

PROPER JOB RESOURCE CENTRE

**Report of the Trustees and Unaudited Financial Statements
For the year ended 31st March 2022**

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Trustees Annual Report for the year ended 31st March 2022

The trustees present their report and financial statements for the year ended 31st March 2022. The trustees have adopted the provisions of 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) (effective 1 January 2015).

Objectives and Aims

Proper Job's charitable objects are described as follows:

For the public benefit, the protection and preservation of the environment, in particular, but not exclusively, by

(a) the promotion of waste reduction, reuse reclamation, recycling, use of recycled products and the use of surplus; and

(b) advancing the education of the public about all aspects of waste generation, waste management and waste recycling, in the United Kingdom.

Public benefit

The Trustees have considered the Charity Commission guidance on public benefit and consider that the activities of the charity meet its charitable objectives and provide a benefit to the public.

Achievement and Performance

Charitable activities

This year's report is still coloured by the COVID 19 pandemic. Proper Job officially re-opened on 13 April 2021 to coincide with stage 2 of the Government's 'road map' to lifting lockdown. Then there was a self-enforced, short circuit breaker in December 2021. Despite this, the adaptation of delivery models and some diversification of income necessitated by the pandemic, had positive effects as well as a reminder of how important it is that we continue to shape our response and rise to challenges.

Achievements

We facilitated the re-use of over 45,895 items a 69% increase on last year.

We provided over £1500 worth of resources, donated to local public benefit projects.

We engaged with over 15,000 beneficiaries this year, approximately sixty per day.

We strengthened the core charity, investing time in recruiting experienced trustees

We fundraised for and installed a community de-fibrillator

We redistributed 2536 litres of paint as part of the National Community Re-paint scheme

We made 5.5 tonnes of compost

There were 408 beneficiaries of educational events who attended online and in workshops
16 workshops and events were hosted:

April

Where the Wild Things Grow – foraging with Dave Hamilton

May

Nicky Scott- aka Dr Compost

Composting for all – via zoom

June

Yard Sale - £1 or less

Repair and Reuse Day – Endecott House

July

Chagford Primary School Fundraiser – PJ and Uptown donate half of the day's proceedings

Learn how to make a Bug Hotel- PJ and Wellmoor at Moretonhampstead allotments

September

Upcycling workshop for children at Chagford Food Festival

Grow your own tree nursery – seminar with Moor Trees

October

Chagford's first litter pick

Weaving a willow birdfeeder

November

Repurposing Old Books – Book Folding Workshop

Fashion Show

December

Sustainable Christmas Wreath Workshop

January

Nicola Peel – inspirational COP 26 speaker - zoom talk

February

Sewing Repair Workshop

Community Clothes Swap and Wardrobe Declutter

March

Dr Compost talk and Q&A – via zoom. To celebrate National Composting week

Proper Job and Plastic Free Chagford Litter Pick

Spring Wreath Making from recycled materials

Other events initiatives:

A cable amnesty and two sales of children's clothes at £1.

Additionally, in July 2021 Plastic free Chagford joined forces with PJ to get "plastic free accreditation for the town. In January 2022 a donation was made to St Petrock

Summary of Impact for the period of this report 20-21

Education and workshop participants: 408 (April 2021 – March 2022).

Number of workshops/ events: 16

The education and workshop programme continued to be very successful. During lockdown periods the use of the internet, particularly ZOOM was developed and enabled a lively programme of events and this continues to build. Governance has improved significantly, including an ongoing review of all policies and risks and a successful trustee recruitment campaign that delivered a new volunteer trustee and treasurer as well as another potential trustee - Anna Hopwood.

Environment: Paint: 2536 Litres diverted from landfill through the National Community Re-paint scheme

Compost: 5.5 tonnes of compost made and distributed

Public benefit

All trustees have read and understood the guidance on Public Benefit. Our impact monitoring demonstrates that we are having a significant impact on the environment and our beneficiaries give very positive feedback on how their lives have been changed.

Proper Job has facilitated the reuse of 45,895 items including, 2,536 Litres of paint. We also made 5.5 tonnes of compost. Contributing to the reduction of waste and carbon production

Use of volunteers

Proper Job have a pool of volunteers who help with various operational and educational tasks as well as skill sharing and repair workshops. We have gained 4 new volunteers. We have used approximately 600 hours of volunteer time and there are currently 5 trustee volunteers on the board.

The charity has also maintained a contact list of Friends and is part of REACH volunteering which helps charities to find volunteers creating a step change in the quality, range and scale of skills-based volunteering.

