

**The Colour Works Foundation**  
**Charity Number: 1176039**

**Trustees' Annual Report & Financial Statements**  
**for the Period**  
**1st September 2021 to 31st August 2022**

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**March 2023**

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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	31/03/2022
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	Anthony Ellis	

### Names of Senior Staff with Delegated Responsibilities

Liz Davies - CEO

## Structure, Governance & Management

### Description of the Charity's Trusts:

### Type of Governing Document:

Constitution adopted 1<sup>st</sup> 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**

In August 2021 the Trustees and Management team of The Colour Works Foundation met to review our vision and mission and ongoing strategy.

## 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 2021-2022

- Create clarity around our organisational structure.
- Research and obtain office space.
- Agree our focus area (Dorset vs UK)
- Fundraising strategy – commission-based grant writer?
- Partner / Course strategy (target audience / length / 121s / activities / follow up)
- Develop a matrix of course prices / costs.
- Define measurable outcomes.
- Strategy for recruitment of facilitators (course deliverers)
- Partnership with MyTime Young Carers
- Financial reporting

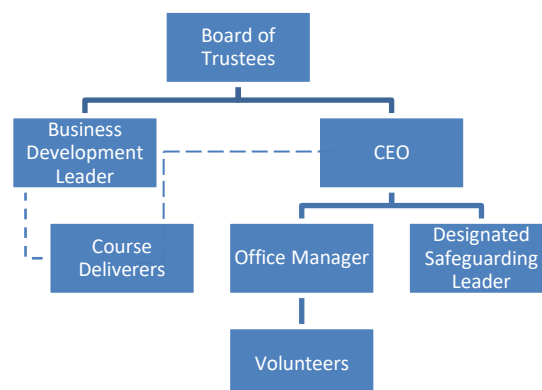
## Progress against key strategies

- **Organisational structure**

During 2020/2021 the trustees and management team agreed the role requirements for an Office manager who was subsequently employed from September 2021. This back-office role was created to support the Course Deliverers with course set up and creation of required materials as well as take on the day to day and monthly financial processes for the Charity.

At the strategy meeting the Trustees and management team also agreed that the Charity had grown enough that it was time to employ a CEO. This role was filled in April 2022 and is split between development of the Charity as a whole and face to face delivery of courses.

Clear reporting lines were also developed at the strategy meeting. The Business development leader position was defined but is currently under review.



- **Office space**

Due to our growth – and the need for the CEO and Office manager to work closely together the Charity was able to invest in the rental of a small office supplied by Destiny Life Church on the West Howe Industrial Estate. This has provided a secure space for us to store the equipment materials required for course delivery. This space has also proved useful for running our ‘Train the Trainer’ courses and interviewing volunteers.

- **Focus – Dorset vs UK**

Although the Charity originally intended that we grow nationally – it has become apparent over our first 4 years of operation that we should refine the focus of our delivery and subsequently we have agreed to target partnerships within BCP, Dorset and local Hampshire (eg Southampton) due to the high need within our locality.

- **Fundraising strategy**

Over the year 2021/2022 our CEO and Office Manager continued to apply for funding via grant applications. We are still considering whether to invest in external expertise to support this important aspect of the Charity.

- **Partner / Course strategy (target audience / length / 121s / activities / follow up)**

- **Develop a matrix of course prices / costs.**

A full cost recovery table of costs was created based on the length of course delivery and assigning a proportion of back-office costs to each calculation. This has given a clearer insight into the number of courses that need to be delivered in order to cover the full costs of the Charity. This has also helped with providing accurate data within grant applications.

- **Define measurable outcomes.**

A grant application was made to Comic relief during 2021/2022 to support investment into defining our impact in a quantitative format. This money was granted but for use over 2022 /2023

- **Strategy for recruitment of facilitators (course deliverers)**

Over 2021/2022 we trained an additional course deliverer to replace a course deliverer who is no longer able to deliver programmes on our behalf.

- **Partnership with MyTime Young Carers**

Our ongoing relationship with MyTime Young Carers continued to develop over 2021 /2022 with specific funding from the Dorset Community Foundation Neighbourhood Fund. This enabled us to deliver TCWF workshops and support the interview sessions for the young carers as part of 4 employability programmes. In February half term we also organised a one-off event to which all the young carers who had taken part in our joint employability programmes were invited. 16 of the young carers attended and took part in TCWF led workshops to develop their communication skills as well as a teamwork activity with our business partners and other guests (TCWF Trustees, MyTime staff etc). We also invited a speaker who had been a young carer himself to share his story and his journey to reach his current role as the AUB Widening participation leader. This event was a great success with many of the young carers saying how much they appreciated being able to meet with other young people who shared similar life experience to them. We hope this event will also serve to encourage some of our business partners to support the employability programme ongoing so we can continue with this work now the Neighbourhood fund is finished.

