

The Colour Works Foundation
Charity Number: 1176039

Trustees' Annual Report & Financial Statements
for the Period
1st September 2020 to 31st August 2021

March 2022

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Reference & Administration Details

Charity Details:

Name: The Colour Works Foundation (TCWF)
Number: 1176039
Address: Peartree Business Centre, Cobham Road, Ferndown Industrial Estate, Wimborne, BH21 7PT

Names of the Charity Trustees who Manage the Charity:

Name	Office	Appointed	Resigned
Karen Powell	Chair	16/01/2018	
Alun Davies	Treasurer	Re-elected 14/07/2019	
Sue Craft	Secretary	01/04/2019	
Pana McGee	Trustee	21/04/2021	
Shenel McLawrence	Trustee	21/04/2021	

Names & Addresses of Advisors

Type of Advisor	Name	Address
Bank	Lloyds Bank	25 Gresham Street, London, EC24 7HN
Independent Examiner		

Names of Senior Staff with Delegated Responsibilities

Not applicable

Structure, Governance & Management

Description of the Charity's Trusts:

Type of Governing Document:

Constitution adopted 1st December 2017

How the Charity is Constituted:

Charitable Incorporated Organisation

Trustee Selection Methods:

- Following the board's skills matrix review, the vacant position(s) will be advertised through the media, volunteer bureau, and direct approaches to professional bodies and other voluntary organisations.
- Applicants will be asked to complete an application form and provide a CV.
- An informal interview meeting takes place with the existing trustees.
- Before selection, preferred applicants are invited (as a guest) to a Trustee meeting.
- DBS and Trustee eligibility checks are carried out before the commencement of Trusteeship.

How New Trustees are Inducted and Trained:

- Upon appointment, Trustees will receive an Induction and Training plan, key documents such as a copy of the Governing document, and the most recent Trustees' Annual report and Financial Statements.
- Training includes a Trusteeship training course with the local Community Action Network organisation

Additional Governance Issues

- There is a safeguarding policy in place
- Enhanced DBS checks are carried out on all staff and volunteers delivering TCWF's workshops.
- The Board completes a review of the Charity's financial controls and governance management annually.

Objects

To act as a resource for young people by providing advice and assistance and organising educational programmes and other activities as a means of:

(a) advancing in life and helping young people by developing their skills, capacities, and capabilities to enable them to participate in society as independent, mature, and responsible individuals;

(b) advancing education; and

(c) relieving unemployment

Vision and Mission

This year has seen a significant focus placed on developing the Charity's strategic plans as part of its growth. Through our recruitment process for new Trustees, we gained useful connections to those experienced in the field of Charitable organisations. After some helpful input we re-visited our Vision and Mission statements to be more focussed.

Mission

We use our own colour profiling system with young people to raise their self-awareness and relationship building skills. We identify and celebrate their strengths. We give them tools to develop their own emotional resilience and confidence in communication ongoing.

Vision

We exist to equip disadvantaged and socially excluded young people with the skills and self-belief that give them access to improved opportunities and life choices enabling them to find their place in the world.

Key Strategies

- Ensure key financial reports are visible and usable
- Operational foundations are in place
- Increase the number of qualified course deliverers
- Increase digital capability
- Understand the market in which we are operating

Progress against key strategies

Significant progress was made against our key strategies identified in September 2020 despite the ongoing difficulties due to the COVID19 pandemic

- Ensure key financial reports are visible and usable:
Cash flow reports / financial tracker / annual budget / quarterly budget reviews amongst others were all further developed and put in place to monitor general funds and restricted funds
- Operational foundations are in place:
This year we recruited an administrative assistant who made a significant impact in supporting the back-office work associated with our course delivery. The role also provided support for the significant administrative requirements associated with the funding received from ESFA
- Increase number of qualified course deliverers:
Due to ongoing restrictions with the pandemic we decided to postpone delivery of our train the trainer 2-day workshop and focussed on qualifying the 2 course deliverers we had trained in Feb 2020.
- Increase digital capability:
Transfer to Office 365 was completed in early 2021 resulting in consolidating all our documents and communication into SharePoint and MS Teams
- Understand the market in which we are operating:
Following discussions with a strategic consultant we have renewed our vision and mission. We also established that there is a significant need for our course locally – both in Bournemouth Christchurch and Poole councils as well as wider Dorset which has resulted in a more focussed approach to our market research and programme development.