Financial review

Total income for the year decreased from previous year to £234,355 (2021: £235,637) however sales have increased reflecting the return to normal working. Sales were £179,299 (2021: £159,463).

Grant income reduced, as expected, after the pandemic. £24,800 was received in the year. (2021: 68,553), Grants included:

- Magic Little Grant – £500
- National Lottery - Workshop grant 22- 23 - £10,000
- Neighbourly foundation - £1,000
- WDBC - Business rates reclaim £2,667

- WDBC - Covid Recovery ARGO £2,450
- WDBC - Grant for Defib £750
- DCC Local Lives - £500
- HMRC Job Retention Scheme - £6,544

Total expenditure for the year increased to £211,630 (2021: £202,584).

Net surplus for the year was £22,725 (2021: £33,053) of which £10,692 was restricted

Unrestricted cash reserves to carry forward were £35,586

Reserves policy

The policy of the organisation is to maintain three months running costs as reserves wherever possible. This reflects the concern of the trustees that they should maintain sufficient reserves to meet any unforeseen circumstances and, to meet the organisation's obligations.

Structure, Governance and Management

Governing document

Charitable Incorporated Organisation: Model constitution for a CIO whose only voting members are its charity trustees ('Foundation' model constitution)

Recruitment and appointment of new trustees

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Reference and Administration Details

Registered name

Proper Job Resource Centre

Registered Charity number

1178850

Principal address

Proper Job Resource Centre
Crannafords Industrial Park
Chagford
Newton Abbot
TQ13 8DR

Trustees

Name	Position	Appointments/Resignations
Victoria Worthington		Appointed 21 November 2019
Philip Le Grice		Retired 15 November 2021
Karen Ayling	Interim Chair	Appointed 17 March 2021
Robert Griffin		Appointed 21 April 2021
Dr Justine M Frain		Appointed 21 April 2021
Allison Saunders		Appointed 14 March 2022
Anna Hopwood		Appointed 11 July 2022

Independent Examiner

Magnus Proctor FFA
Lindisfarne
Landkey Road
Barnstaple
Devon
EX32 9BW

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 in business.

The trustees are responsible for keeping proper accounting records that 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, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of 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 United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the board of trustees on 6th January 2023 and signed on its behalf by:

.....
Karen Ayling, Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PROPER JOB RESOURCE CENTRE

Independent examiner's report to the trustees of Proper Job Resource Centre

I report to the charity trustees on my examination of the accounts of Proper Job Resource Centre (the Trust) for year ended 31st March 2022.

Responsibilities and basis of report

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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. 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.

Signed:



Magnus Proctor
Fellow of the Institute of Financial Accountants
Lindisfarne
Landkey Road
Barnstaple
Devon
EX32 9BW

Date: 6th January 2023

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31st March 2022

		Unrestricted funds	Restricted funds	2022 Total	2021 Total
	Notes	£	£	£	£
Income and Endowments					
Donations and legacies	2	16,995	16,565	33,560	73,661
Charitable activities	3	179,298	0	179,298	159,463
Investment income	4	0	0	0	44
Other income	5	21,497	0	21,497	2,469
Total Incoming Resources		217,790	16,565	234,355	235,637
Expenditure					
Charitable activities					
Charitable activities	6	(209,277)	(2,353)	(211,630)	(202,584)
Total Resources Expended		(209,277)	(2,353)	(211,630)	(202,584)
Net Incoming / (Outgoing) resources		8,513	14,212	22,725	33,053
Transfer between funds		3,520	(3,520)	0	0
		12,033	10,692	22,725	33,053
Reconciliation of Funds					
Total Funds brought forward		109,108	0	109,108	76,055
Total Funds carried forward	19	131,141	10,692	131,833	109,108

The notes on pages 10 to 15 form an integral part of these financial statements

STATEMENT OF FINANCIAL POSITION
At 31st March 2022

		Unrestricted funds	Restricted funds	2022 Total	2021 Total
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	12	85,671	0	85,671	90,791
Investments	13	0	0	0	1
		85,671		85,671	90,792
Current Assets					
Debtors	14	10,127	0	10,127	1,882
Cash at bank		35,586	10,692	46,278	39,939
		45,713	10,692	56,405	41,821
Current Liabilities					
Amounts falling due within one year	15	(10,243)	0	(10,243)	(8,623)
Current Assets less Current Liabilities		35,470	10,692	46,162	33,198
Total Assets less Current Liabilities		121,141	10,692	131,833	123,990
Creditors: amounts falling due after more than 1 year	16	0	0	0	(14,882)
		121,141	10,692	131,833	109,108
Funds					
Restricted funds		0	10,692	10,000	0
Unrestricted funds		121,141	0	121,833	109,108
Total funds	18	121,141	10,692	131,833	109,108

The financial statements were approved by the Board of Trustees on 6th January 2023 and were signed on its behalf by:

.....
Karen Ayling, Chair

The notes on pages 10 to 15 form an integral part of these financial statements

1. Accounting Policies

Basis of preparing the financial statements and assessment of going concern

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with 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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold land and buildings	10% reducing balance
Plant and machinery	20% reducing balance
Motor vehicles	20% reducing balance
Office equipment	33% reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand includes cash, current bank accounts and deposit bank accounts with no withdrawal limitations.

