Total Funds Year ended 31 Jan 2020</i>
	<i>Notes</i>	£	£	£	£
<b>Income from:</b>					
Donations	3	<b>20,259</b>	<b>14,155</b>	<b>34,414</b>	4,137
Charitable activities	4	<b>18,300</b>	-	<b>18,300</b>	28,650
<b>Total income</b>		<b>38,559</b>	<b>14,155</b>	<b>52,714</b>	32,787
<b>Expenditure on:</b>					
Charitable activities:	5	<b>36,902</b>	<b>14,155</b>	<b>51,057</b>	56,420
<b>Total expenditure</b>		<b>36,902</b>	<b>14,155</b>	<b>51,057</b>	56,420
<b>Net income/(expenditure)</b>		<b>1,657</b>	-	<b>1,657</b>	(23,633)
<b>Reconciliation of funds:</b>					
Total funds brought forward	11 & 12	<b>15,250</b>	<b>16,000</b>	<b>31,250</b>	54,883
<b>Total funds carried forward</b>	11 & 12	<b>16,907</b>	<b>16,000</b>	<b>32,907</b>	31,250

The notes on pages 9 to 17 form part of the financial statements.

**WORD 4 WEAPONS - BALANCE SHEET**  
As at 31 January 2021

	<i>Notes</i>	£	<b>Total Funds 31 Jan 2021</b> £	£	<i>Total Funds 31 Jan 2020</i> £
<b>FIXED ASSETS</b>					
Tangible assets	7		<b>929</b>		2,578
<b>CURRENT ASSETS</b>					
Debtors and prepayments	8	<b>4,572</b>		1,158	
Cash at bank and in hand		<b>70,367</b>		29,062	
		<b>74,939</b>		30,220	
<b>CREDITORS:</b> amounts falling due within one year	9		<b>(2,463)</b>		(1,548)
<b>NET CURRENT ASSETS</b>			<b>72,476</b>		28,672
<b>CREDITORS:</b> amounts falling in more than one year	10		<b>(40,498)</b>		-
<b>NET ASSETS</b>			<b>32,907</b>		31,250
<b>FUNDS OF THE CHARITY</b>					
Restricted funds	11 & 12		<b>16,000</b>		16,000
Unrestricted funds:					
General funds	11 & 12	<b>16,907</b>		15,250	
			<b>16,907</b>		15,250
			<b>32,907</b>		31,250

The notes on pages 9 to 17 form part of the financial statements.

These financial statements were approved and authorised for issue by the Board of Trustees on 29 November 2021 and signed on their behalf by:



Joeine Fearon  
**Chair**

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## **WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 January 2021**

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### **1. ACCOUNTING POLICIES**

#### ***Basis of preparation of the financial statements***

The financial statements have been prepared in accordance with 'Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1 January 2019)', and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), as well as the Charity Act 2011.

The effect of any event relating to the year ended 31 January 2021, which occurred before the date of approval of the financial statements by the Board of Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 January 2021 and the results for the year ended on that date.

Under the exemption available to smaller charities, the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

The functional currency of the Charity is sterling and amounts in the financial statements are rounded to the nearest pound.

#### ***Legal status***

Word 4 Weapons is a charitable incorporated organisation registered in England & Wales, and meets the definition of a public benefit entity. The registered office is 86 – 90 Paul Street, London, EC2A 4NE.

#### ***Going concern***

The financial statements have been prepared on the going concern basis as the Board of Trustees is confident that future reserves and future income is more than sufficient to meet current commitments. There are no material uncertainties that impact this assessment, and the ongoing COVID-19 pandemic has had no material impact on this assessment.

#### ***Fund Accounting***

General funds are unrestricted funds, which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors or that have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in note 11 of the financial statements.

#### ***Income***

Income is recognised when the Charity has entitlement to the funds, any performance indicators attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donations are recognised in full in the Statement of Financial Activities when entitled, receipt is probable and when the amount can be quantified with reasonable accuracy. Gift aid receivable is included when claimable.

Grant income is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless the grant relates to a future year, in which case it is deferred.

Income from charitable activities is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless it relates to a specific future year or event, in which case it is deferred.

#### ***Expenditure and irrecoverable VAT***

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### ***Pensions***

Word 4 Weapons operates a defined contribution pension scheme. Pension contributions are charged to the statement of financial activities when due and payable. These contributions are invested separately from the charity's assets.

