SMART WORKS YORKSHIRE

England & Wales · Charity number 1184676

Details

Other names	SMART WORKS LEEDS
Status	Registered
Legal form	Charitable company
Company number	12059540
Registered	2019-07-30
Register	View on the Charity Commission register

Contact

Address	Mill 1 4th Floor Mabgate Mills Macaulay Street Leeds LS9 7DZ
Phone	0113 234 6503
Email	tracy.fletcher@smartworks.org.uk

Activities

Objects: THE CHARITY'S OBJECTS (THE "OBJECTS") ARE THE RELIEF OF FINANCIAL HARDSHIP, THE RELIEF OF UNEMPLOYMENT FOR THE PUBLIC BENEFIT THROUGH THE PROMOTION OF ECONOMIC INDEPENDENCE AMONG WOMEN LIVING IN LEEDS AND ITS SURROUNDING AREAS IN SUCH WAYS AS MAY BE THOUGHT FIT, INCLUDING (BUT WITHOUT LIMITING THE GENERALITY OF THE FOREGOING) BY PROVIDING WORK-APPROPRIATE CLOTHING FOR INDIVIDUALS SEEKING EMPLOYMENT AND / OR EDUCATIONAL OPPORTUNITIES, PROVIDING JOB-SEEKING ADVICE, TRAINING AND EDUCATION AND PROVIDING SUPPORT SERVICES FOR THOSE WHO SUCCESSFULLY PROCURE EMPLOYMENT OR AN EDUCATIONAL OPPORTUNITY, AND PROVIDED THAT SUCH BENEFITS MAY BE PROVIDED TO MEN WHERE IT IS DEEMED APPROPRIATE, IN THE DISCRETION OF THE TRUSTEES, IN THE COURSE OF ADVANCING THE OVERALL OBJECTS OF THE CHARITY.

Activities: Smart Works Leeds provides interview clothing and coaching to enable disadvantaged women to access the workplace.

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Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** LOCAL
- Bradford City
- Calderdale
- City Of Wakefield
- East Riding Of Yorkshire
- Kirklees
- Leeds City
- North Yorkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£507,265	£321,982	£285,185	8
2024-03-31	£249,274	£254,262	-	-
2023-03-31	£168,072	£153,202	-	-
2022-03-31	£128,025	£123,020	-	-
2021-03-31	£90,291	£48,540	-	-

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Trustees

Name	Role	Appointed
Tracy Elizabeth Fletcher	Chair	2021-04-29
Ally Dowsing-Reynolds		2024-08-08
Amanda Jayne Clarke		2023-03-01
Deirdre Reid		2024-08-08
Emma Illingworth		2022-11-03
Juliette louise Fitzmaurice		2022-11-03
Ruth Frances Cherry		2019-06-19
Stephanie Louise Smith		2021-04-29

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SMART WORKS YORKSHIRE

England & Wales - Charity number 1184676

Accounts

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Charity Commission Annual Return 2025

SMART WORKS LEEDS
Charity registration number: 1184676

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2025.

PART A - Charity information

Financial period

Financial period start date
01/04/2024

Financial period end date
31/03/2025

Income and spending

Income £
£ 507,265

Spending £
£ 321,982

Number of contracts from government

How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?
0

Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?
0

Corporate donations

What was the value of your charity's single highest value donation received from a corporate donor during the financial period of this return?

£ 5,000

Donations from individuals

What was the value of your charity's single highest value donation received from an individual during the financial period of this return?

£ 196

Donations from related parties

What was the value of your charity's single highest value donation received from a related party during the financial period of this return?

£ 5,000

Grantmaking

Is grant making the main way your charity carries out its purposes?

No

Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas).
Individuals

£ 0

Other charities

£ 0

Other organisations that are not charities

£ 0

Trustee payments

Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?

☒ e. None of the trustees have been paid

Did any of the trustees resign and take up employment with your charity in the financial period of this return?

No

Income from outside the UK

Did your charity receive income from outside of the United Kingdom in the financial period of this return?

No

Delivering activities outside the United Kingdom

Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?

No

Spending outside of the United Kingdom

Did your charity spend funds outside of the United Kingdom in the financial period of this return?