Strategic Considerations 2021-2022

- Organisational Design
- Office space
- Dorset focus vs UK
- Specific categories of young people
- Fundraising strategy – commission-based grant writer?
- Partner / Course strategy (target audience / length / 121s / activities / follow up)
- Matrix of course prices / costs
- Measurable outcomes
- Recruitment of facilitators (course deliverers)
- Partnership with MyTime Young Carers

2021 saw us make three new strategic partnerships. The first was with the local charity MyTime Young Carers which supports young carers across Dorset up to the age of 25. In January 2021 we piloted a first course with them as they launched an employability programme for 16–25-year-olds. Following the success of this first programme TCWF increased its contribution to the programme through 2 online workshops in our colour model and further support in a session on interview skills. Over 2021 we have delivered 3 employability programmes and are continuing to develop this partnership ongoing. The second partnership was with the AFCB Community Trust as part of their EmployAble programme for NEET young people with an interest in developing a sport related career. Our 2 workshops as part of this larger programme have provided the young people with tools to manage their own emotional responses in a positive way as well as recognise and value those who are different to them. Our final partnership was with BCP Council who commissioned us to deliver 4 courses for LAC (looked after children) who were approaching leaving care. 2 of these courses were delivered via local schools with their year 11 care leavers. We delivered a third course with young people who were in supported housing in Bournemouth and our fourth course will be delivered in 2022.

These workshops delivered over 8 weeks covered the following areas:

- Self-Awareness – who am I? What am I great at? What do I struggle with? What inspires me?
- Self-Management – what frustrates me? Do I react or respond? How well do I present myself? How do I build resilience?
- Understanding Others – who do I naturally get on with and who not? Why might that be? How might I learn to value the differences?
- Relationship Skills – how do I come across to others? Who are the critical people in my life? How might I adapt my style to better meet their needs?
- Decision-Making – do I have a purpose? What help do I need to make better decisions?

Through funding received from ESFA (Education Skills Funding Agency), we were able to increase our offering to the Prince's Trust programme from 4 sessions to 6 sessions as well as start a new partnership with Weymouth College Prince's Trust programme. As part of these programmes, we are funded to deliver 121s with each young person and have identified this as a significant improvement to our offering which we would like to add into all our programmes ongoing. We continue to support the local National Citizenship Service (NCS) programme in partnership with AFCB Community Trust.

This year also saw us develop our Volunteering Programme. We have recruited 6 volunteers whose role is to support the course deliverer across a programme of workshops. The volunteer can help with administrative tasks during the workshops as well as building relationships with the young people and encouraging them to participate. We anticipate that our course costs can be reduced through using more volunteer support for our workshops. We have also been fortunate enough to onboard a Volunteer HR Consultant who has provided support around contracts and HR procedures. Our Ambassador continues to work to raise the profile of the Charity in the local community.

We welcomed Pana McGee, retired headmistress and Shenel McLawrence, a Bournemouth University lecturer, to our Board of Trustees this year. They bring expertise in strategic leadership and marketing.

Summary of workshops delivered in 2020/2021

- 2 x DWFRS Prince's Trust (ESFA funded) – 6 workshops per course plus additional 121s at beginning and end
- 2 x Weymouth College (ESFA funded) – 6 workshops per course plus additional 121s at beginning and end

- 3 x MyTime Young Carers online employability courses (Neighbourhood Fund) – 2 workshops plus 1 interview skills session per course
- 3 x AFCB EmployAble courses – 2 workshops
- NCS x 10 sessions (online and face to face) – 1 workshop per course
- 3 x BCP council funded courses – 8 workshops

Outcomes

We continue to measure the outcomes of our course by:

- Participants receiving their own 8-page personality profile enabling them to value themselves and raise their own self and social awareness.
- Participants completing worksheets throughout the course and their own 3 learning outcomes during the final session. Following last year's feedback from young people we now complete these worksheets during the sessions where possible rather than leaving them to be completed by young people in their own time.
- Participant feedback
- Participant rating of improvement against 8 statements at end of course
- Partner organisational feedback

An example of outcomes achieved from our Building self-belief programme with the Prince's Trust Weymouth TEAM 17

Team's ability to	Has Improved by
Recognise different personality types	78.33%
Describe own strengths and areas for development	63.33%
Be more confident presenting in a group	80.00%
Better understand and value people who are different to me	78.33%
Understand my own communication style and can adapt to effectively communicate with others	75.00%
Be better equipped to be an effective team player	73.33%
Increase in confidence	70.00%

This coming year we hope to develop a more robust statistical measurement of participant improvement against outcomes specifically linked to each workshop.