#### ***Tangible fixed assets and depreciation***

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their residual value, over their useful life, on the following basis:

Computer equipment    3 years

#### ***Cash at bank and in hand***

Cash at bank and in hand includes cash in hand, deposits with banks and funds that are readily convertible into cash at, or close to, their carrying values, but are not held for investment purposes.

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 January 2021

### Debtors and prepayments

Trade and other debtors are recognised at the settlement amount after any trade discount is applied. Prepayments are valued at the amount prepaid net of any trade discounts due.

### Creditors

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably.

### Financial instruments

Basic financial instruments are measured at amortised cost other than investments, which are measured at fair value.

### Critical estimates and judgements

In preparing financial statements, it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The treatment of tangible fixed assets is sensitive to changes in useful economic lives and residual values of assets. These are reassessed annually.

In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

## 2. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

		<i>Unrestricted Funds Year ended 31 Jan 2020</i>	<i>Restricted Funds Year ended 31 Jan 2020</i>	<i>Total Funds Year ended 31 Jan 2020</i>
	<i>Notes</i>	<i>£</i>	<i>£</i>	<i>£</i>
<i>Income from:</i>				
Donations	3	2,137	2,000	4,137
Charitable activities	4	-	28,650	28,650
<i>Total income</i>		<u>2,137</u>	<u>30,650</u>	<u>32,787</u>
<i>Expenditure on:</i>				
Charitable activities:	5	41,770	14,650	56,420
<i>Total expenditure</i>		<u>41,770</u>	<u>14,650</u>	<u>56,420</u>
<i>Net income/(expenditure)</i>		<u>(39,633)</u>	<u>16,000</u>	<u>(23,633)</u>
<i>Reconciliation of funds:</i>				
Total funds brought forward	11 & 12	54,883	-	54,883
<i>Total funds carried forward</i>	11 & 12	<u>15,250</u>	<u>16,000</u>	<u>31,250</u>

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 January 2021

### 3. INCOME FROM DONATIONS

	<b>Unrestricted Funds Year ended 31 Jan 2021 £</b>	<b>Restricted Funds Year ended 31 Jan 2021 £</b>	<b>Total Funds Year ended 31 Jan 2021 £</b>
Grants	-	14,155	14,155
Donations	251	-	251
Coronavirus Job Retention Scheme	20,008	-	20,008
	<b>20,259</b>	<b>14,155</b>	<b>34,414</b>

	<i>Unrestricted Funds Year ended 31 Jan 2020 £</i>	<i>Restricted Funds Year ended 31 Jan 2020 £</i>	<i>Total Funds Year ended 31 Jan 2020 £</i>
Donations	2,137	2,000	4,137
	<b>2,137</b>	<b>2,000</b>	<b>4,137</b>

### 4. INCOME FROM CHARITABLE ACTIVITIES

	<b>Unrestricted Funds Year ended 31 Jan 2021 £</b>	<b>Restricted Funds Year ended 31 Jan 2021 £</b>	<b>Total Funds Year ended 31 Jan 2021 £</b>
Provision of knife bins and training	18,300	-	18,300
	<b>18,300</b>	<b>-</b>	<b>18,300</b>

	<i>Unrestricted Funds Year ended 31 Jan 2020 £</i>	<i>Restricted Funds Year ended 31 Jan 2020 £</i>	<i>Total Funds Year ended 31 Jan 2020 £</i>
Provision of knife bins and training	-	28,650	28,650
	<b>-</b>	<b>28,650</b>	<b>28,650</b>

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 January 2021

### 5. TOTAL EXPENDITURE

	<b>Unrestricted Funds Year ended 31 Jan 2021 £</b>	<b>Restricted Funds Year ended 31 Jan 2021 £</b>	<b>Total Funds Year ended 31 Jan 2021 £</b>
Staff costs	<b>27,381</b>	<b>14,155</b>	<b>41,536</b>
Provision of bins and other direct costs	<b>2,827</b>	-	<b>2,827</b>
Administrative costs	<b>4,684</b>	-	<b>4,684</b>
Governance costs	<b>2,010</b>	-	<b>2,010</b>
	<b>36,902</b>	<b>14,155</b>	<b>51,057</b>

	<i>Unrestricted Funds Year ended 31 Jan 2020 £</i>	<i>Restricted Funds Year ended 31 Jan 2020 £</i>	<i>Total Funds Year ended 31 Jan 2020 £</i>
Staff costs	<i>23,707</i>	<i>-</i>	<i>23,707</i>
Provision of bins and other direct costs	<i>6,317</i>	<i>14,650</i>	<i>20,967</i>
Administrative costs	<i>9,930</i>	<i>-</i>	<i>9,930</i>
Governance costs	<i>1,816</i>	<i>-</i>	<i>1,816</i>
	<i>41,770</i>	<i>14,650</i>	<i>56,420</i>

Indirect costs, including governance costs, which cannot be directly attributed to activities, are allocated between activities proportionate to the direct costs incurred in those activities.