No

Total Spending outside of the United Kingdom

£

Trading subsidiaries

Does the charity have any trading subsidiaries?

No

Employment contract types

People were permanently employed by your charity

8

People were on fixed-terms contracts with your charity

0

Self-employed people were working for your charity

0

Total overseas employees

How many of the people above work on behalf of your charity outside of the United Kingdom?

0

Total employee payroll

What was the total amount spent on employee payroll during the financial period relating to this return?

£ 181,040

Employees' salaries

Did any of your charity's employees receive total employment benefits of £60,000 or more in the financial period of this annual return?

No

Governance policies

Internal charity financial controls policy and procedures

Yes

Safeguarding policy and procedures

Yes

Financial reserves policy and procedures

Yes

Complaints policy and procedures

Yes

Serious incident reporting policy and procedures

Yes

Internal risk management policy and procedures

Yes

Trustee expenses policy and procedures

Yes

Trustee conflicts of interest policy and procedures

Yes

Investing charity funds policy and procedures

Yes

Campaigns and political activity policy and procedures

Yes

Bullying and harassment policy and procedures

Yes

Social media policy and procedures

Yes

Engaging external speakers at charity events policy and procedures

Yes

Safeguarding

Has your charity provided services to children and/or adults at risk in the financial period of the return?

Yes

a. Standard DBS checks have been obtained for all eligible roles

No

b. Enhanced DBS checks have been obtained for all eligible roles

No

c. Enhanced with Barred List(s) DBS checks have been obtained for all eligible roles

No

Serious Incidents

Has your charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of this return?

There were no incidents to report

External risk and impact

Donations

No impact

Other income - grants

No impact

Other income - contracts

Not applicable

Other income - investment

No impact

Expenditure on charitable activities

No impact

Expenditure on overheads

Negative

Number of volunteers

No impact

Number of employees

No impact

Number of trustees

No impact

Fundraising activities

No impact

Capacity to deliver services

Unknown

Total service demand

Unknown

Volunteers

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

140

PART B - Financial information

Account type

Does your charity prepare:

Charity only accounts

Assets

Total fixed assets

£ 1,070

Of the total fixed assets what value is Fixed asset investments

£ 0

Total current assets

£ 317,068

Of the total current assets what value is Current asset investments

£ 0

Of the total current assets what value is Cash at bank and in hand

£ 286,426

Liabilities

Creditors due within 1 year

£ 32,953

Creditors falling due after one year and provisions

£ 0

Defined benefit pension scheme asset/(liability) This figure should be prefixed with a minus symbol if it is a negative value

£ 0

Total net assets/(liabilities)

£ 285,185

Funds

Endowment funds

£ 0

Restricted funds

£ 232,900

Unrestricted funds

£ 52,285

Total Funds

£ 285,185

Additional information

Support costs
£ 11,403

Depreciation charge for the year
£ 3,479

Level of reserves
£ 52,285

Average number of employees
8

Income and endowments

Donations & legacies
£ 448,455

Of the total donations & legacies what amount is Legacies
£ 0

Of the total donations & legacies what amount is Endowments received
£ 0

Other trading activities
£ 57,962

Investment income
£ 848

Income from charitable activities
£ 0

Other income
£ 0

Total Income and endowments
£ 507,265

Expenditure

Expenditure on raising funds
£ 21,864

Of the total expenditure on raising funds what value is Investment management costs
£ 0

Other expenditure
£ 0

Expenditure on charitable activities
£ 300,118

Of the total expenditure on charitable activities what value is Grants to institutions
£ 0

Of the total expenditure on charitable activities what value is Governance costs
£ 815

Total Expenditure

£ 321,982

Gains/(losses)

Gains/(losses) on revaluation of fixed assets
This figure should be prefixed with the minus symbol if it is a negative value.

£ 0

Actuarial gains/(losses) on defined benefit pension schemes
This figure should be prefixed with the minus symbol if it is a negative value.

£ 0

Net gains/(losses) on investments
This figure should be prefixed with the minus symbol if it is a negative value.

£ 0

Other gains/(losses)
This figure should be prefixed with the minus symbol if it is a negative value.