Towards the end of FY 2021 2022 we started talks with MyTime about delivering face to face employability programmes in schools. We have developed sessions that can support

the shorter slots that we will have available and will start this new development from September 2022.

- **Financial reporting**

Over the first few years of the Charity we have been fortunate enough to have the expertise of an ex financial manager as a Trustee who managed our monthly financial reporting process. When she reached the end of her term, it became apparent that as the Charity continues to grow – we needed a simpler and more robust way of managing our financial reporting. Over 2021/2022 we enlisted the support of an experienced volunteer with both financial expertise and understanding of MS SharePoint. Subsequently we have developed SharePoint lists to record our funds (grant income), invoices, creditors and expenses. This links to a further SharePoint list of our bank transactions (uploaded from \*.csv file downloaded from our bank). All this data is integrated into a single excel workbook providing a clear monthly report, cash flow statement and budget data. This data has been trialled over the second half of FY 21/22 and went live from September 2022.

Over 2021 /2022 we continued to develop our partnerships with the Prince's Trust Team programme both in BCP and at Weymouth College as well as with MyTime Young Carers and our schools work with looked after children (LAC) funded by the Virtual College. We also trialled a couple of one-off workshops with the International Care Network who support asylum seekers.

The length of our delivery programme varies according to the partner with which we work. Although we would ideally like to work with young people over 8 workshops of 3hrs per session, this is often not feasible for either the young people or the partner organisation. Schools in particular find it difficult to integrate the sessions into their curriculum and we have delivered after school in some cases but find that young people are often tired and less engaged at this point in the school day.

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?

Our continued funding from ESFA (Education Skills Funding Agency), enabled us to deliver a further 2 TEAM programmes with the Prince's Trust. Thanks to other income we were able to continue our provision with Weymouth College and Dorset and Wiltshire Fire and Rescue (DWFRS) TEAM programmes and delivered a further 2 courses. It was disappointing however that the 3<sup>rd</sup> course with DWFRS was cancelled as they were unable to recruit enough young people. We continue to support the local National Citizenship Service (NCS) programme in partnership with AFCB Community Trust as well as their EmployAble programme.

Our Ambassador continues to work to raise the profile of the Charity in the local community.

### **Summary of workshops delivered in 2021/2022**

- 1 x DWFRS Prince's Trust (ESFA funded)– 6 workshops plus additional 121s at beginning and end
- 1 x Weymouth College (ESFA funded) – 6 workshops plus additional 121s at beginning and end.
- 1 x DWFRS Prince's Trust (General funds) – 6 workshops
- 1 x Weymouth College Prince's Trust (General funds) – 4 workshops
- 2 x MyTime Young Carers online employability courses (Neighbourhood Fund) – 2 workshops plus 1 interview skills session per course
- 1 x MyTime Young Carers online employability course (General funds) – 2 workshop plus 1 interview session
- 1 x AFCB EmployAble courses – 2 workshops
- NCS x 9 sessions – 1 x 3hr workshop per course
- 3 x BCP council funded courses (Tywnham School, St Edwards and with vulnerable young people in the community) – 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
- Partner organisational feedback

For quantitative feedback we have improved the way we measure impact by issuing a list of statements at the beginning and end of the course and tracking how each individual improves against the statements listed. This is then shared with partnering organisation as part of our final report to enable them to understand the impact of our intervention but also to highlight areas where further support may be required.

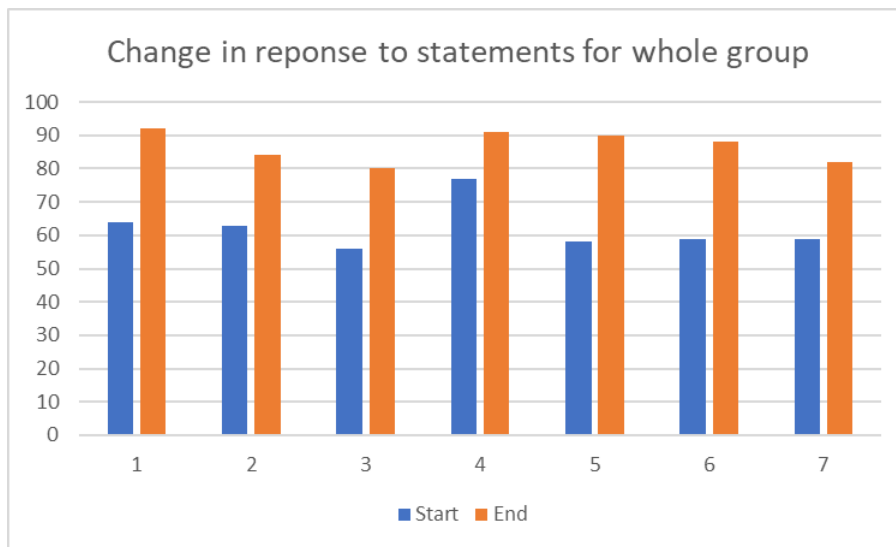
The 7 statements are listed below:

#### **Statements**

1. I can recognise personality types using the colour model
2. I can describe my own strengths and areas for development
3. I am confident presenting in a group
4. I understand and value people who are different to me
5. I understand my own communication style and can adapt to effectively communicate with others
6. I am equipped to be an effective team player
7. I am confident



An example of the improvement across these statements for our programme at Twynham School showed the following:



Over next 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:

“It helped me understand who I was and how to understand other people easier”

**Twynham school participant**

“I liked that it was different and informative and made me feel less odd”

**Prince’s Trust DWFRS participant**

Feedback from young people helps us shape and improve the course ongoing. At the beginning of the year, we have a half day review of the programme with all the Course deliverers. As a result of this we continue to develop more activities that bring our colour model to life. We have invested in fabric banners showing our model that can be hung up each week in the room as a reminder to the young people.

### Example feedback from partner organisations:

“Liz and Sarah were excellent throughout the sessions. Extremely knowledgeable and delivered the sessions in a way that was inclusive and accessible to all. The content was excellent and was coupled with some really interesting activities. My students thoroughly enjoyed it as did I. Thankyou”

**Weymouth College Prince’s Trust Team Leader**

“The course was very effective and adapted to meet the participants learning styles.

The participants were interested in learning about their own personality and how they 'mix' with others. Some students struggled with conflict with peers before attending the course, once they had begun to understand the differences about introverts and extroverts, the strengths each have and different energy, they became more accepting of others.”

**Twynham School LAC/PLAC Coordinator**

“Really effective as the youngsters involved come from cultures where they hadn't heard anything before like personality/energy traits. It gave them a beginning awareness of some of their individual strengths and that of other people that they go to college with who might have different strengths.”

### **ICN Separated Children Seeking Asylum Manager**

#### **Train the trainer**

This year we were able to identify an additional contractor to train as a course deliverer. She completed our 2 day train the trainer programme and has subsequently completed her full qualification. We were also pleased that 2 of our volunteers chose to attend the train the trainer days to give them a better insight into the material we cover during our programme.

#### **Funding**

The Charity has managed to secure funding this financial year which will enable us to continue delivery of our programmes throughout 2022/2023. We would wish to thank our funders and donors for their ongoing support. Notable grants have been secured from:

- National Lottery Community Fund – towards course delivery
- Alice Ellen Cooper Dean – towards course delivery
- Magic Little Grants (via LocalGiving) – for investing in course materials
- Hedley Foundation – for development of booklet for participants on the course to aid their learning
- Ian Price (individual donor)

#### **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 easing of pandemic restrictions during the TCWF's fiscal year resulted in an increase in delivery of our workshops face-to-face.

The ending of the significant funding grant from ESFA over the last 18 months has freed up resources for other projects.

Overall the income level was similar to FY20-21 with a slight shift in balance between the Restricted and Unrestricted funds income and a slight increase in the cost of running the programmes (Direct and overhead).

### **Unrestricted Funds Income**

Unrestricted funds income increased by 13% from the previous year. The continued partnership with Bournemouth, Christchurch, and Poole Council (BCP) to deliver workshops for children and young people in care in the BCP area is ongoing and accounted for roughly 40% of the Unrestricted Income. Income from Corporate Social Responsibility (CSR) and general donations, accounts for approx. 20% of the annual unrestricted income.

### **Restricted Funds Income**

Restricted funding decreased by 14% YoY. The Education and Skills Funding Agency (*ESFA*) grant to deliver workshops in partnership with DWFRS Prince's Trust programme ended in this FY with the final payment accounting for 25% of the Restricted income.

In addition, we also received new restricted funding of £10k of from Awards for All to fund further workshops and this accounts for 68% of the restricted funding.