An analysis of staff costs can be found in note 6.

Governance costs includes the following costs:

	<b>Total Funds Year ended 31 Jan 2021 £</b>	<i>Total Funds Year ended 31 Jan 2020 £</i>
Independent examination	<b>915</b>	<i>1,440</i>
Insurance	<b>1,095</b>	<i>376</i>
	<b>2,010</b>	<i>1,816</i>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 January 2021

**6. STAFF COSTS**

	<b>Total Funds Year ended 31 Jan 2021 £</b>	<i>Total Funds Year ended 31 Jan 2020 £</i>
Gross salaries	<b>40,982</b>	<i>22,610</i>
Employer's NIC	<b>-</b>	<i>482</i>
Employer's pension	<b>554</b>	<i>615</i>
	<b><u>41,536</u></b>	<i><u>23,707</u></i>

The average headcount during the year was 2 persons (2020: 1 person).

The total remuneration paid to key management personnel during the year was £22,502 (2020: £5,662).

No employee received employee benefits of more than £60,000 (2020: Nil).

**7. TANGIBLE FIXED ASSETS**

	<b>Computer &amp; phone equipment £</b>	<b>Total Funds 31 Jan 2021 £</b>
<b>Cost</b>		
As at 1 February 2020	<b>4,947</b>	<b>4,947</b>
As at 31 January 2021	<b><u>4,947</u></b>	<b><u>4,947</u></b>
<b>Accumulated depreciation</b>		
As at 1 February 2020	<b>2,369</b>	<b>2,369</b>
Depreciation charge in period	<b>1,649</b>	<b>1,649</b>
As at 31 January 2021	<b><u>4,018</u></b>	<b><u>4,018</u></b>
<b>Net book value</b>		
As at 1 February 2020	<b>2,578</b>	<b>2,578</b>
As at 31 January 2021	<b><u>929</u></b>	<b><u>929</u></b>

**8. DEBTORS AND PREPAYMENTS**

	<b>Total Funds 31 Jan 2021 £</b>	<i>Total Funds 31 Jan 2020 £</i>
Prepayments	<b>840</b>	<i>1,158</i>
Accrued CJRS grant	<b>3,732</b>	<i>-</i>
	<b><u>4,572</u></b>	<i><u>1,158</u></i>

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**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**For the year ended 31 January 2021

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**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>Total Funds 31 Jan 2021 £</b>	<i>Total Funds 31 Jan 2020 £</i>
Accruals	<b>2,355</b>	1,440
Pensions payable	<b>108</b>	108
	<b><u>2,463</u></b>	<u>1,548</u>

**10. CREDITORS: AMOUNTS FALLING DUE IN MORE THAN ONE YEAR**

	<b>Total Funds 31 Jan 2021 £</b>	<i>Total Funds 31 Jan 2020 £</i>
Bounceback loan	<b>40,498</b>	-
	<b><u>40,498</u></b>	<u>-</u>

## WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 January 2021

### 11. ANALYSIS OF CHARITY FUNDS

	Balance brought forward Year ended 31 Jan 2021 £	Income for the period Year ended 31 Jan 2021 £	Expenditure in the period Year ended 31 Jan 2021 £	Transfer between funds Year ended 31 Jan 2021 £	Balance carried forward Year ended 31 Jan 2021 £
<b>Restricted funds</b>					
Knife bins	16,000	14,155	(14,155)	-	16,000
<b>Restricted funds</b>	<b>16,000</b>	<b>14,155</b>	<b>(14,155)</b>	<b>-</b>	<b>16,000</b>
<b>Unrestricted funds</b>	<b>15,250</b>	<b>38,559</b>	<b>(36,902)</b>	<b>-</b>	<b>16,907</b>
	<b>31,250</b>	<b>52,714</b>	<b>(51,057)</b>	<b>-</b>	<b>32,907</b>

#### Knife bins

These are funds received to facilitate the provision of knife bins in specific locations across the UK from a variety of sources.