Creditors

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

2. Donations and Legacies

	Unrestricted £	Restricted £	2022 £
Donations	1,547	1,395	2,942
Gift Aid received	5,818	0	5,818
Grant income	9,630	15,170	24,800
	16,995	16,565	33,560

	Unrestricted £	Restricted £	2021 £
Donations	2,868	0	2,868
Gift Aid received	2,240	0	2,240
Grant income	68,553	0	68,553
	73,661	0	73,661

3. Income from charitable activities

	Unrestricted £	Restricted £	2022 £
Recycling, reclamation and reuse	110,881	0	110,881
Uptown	67,283	0	67,283
Education	1,134	0	1,134
	179,299	0	179,299

	Unrestricted £	Restricted £	2021 £
Recycling, reclamation and reuse	64,785	59,241	124,026
Uptown	34,188	0	34,188
Education	1,249	0	1,249
	100,222	59,241	159,463

4. Investment income

	2022 £	2021 £
Interest income	0	44

5. Other income

	2022 £	2021 £
Other income – Fees and supplies	21,497	2,429

6. Expenditure on charitable activities

	Unrestricted £	Restricted £	2022 £
Recycling, reclamation and reuse	33,753	2,353	36,106
Uptown	11,099	0	11,099
Education	669	0	669
Depreciation	7,970	0	7,970
Staff costs	153,601	0	153,601
Support costs	2,185	0	2,185
	209,277	2,353	211,630

	Unrestricted £	Restricted £	2021 £
Recycling, reclamation and reuse	36,469	18,542	55,011
Uptown	4,211	0	4,211
Education	1,165	0	1,165
Depreciation	3,732	0	3,732
Staff costs	101,731	34,495	136,226
Support costs	3,239	0	3,239
	149,547	53,037	202,584

7. Analysis of support costs

	2022 £	2021 £
On charity activities:		
Independent examiner	750	1,850
Accounting	1,435	389
	2,185	644

8. Net incoming/outgoing resources

	2022 £	2021 £
Independent examiner	750	1,850
Depreciation of fixed assets	7,970	3,720

9. Staff costs

	2022 £	2021 £
Salaries	147,269	131,027
Social security costs	3,781	3,127
Pension costs	1,882	1,637
Other staff costs	669	435
	153,601	136,226

The average monthly number of employees during the period was as follows:

	2022 No.	2021 No.
Resource Centre	9	8
Uptown	3	2

No employee received emoluments in excess of £60,000.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2022. (2021: Nil)

10. Independent examiner's remuneration

	2022	2021
	£	£
Examination of financial statements	750	1,850
Other services	0	389

11. Taxation

The charity is a registered charity and is therefore exempt from taxation.

12. Tangible fixed Assets

	Land and buildings	Furniture and Equipment	Motor vehicles	Office Equipment	Total
	£	£	£	£	£
Cost					
Cost brought forward	85,528	6,286	2,688	14,106	108,608
Additions	2,850	0	0	0	2,850
Total cost carried forward	88,278	6,286	2,688	14,106	111,458
Depreciation					
Depreciation brought forward	8,164	6,154	2,475	1,024	17,817
Charge for year	3,647	128	48	4,147	7,970
Total depreciation carried forward	11,811	6,282	2,523	5,171	25,787
Net Book Value					
At 31st March 2022	76,567	4	165	8,935	85,671
At 31 st March 2021	77,364	132	751	13,082	88,329

13. Fixed asset investments

	2022	2021
	£	£
Shares in subsidiary undertakings	0	1
	0	1

The Courtyard Cafe & Shop Ltd (CRN 11634552 England and Wales) was dissolved on 12th April 2022

14. Debtors

	2022	2021
	£	£
VAT recoverable	1,497	1,608
Prepayments	3,630	0
Other debtors	5,000	274
	10,127	1,882

15. Creditors: amounts falling due within one year

	2022 £	2021 £
Bank overdraft	0	238
Trade creditors	24	5,058
Taxation and social security	2,052	634
Other creditors	0	843
Accruals	750	1,850
Loans	7,417	0
	<hr/> 10,243	<hr/> 8,623

16. Creditors: amounts falling due after more than 1 year

	2022 £	2021 £
Loans	0	14,882
	<hr/> 0	<hr/> 14,882

17. Pension

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £1,882 (2021 - £1,637).