### **Direct Programme Costs Restricted funds**

TCWF this year provided 70 workshop sessions over the year, compared with 68 in the last year, however workshops costs (direct programme costs) decreased by approx. 37% from the previous year. The reason for the significant change in values is that TCWF directly employed 2 people during the FY which means that some direct programme costs are now contained with the general overheads (see below).

### **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 office manager (started FY2122 in Sept 2021).

Additionally in March 22 the Co-founder became directly employed by TCWF as the CEO and therefore the basis for the Direct programme costs and Overhead costs have changed and connect be easily compared.

### **Direct Programme (Restricted) and Overhead (Unrestricted) Costs**

As mentioned above, the basis for comparing the Direct Programme and Overhead costs has changed but if we combine these values a comparison between the FY2021 and FY2122 can be made with an 11% increased in total costs, reflecting the number of workshop and the additional costs associated with directly employing staff.

### **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. During the year a reserves review was carried out and as TCWF now has directly employed staff and the increased number of workshops, the minimum reserves level has been set at £4,500. 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.

### **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:**

<b>Full Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Karen Powell	Chair of Trustees		06.04.23

## **APPENDIX I**

### **RECEIPTS AND PAYMENT ACCOUNTS (CC16a)**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
The Colour Works Foundation	1176039

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/09/2021		31/08/2022

### 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 £
<b>A1 Receipts</b>					
Trading Income	15,420	-	-	15,420	19,300
Fundraising/CSR pledges/cash received	7,898	-	-	7,898	2,988
Grants/Awards	3,000	14,733	-	17,733	18,131
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>26,318</b>	<b>14,733</b>	<b>-</b>	<b>41,051</b>	<b>40,419</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>26,318</b>	<b>14,733</b>	<b>-</b>	<b>41,051</b>	<b>40,419</b>
<b>A3 Payments</b>					
Payments/Salaries (Prog. Managers/Course Deliverers/Staff Payroll)	3,307	4,397	-	7,705	15,417
Direct Programme Expenses	819	1,984	-	2,804	1,379
Printing, Stationery & Comp supplies	-	-	-	-	137
Charity Insurance	168	-	-	168	168
Training	904	1,277	-	2,181	553
IT/Web Maintenance	247	-	-	247	43
Grant Applications & Publicity	-	-	-	-	572
Management/Admin	10,772	4,902	-	15,673	3,229
Governance/Trustee Costs	90	-	-	90	-
	-	-	-	-	-
<b>Sub total</b>	<b>16,308</b>	<b>12,560</b>	<b>-</b>	<b>28,868</b>	<b>21,498</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Laptop	615	-	-	615	619
	-	-	-	-	-
<b>Sub total</b>	<b>615</b>	<b>-</b>	<b>-</b>	<b>615</b>	<b>619</b>
<b>Total payments</b>	<b>16,923</b>	<b>12,560</b>	<b>-</b>	<b>29,483</b>	<b>22,117</b>
<b>Net of receipts/(payments)</b>	<b>9,395</b>	<b>2,173</b>	<b>-</b>	<b>11,568</b>	<b>18,302</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>18,729</b>	<b>7,189</b>	<b>-</b>	<b>25,919</b>	<b>7,617</b>
<b>Cash funds this year end</b>	<b>28,124</b>	<b>9,362</b>	<b>-</b>	<b>37,486</b>	<b>25,919</b>

### 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 £
<b>B1 Cash funds</b>	Bank Balance	28,124	9,362	-

	-	-	-
	-	-	-
<b>Total cash funds</b>	<b>28,124</b>	<b>9,362</b>	<b>-</b>
(agree balances with receipts and payments account(s))	OK	OK	OK

<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
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## B2 Other monetary assets

<b>Details</b>			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

## B3 Investment assets

<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
		-	-
		-	-
		-	-
		-	-
		-	-


## B4 Assets retained for the charity's own use

<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

## B5 Liabilities

<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
		-	
		-	
		-	
		-	
		-	

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

<b>Signature</b>	<b>Print Name</b>	<b>Date of approval</b>
	Alun Davies	8Mar23

## **APPENDIX II**

### **INDEPENDENT EXAMINERS REPORT (IER)**





Section A

Independent Examiner's Report

Report to the trustees/  
members of

The Colour Works Foundation

On accounts for the year  
ended

31/8/22

Charity no  
(if any)

1176039

Set out on pages

13-15

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

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

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

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

Signed:

Date: 7/3/23

Name:

Anthony Ellis

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

AAT/  
Group Financial Controller

Address:

37 Sherwood Avenue

Poole

BH14 8DH

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

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