

The Colour Works Foundation
Charity Number: 1176039

Trustees' Annual Report & Financial Statements
for the Period
1st September 2022 to 31st August 2023

January 2024

Contents

Reference & Administration Details.....	3
Names of the Charity Trustees who Manage the Charity:	3
Names & Addresses of Advisors	3
Names of Senior Staff with Delegated Responsibilities	3
Structure, Governance & Management	3
Description of the Charity's Trusts:.....	3
Type of Governing Document:.....	4
How the Charity is Constituted:	4
Trustee Selection Methods:.....	4
How New Trustees are Inducted and Trained:.....	4
Additional Governance Issues	4
Objects	4
Vision and Mission	4
Key Strategies 2022-2023	5
Progress against key strategies.....	5
Public Benefit	9
Statutory Declaration on Public Benefit	9
Financial Review	9
Details of Any Funds Materially in Deficit	11
State of the Charity's Finances	11
Particulars of Any Outstanding Guarantee Given by the Charity	11
Details of Any Outstanding Debt	11
Declaration.....	11
APPENDIX I	12
APPENDIX II	15

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 Trustee	Resigned
Shenel McLawrence	Chair (from 27/07/23)	21/04/2021	
Karen Powell	Vice Chair (from 27/07/23)	Re-elected 24/01/2024	
Alun Davies	Treasurer	Re-elected 16/03/2023	
Pana McGee	Trustee	21/04/2021	
Dave Keep	Secretary	05/04/2023	

Note:

During FY2223 an additional Trustee was appointed on 05/04/23 but due to a change in personal circumstances was unable to take up the position before attending any Trustee or management Board meetings and before the Charity Commission Trustee database could be updated.

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 1st December 2017

How the Charity is Constituted:

Charitable Incorporated Organisation

Trustee Selection Methods:

- Trustees are selected in line with a Trustee Recruitment Policy.
- 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 interview meeting takes place with a panel of existing trustees.
- Before formal selection, preferred applicants are invited (as an observer) to a Trustee or Board 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

No changes were made to our vision and mission and they continue to read as follows:

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 2022-2023

- Organisational Structure
 - Recruit maternity cover for Office Manager
 - Implement new financial reporting
- Course Delivery
 - Define our target beneficiaries – long term vs short term
 - Target intervention where TCWF course delivers measurable impact – 12hrs to 24 hrs
 - Aim to include 121s in provision
 - Target potential expansion to increase Long Term beneficiaries
 - Short term delivery only be agreed where it generates income
 - Complete new Course deliverer qualification
 - Develop schools' sessions for MyTime school programme
 - Investigate short term course deliverers from University (MyTime schools sessions)
- Course development and impact measurement
 - Improve communication between Course Deliverers and back office support
 - Work with BU to develop impact reporting

Progress against key strategies

• Organisational structure

Interviews and recruitment for maternity leave for our Office Manager took place in October and November and Sabrina Forsey started at the beginning of December enabling a short handover with our existing Office Manager. Sabrina has added a different set of skills to the Office Manager role and as a result of the continued growth of the Charity, the CEO proposed the addition of a Business Systems Manager. The Trustees voted in August to expand the back-office support with the role of Office Manager and a new role of Business Systems Support Manager on the return of Jordy from her maternity leave. The Trustees voted to implement these 2 new roles in August 2023.

Other notable achievements:

- Implementation of new financial management and reporting tools following development in 21/22
- Recruitment of temporary Office Manager and 2 Trustees
- DofE volunteer support / 3 additional volunteers recruited
- New volunteers onboarding process updated
- Start of a more strategic partnership with The Colour Works International Limited (TCW) including:

- Purchase of a binder machine for TCWF to print and bind their own profiles. This has considerably reduced our delivery time for producing profiles
- CSR funding strategy developed for targeting TCW clients
- Promotion of TCWF amongst TCW client base via Licensed Practitioners and Client Practitioners
- Future collaboration around IT and HR support to be progressed in new financial year

• **Course Delivery**

The Charity increased the number of courses delivered in this financial year from 21 to 24. With our focus now on delivering more long-term courses, we increased the number of beneficiaries that we worked with over 12hrs from 68 to 90. This was despite our long-standing partnership with Dorset and Wiltshire Fire and Rescue Service Prince's Trust coming to an end as a result of the DWFRS cutting all of its youth work activities.