Example feedback from the participants included:

"I like that this course gave me the opportunity to understand my own strengths and weaknesses"
AFCB EmployAble participant

"It was fun, and I liked learning what colour I was and how my characteristics link to that"
Prince's Trust Weymouth Young Person

When asked what could be improved:

“More practice with communicating with people that are different to you.”

Prince’s Trust DWFRS participant

“More team activities and problem-solving tasks”

Prince’s Trust Weymouth participant

Feedback from young people helps us shape and improve the course ongoing. This year we have moved away from using a PowerPoint presentation quite so much and explained theory via flipcharts that we can refer back to easily throughout the course. We have also incorporated more activities that bring our colour model to life

Example feedback from partner organisations:

“This course contributed enormously to the progress our young people made in becoming more self-aware and improving their wellbeing by acknowledging and celebrating their own personalities. The young people enjoyed the opportunity to complete the engaging tasks and discussions. They really valued being treated with respect and made to feel valued by Giles and Jo.”

Prince’s Trust Team Leader

“We cannot thank you enough for the work you put in with our students. We are really excited to continue to work with you. Your flexibility and responsiveness make this course ideal for a wide range of students, which is imperative in the current climate where other agencies have very niche thresholds. For me, this is the power of this course, the ability of your course leaders to bring together diverse students with differing needs and backgrounds and support them to effectively communicate one another. The course broke down barriers for students in a way we have not seen before by external providers. Your ability to build relationships and understand the students was faultless.”

Twynham School SENDCo and Designated Teacher

Train the trainer

Our first 2 day train the trainer programme in Jan 2020 resulted in bringing on board 2 new course deliverers. The COVID19 pandemic meant that completing their qualifications was delayed as we were prevented from delivering face to face until Sep 2020. We have focussed this year on completing their qualification (by allowing them to co-deliver and then lead deliver a programme) and intend to run our next 2-day train the trainer programme in 2022.

Funding

The Charity has managed to secure funding this financial year which will enable us to continue delivery of our programmes throughout 2021. We would wish to thank our funders and donors for their ongoing support. Notable grants have been secured from:

- The Neighbourhood Fund (via Dorset Community Foundation)
- Magdalen Hospital Trust Grant (for delivery of our next Train the Trainer programme)
- Ian Price
- Waitrose Winton

Public Benefit

The public benefit of these courses is that they are aimed at attendees who perhaps, due to social or economic reasons, had dropped out of either education earlier than the minimum legislated age, were long-term unemployed or were disadvantaged through their mental or physical health, role (e.g., young carers) or had grown up in care. The course developed by TCWF means that these participants have been given tools which enable them to better understand their own and other people’s behaviour. This benefits the participants by increasing their self-confidence and self-belief, their understanding of others and enhances their social skills which can combine to further assist

them in remaining in education or securing employment. TCWF believes that equipping young people with these types of skills will improve their self-confidence and enhance their social stability.

Statutory Declaration on Public Benefit

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Financial Review

Financial Results

The pandemic restrictions and two further nation lockdowns during TCWF's fiscal year resulted in another challenging year to deliver our workshops face-to-face.

However, the redesign of our workshops completed during the first lockdown (2020) has provided TCWF the flexibility to deliver our workshops face-to-face or online, depending on the COVID restrictions and our partners' requirements.

Unrestricted Funds Income

Unrestricted funds income increased by 57.62% from the previous year. The main driver for this increase was establishing a new partnership with Bournemouth, Christchurch, and Poole Council (BCP) to deliver workshops for children and young people in care in the BCP area.

However, we also saw an increase in income from Corporate Social Responsibility (CSR) and general donations, with a rise of 29.98% from the previous financial year. This increase allowed TCWF to expand our partnerships, including working with AFC Bournemouth Community Trust on their EmployAble programmes.

Restricted Funds Income

The Charity secured restricted funding of just over £14.5k following a successful application to The Education and Skills Funding Agency (ESFA) to deliver workshops in partnership with DWFRS Prince's Trust programme.

In addition, we also received a further £2.7k of restricted funding from DCF (The Neighbourhood Fund), which has allowed us to establish a partnership to provide workshops (EmployAble project) with the MyTime Young Carers charity ongoing.

Direct Programme Costs Unrestricted funds

Despite the challenges of working within the restrictions caused by the pandemic, TCWF increased its reach this year by providing 69 workshop sessions over the year, compared with 37 in the last year, with workshops costs (direct programme costs) increasing by 17.5% from the previous year.