	Balance brought forward Year ended 31 Jan 2020 £	Income for the period Year ended 31 Jan 2020 £	Expenditure in the period Year ended 31 Jan 2020 £	Transfer between funds Year ended 31 Jan 2020 £	Balance carried forward Year ended 31 Jan 2020 £
<i>Restricted funds</i>					
Knife bins	-	30,650	(14,650)	-	16,000
<i>Restricted funds</i>	<i>-</i>	<i>30,650</i>	<i>(14,650)</i>	<i>-</i>	<i>16,000</i>
<i>Unrestricted funds</i>	<i>54,883</i>	<i>2,137</i>	<i>(41,770)</i>	<i>-</i>	<i>15,250</i>
	<i>54,883</i>	<i>32,787</i>	<i>(56,420)</i>	<i>-</i>	<i>31,250</i>

**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 January 2021**

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds Year ended 31 Jan 2021 £</b>	<b>Restricted Funds Year ended 31 Jan 2021 £</b>	<b>Total Funds Year ended 31 Jan 2021 £</b>
Fixed assets	929	-	929
Current assets	58,939	16,000	74,939
Current liabilities	(2,463)	-	(2,463)
	<b>57,405</b>	<b>16,000</b>	<b>73,405</b>

	<i>Unrestricted Funds Year ended 31 Jan 2020 £</i>	<i>Restricted Funds Year ended 31 Jan 2020 £</i>	<i>Total Funds Year ended 31 Jan 2020 £</i>
Fixed assets	2,578	-	2,578
Current assets	14,220	16,000	30,220
Current liabilities	(1,548)	-	(1,548)
	<b>15,250</b>	<b>16,000</b>	<b>31,250</b>

**13. TRUSTEE REMUNERATION AND DONATIONS**

During the year, one trustee received remuneration for provision of services to the CIO.

Yvonne Codner, a trustee, was appointed as Director of Education Services and Partnerships from September 2020. As a long term trustee of the CIO and also having professional experience in this area, the trustees felt that Yvonne Codner was suitably qualified to take this role on. During the current financial year she received total remuneration of £22,502 (2020: £Nil) as an employee.

During the prior year, two trustees received remuneration for provision of services to the CIO.

Michael Smith, a trustee, was appointed as Chief Executive Officer from 1 April 2018 to 30 April 2019. As the Founder of the CIO and having been responsible for the programme when implemented as part of the Ascension Trust, the trustees felt that Michael Smith was suitably qualified to lead the CIO during the initial phases. During the prior financial year he received total remuneration of £5,662 as an employee. He also

received reimbursement of expenses incurred in this role in the prior year of £569.

Mark Clarkson was appointed as a freelance Operations Manager from 1 August 2018 to 30 April 2019. As an ex-police officer, with significant links to forces across the country, with whom the CIO were working, Mark was deemed an appropriate candidate for this role. Total remuneration during the prior year was £7,250.

All employments are permitted under the CIO's constitution under sub-clause 7.2.3 as long as the controls outlined in clause 7.3 are carried out, including, but not exclusively, written terms of employment being in place between the CIO and the individual, the individual being absent from relevant parts of the meetings where remuneration is discussed and the reason for the employment decision clearly being recorded within the minutes of the CIO.

During the prior year one other trustee received reimbursement of travel expenses of £9 for attendance at trustee meetings.

**14. RELATED PARTY TRANSACTIONS**

During the year, in addition to the transactions with trustees noted above, the charity employed the daughter of another trustee (Joeine Fearon) as a Senior Co-ordinator and then Charity Manager. The individual had been employed within the previous role when the CIO operated as a project within The Ascension Trust (reg. charity 1127204) and was therefore kept on under

TUPE regulations and was the natural choice for the newly formed Charity Manager role when it commenced in 2019. The employee received total remuneration including employer pension contributions in the year of £19,034 (2020: £18,045), and the related trustee was not included within any discussions around remuneration for this role.

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**WORD 4 WEAPONS - NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 January 2021**

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**15. GUARANTEES AND SECURED CHARGES**

As of at 31 January 2021, the CIO did not have any outstanding guarantees to third partners nor any debts secured against assets of the CIO.