Our short-term delivery workshops reduced from 209 to 99, in large due to the cancellation of the NCS programme delivered by AFCB community (where in previous years we have delivered several individual 3hr workshops to 30+ attendees). In line with our strategy – all these short-term courses were covered by income from the associated partner.

Other notable achievements

- 2 x 'Train The Trainer' courses delivered (1 new Course Deliverer qualified in long term programme and 1 qualified to deliver short programmes for MyTime Young Carers schools programmes. 4 course deliverers qualified in 2-day training programme in August and aim to complete their on-the-job qualification over 23/24)
- New delivery partnerships were made with SWRAC, Spear and Bourne Academy
- Face to Face employability schools programme developed in partnership with MyTime Young Carers.
- 2 x MyTime employees trained in short term course delivery (one qualified – one to complete qualification in 23/24) to be able to deliver their own face to face sessions in schools with young carers.
- Contractual agreement put in place for supply of profiles to MyTime Young Carers.

Summary of workshops delivered in 2022/2023

Long Term courses (> 12hrs delivery)

- 3 x Weymouth College Prince's Trust TEAM programmes
- 2 x Spear programmes
- 2 x SWRAC
- 2 x BCP council funded courses (Twynham and Bourne Academy)

Short Term courses (< 12hrs delivery)

- 3 x MyTime Young Carers online employability courses
- 10 x MyTime Young Carers F2F programmes in schools
- 1 x JET workshop in partnership with NATS

- **Course development and impact measurement**

- 'Course set up' process automated – resulting in improved communication between Course Deliverers and Office Manager
- The CEO and co-founder worked together on the development of booklets to support learning on our programmes. These include the use of QR codes for 'Impact Data'



collection and completion of our profile. The new booklets were trialled over 4 courses at the end of the year and have had positive feedback so far.

- Following our funding received from Comic Relief for capacity building we invested in a partnership with Bournemouth University to develop our impact reporting. A new set of 10 statements were trialled as part of the SPEAR programme and enabled a new level of understanding of where each beneficiary had made progress across each of the areas our workshops address namely:
 - Self awareness
 - Self management
 - Understanding others
 - Relationship management

We're looking forward to gathering more data against these improved measures in 23/24

- **Feedback from participants**

- I liked how you involved everyone and talked about all feelings
- Finding out about your personality and what others are
- It was interactive and you find out more about yourself
- Learnt about different personality types
- Teamwork, getting to know people, working out what personality you have
- It made me think about what my personality is
- Learning about my key strengths and the communication methods that work for me

- **Feedback from Partners**

How effective did you find the course for the participants?

- *'Very effective, allowed the young people to learn things about themselves and others that they previously wouldn't have been aware off.'* Prince's Trust Team Leader
- *'The course was really effective for the young carers and created a great discussion point and visible confidence boost for many of them.'* MyTime Young Carers Employability Manager

What differences did you notice in the participants?

- *'Participants became more aware of themselves and others and their behaviours and mannerisms'* Prince's Trust Team Leader
- *'Increased confidence, positive body language, increased interaction with each other.'* MyTime Young Carers Employability Manager

- **Fundraising strategy**

Over the year 2022/2023 we were successful with several grant applications. Notable funders are:

- Alice Ellen Cooper Dean
- CABWI
- The National Lottery Community Fund
- Comic Relief

- **Vision and Strategy setting**

The CEO/Founder of New Place and regular supporter of our Charity offered to lead us in a facilitated strategy setting day in July 2023. This resulted in the development of the key components of our strategy as represented in the image below. Each element of the 'flywheel' is assessed to see whether it is 'slowing us down' and becomes of the strategic focus. As result of this process, we highlighted the limiting factor of qualified Course Deliverers to meet the demand for our courses and put actions against this area to progress in 23/24. This was presented to the full Trustee Board at our Vision and Strategy Day in August 2023 and further developed. Each strategic component of the flywheel was assessed and associated scorecard developed in order that we can measure our progress against each area in FY23/24.