Overhead Costs Unrestricted funds

In addition, as part of the TCWF's growth strategy and to ensure we are better able to deliver our mission (not become over-extended), we invested in putting solid foundations in place; part of this work included the recruitment of a part-time administrative assistant, the purchase of new office equipment (including laptops), the setting up a volunteer programme and a formal staff/volunteer training plan. This investment, along with the additional administrative work required driven by the increase in the workshop sessions provided year, resulted in an apparent increase in our overhead costs by 73.93% vs the previous year. However, this increase is skewed by the fact that both Programmes Managers provided their services free of charge during the majority of 2020 owing to the situation with the pandemic.

Reserves

It is TCWF's policy that unrestricted funds that have not been designated for a specific use should be maintained at a level equivalent to three months' expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue

the TCWF's current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year

Details of Any Funds Materially in Deficit

Not applicable

State of the Charity's Finances

Particulars of Any Outstanding Guarantee Given by the Charity

The Trustees declare that the Charity has no guarantees

Details of Any Outstanding Debt

The Trustees declare that the Charity has no outstanding debts.

Declaration

The Trustees declare that they have approved and authorised the above report and that it can be signed on their behalf.

Signed on behalf of The Colour Works Foundation's Trustees:

Full Name	Position	Signature	Date
Karen Powell	Chair of Trustees	<i>K. Powell</i>	4/4/22

APPENDIX I

RECEIPTS AND PAYMENT ACCOUNTS (CC16a)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Colour Works Foundation

No (if any)
1176039

CC16a

Receipts and payments accounts

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Trading Income	19,300	-	-	19,300	11,709
Fundraising/CSR pledges/cash received	2,988	-	-	2,988	3,055
Grants/Awards	983	17,148	-	18,131	500
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	23,271	17,148	-	40,419	15,264
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	23,271	17,148	-	40,419	15,264
A3 Payments					
Payments/Salaries (Prog. Managers/Course Deliverers/Staff Payroll)	6,995	8,422	-	15,417	4,535
Direct Programme Expenses	354	1,025	-	1,379	1,035
Printing, Stationery & Comp supplies	137	-	-	137	137
Charity Insurance	-	168	-	168	168
Training	308	245	-	553	68
IT/Web Maintenance	43	-	-	43	70
Grant Applications & Publicity	474	98	-	572	649
Management/Admin	3,229	-	-	3,229	2,480
	-	-	-	-	-
	-	-	-	-	-
Sub total	11,540	9,958	-	21,498	9,142
A4 Asset and investment purchases, (see table)					
Laptop	619	-	-	619	-
	-	-	-	-	-
Sub total	619	-	-	619	-
Total payments	12,159	9,958	-	22,117	9,142
Net of receipts/(payments)	11,112	7,190	-	18,302	6,122
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	7,617	-	-	7,617	-
Cash funds this year end	18,729	7,190	-	25,919	6,122

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Balance	18,729	7,190	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	18,729	7,190	-

(agree balances with receipts and payments account(s))

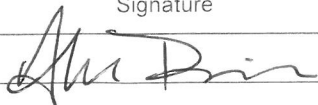
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ALUN DAVIES	4/4/22

APPENDIX II

CASHFLOW STATEMENT FOR FY2020-2021

Cash Flow Statement for the Financial Year 1st September 2020 to 31st August 2021

Opening Cash Funds Balance 1 st September 2020	7,617
Inflow (receipts) for the Year ending 31/08/2021	40,419
Trading income	19,300
Grants	17,798
Donations	3,321
Outflows (Payments) for the Year Ending 31/08/2020	22,118
Programme Costs	
Programme Mgs/Course Deliverers Payments	13,378
Staff Payroll	849
Programme Expenses	1,891
Management & Admin Costs	
Staff Payroll/Admin Costs	4,351
Printing and stationery	137
Training	293
IT Web Maintenance	43
Grant Applications/Publicity	474
New Equipment Purchases	619
Governance Costs	83
Closing Cash Funds Balance 31/08/2021	<u>25,919</u>
Overall Cash Flow (FY2021)	<u>18,301</u>

APPENDIX III

INDEPENDENT EXAMINERS REPORT (IER)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

The Colour Work Foundation

On accounts for the year
ended

31st August 2021

Charity no
(if any)

1176039

Set out on pages

11-15

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/21.

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

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

Independent
examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

J L. Cowell

Date: 04.04.22

Name:

Jane Cowell

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

ICAEW Chartered Accountant

Address:

23Canford Crescent, Poole, Dorset BH13 7ND

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.