18. Movement in Funds

	Balance 1 st April 2021	Income	Expenditure	Transfers	Balance 31 st March 2022
Unrestricted Funds					
General Fund	109,108	217,790	(209,277)	3,520	121,141
Total	<hr/> 109,108	<hr/> 217,790	<hr/> (209,277)	<hr/> 3,520	<hr/> 121,141
Restricted Funds					
Container Fund (1)	0	3,420	(0)	(3,420)	0
Defibrillator Fund (2)	0	2,145	(1,453)	0	692
Community Action Fund (3)	0	500	(400)	(100)	0
Local Lives Fund (4)	0	500	(500)	0	0
Workshop Fund (5)	0	10,000	0	0	10,000
Total	<hr/> 0	<hr/> 16,565	<hr/> (2,353)	<hr/> (3,520)	<hr/> 10,692
Total Funds	<hr/> 109,108	<hr/> 234,355	<hr/> (202,633)	<hr/> 0	<hr/> 131,833

- (1) A lorry container was purchased with donations and a grant from Virgin Media O2 Together (£1,000). The transfer between funds of £3,420 reflects the purchase of a fixed asset.
- (2) A defibrillator was purchased donations and a grant from West Devon Borough Council (£750)
- (3) A compost sieve repair was made possible with a grant of £500 form Magic Little Grant
- (4) Van roof repairs (£795) were made possible with a grant of £500 from DCC Local Lives
- (5) A National Lottery Awards for All grant of £10,000 was received towards the Workshop Fund to be utilised in 2022/23

	Balance	Income	Expenditure	Transfers	Balance
	1 st April 2020				31 st March 2021
Unrestricted Funds					
General Fund	76,055	176,445	(149,596)	6,024	109,108
Total	76,055	176,445	(149,596)	6,024	109,108
Restricted Funds					
SSE London	0	5,950	(5,950)	0	0
Rank	0	25,000	(13,366)	(11,634)	0
Covid Recovery	0	23,100	(23,995)	895	0
Crowdfunder	0	5,191	(9,726)	4,535	0
Total	0	59,241	(53,037)	(6,024)	0
Total Funds	76,055	223,686	(202,633)	0	109,108

19. Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any benefits from an employment with the charity or a related entity.

20. Parent and ultimate parent undertaking

The ultimate controlling party is the charity's trustees.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

(These do not form part of the financial statements)

	2022 £	2021 £
Donations and legacies		
Donations	2,942	2,868
Gift Aid received	5,818	2,240
Grant income	24,800	68,553
Total income from donations and legacies	33,560	73,661
Charitable Activities		
Recycling, reclamation and reuse	110,881	124,025
Uptown	67,283	34,188
Education	1,134	1,249
Total income from donations and legacies	179,298	159,463
Investment and Other income		
Interest received	0	44
Fees and supplies	21,497	2,469
Total income from investment income and other income	21,497	2,513
Total incoming resources	234,355	235,637
Charitable activities		
Recycling, reclamation and reuse:		
Direct costs	8,331	9,465
Volunteer expenses	8	483
Fundraising costs	831	0
Donations	649	0
Consultancy fees	287	1,956
Subcontract costs	696	7,609
Rent	6,432	5,800
Rates	286	260
Water rates	136	104
Light, heat and power	2,040	1,302
Insurance	3,263	4,342
Repairs and renewals	9,657	5,668
Telephone and internet	2,583	2,148
Printing, postage and stationery	1,008	745
Subscriptions	1,228	3,755
Cleaning	442	555
Health and safety	2,138	2,026
Sundry expenses	(774)	428
Motor and travelling expenses	1,125	1,767
Advertising	2,733	4,212
Bank charges	2,932	2,083
Legal and professional fees	1,175	4,512
Education	669	1,165
Depreciation	7,970	3,732
Wages and salaries	147,269	131,026
Social security costs	3,781	3,127
Pension costs	1,882	1,638
Other staff costs	668	435
Total expenditure on charitable activities	209,445	200,345
Support costs		
Independent examiner	2,185	2,239
Accounting	0	0
Total support costs	2,185	2,239
Total resources expended	211,630	202,584
Net incoming resources	22,725	33,053