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

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

FY2223 was TCWF's first full fiscal year without any pandemic restrictions and so sessions and working practices returned fully to our face-to-face workshops.

Overall the income level was approximately 15% lower than FY2122, due to a budgeted National Lottery grant that we did not apply for and also a reduction in the anticipated CSR contributions.

TCWF outgoings were approximately 15% higher than in the previous FY, which was partially caused by an extraordinary cost of living increase that the Trustees made in May ahead of the usual pay review implementation due to the economic situation in the UK.

Overall, therefore with the drop in income level and increase in outgoings, TCWF broke even in FY2223 despite the slightly delayed payments outstanding at the end of the FY.

Unrestricted Funds Income

Unrestricted funds income decreased by 17% from the previous year. Significant unrestricted grants were given by Alice Ellen Cooper Dean and Hall & Woodhouse Community funds.

Income from Corporate Social Responsibility (CSR) and general donations, accounts for approx. 15% of the annual unrestricted income.

Restricted Funds Income

Restricted funding decreased by 13.5% YoY. The main new award was a Comic Relief funding award of £9,750 with additional income with staged payments from existing grants or smaller funding awards. We also received the first £3,000 of a multistage £18,000 grant from CABWI (an awarding body for the water & utilities industries), the payments coming in 6 month intervals up to the end of 2025.

Direct Programme Costs

Workshops costs (direct programme costs) have remained similar compared to the previous FY.

Overhead Costs

Although direct comparison with previous FY cannot be easily compared as part way through FY2122 (Mar22) the Co-founder became directly employed by TCWF as the CEO and therefore the cost basis costs have changed, there has been an increase in staffing costs due, in part, to the Cost of Living increase implemented midway through FY2223.

Cash Funds

TCWF have a cash balance of approx. £38,000 which is broadly similar to FY2122 and includes the nominated reserves (see below).

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. This level was set at £4,500 during the FY2122 and not adjusted in FY2223. 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

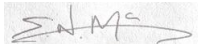
Details of Any Outstanding Debt

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:

Full Name	Position	Signature	Date
Shenel McLawrence	Chair of Trustees		30 Jan 2024

APPENDIX I

RECEIPTS AND PAYMENT ACCOUNTS (CC16a)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Colour Works Foundation

No (if any)
1176039

CC16a

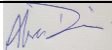
Receipts and payments accounts

For the period from	Period start date 01/09/2022	To	Period end date 31/08/2023
------------------------	---------------------------------	----	-------------------------------

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	13,830	-	-	13,830	15,420
Fundraising / CSR / Other Donations	3,358	-	-	3,358	7,898
Grants / Awards	4,700	12,750	-	17,450	17,733
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	21,888	12,750	-	34,638	41,051
A2 Asset and investment sales, (see table).					
Asset Sales	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,888	12,750	-	34,638	41,051
A3 Payments					
Salaries and Allied Costs	9,831	12,915	-	22,746	7,705
Contractor Fees	1,067	2,784	-	3,851	
Direct Programme Expenses	79	2,793	-	2,871	2,804
Training	20	196	-	216	2,181
Office and Admin	1,521	2,324	-	3,844	15,921
Insurance		96	-	96	168
Grant Applications	-	-	-	-	
Marketing	48	-	-	48	
Governance / Trustee Costs	55	77	-	132	90
	12,620	21,184	-	33,805	28,868
A4 Asset and investment purchases, (see table)					
Asset Purchases	139	-	-	139	615
	-	-	-	-	
Sub total	139	-	-	139	615
Total payments	12,759	21,184	-	33,944	29,483
Net of receipts/(payments)	9,128	- 8,434	-	694	11,568
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,124	9,362	-	37,486	25,919
Cash funds this year end	37,252	928	-	38,180	37,487

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		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Alun Davies	12-Jan-24	

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

31/8/23

Charity no
(if any)

1176039

Set out on pages

13 & 14

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

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: 5/1/24

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.