£ 0

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

· you have consented to their release; or

· we are legally obliged to disclose them; or

· we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

· we can lawfully do so; and

· we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

(a) update, consolidate, and improve the accuracy of our records;

(b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;

(c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made

Charity registration number 1184676 (England and Wales)

Company registration number 12059540

SMART WORKS LEEDS

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

SMART WORKS LEEDS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ruth Cherry	
	Helen Oldham	
	Tracy Fletcher	
	Stephanie Smith	
	Emma Illingworth	
	Juliette Fitzmaurice	
	Amanda Clarke	
	Ally Dowsing-Reynolds	(Appointed 8 August 2024)
	Deirdre Reid	(Appointed 8 August 2024)
Charity number	1184676	
Company number	12059540	
Registered office	Mabgate Mills Mill 5 First Floor Mabgate Leeds Yorkshire United Kingdom LS9 7DZ	
Independent examiner	Gravita Audit Oxford LLP First Floor, Park Central 40-41 Park End Street Oxford OX1 1JD	
Bankers	Natwest Chatham Customer Service Centre Western Avenue Waterside Court Chatham Maritime Chatham Kent ME4, 4RT	

SMART WORKS LEEDS

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SMART WORKS LEEDS

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The Trustees, who are also the directors of the charity for the purposes of the Companies Act, present their annual report together with the accounts of Smart Works Leeds in the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out on pages 12 to 13 and comply with the charity's governing document, applicable laws and the requirements of Statement of Recommended Practice on 'Accounting and Reporting by Charities' issued in 2019.

Objectives and activities

Smart Works Leeds provides both careers coaching and interview coaching, as well as high quality interview clothes and styling advice to unemployed women. We give women the confidence, self-belief and practical tools they require to succeed at interview and start a new chapter of their life.

The charity's objectives are the relief of financial hardship and the relief of unemployment for the public benefit through the promotion of economic independence among women in Yorkshire. To deliver this, Smart Works Leeds was incorporated in 2019 with a clear mission and vision to help more women back into the workplace by giving them the clothes and the confidence they need to succeed at job interview. Smart Works Leeds is part of a network of eight charities that deliver the Smart Works Charity service in their area.

At the core of our service is a two-hour Interview Dressing and Preparation appointment, during which each woman receives a complete outfit of high-quality clothes and accessories (theirs to keep) and tailored one-to-one interview coaching. This deceptively simple, short intervention has a significant impact as our clients start believing in their own ability to succeed. Once they get the job, we offer clients a Second Dressing for more clothing, to provide a working wardrobe to see them through to their first pay cheque.

In addition to the core service, for unemployed women who have not yet secured a job interview, we deliver career coaching sessions to offer support and skills to gain interviews. This may be around CV preparation, job application and/or sector/roles that match their skills. This aspect of our service has seen high growth in recent years as the job market has become more difficult.

As part of the Smart Works Group, our strategic focus is to deliver our core dressing and interview coaching service to the best possible standard across the UK and to take it to more locations so that any woman who needs our support can come to Smart Works. In the face of the cost-of-living crisis, the value of securing a job has never been greater. Our support is needed now more than ever. This year we completed our three-year plan, which set a target of reaching 10,000 women per year, as well as enhancing other aspects of our service delivery. Key impact data from across the UK is as follows:

- 10,600 women supported in 2024/25 alone
- 12 centres delivering services across the UK
- 67% of clients secure a job within one month of their appointment
- 94% report increased confidence after engaging with Smart Works
- 57% of our clients are from an ethnic minority background
- 16% of our clients have a disability
- 49% of our clients are parents
- 59% of our clients are age 25-29

Our key performance indicators are the number of women that we help, and the proportion of those women who secure employment after their visit to a Smart Works Centre

Achievements and performance

Highlights
Smart Works Leeds is incredibly proud of what has been achieved in its 6th year. Overall, Smart Works Leeds has:

Helped 1005 unique beneficiaries on their journey to employment; and delivered 1264 total appointments.

Delivered 728 Interview Dressing & Preparation appointments to unemployed women with secured job interviews.

Delivered 360 career coaching appointments to unemployed women to help them make tangible steps towards securing an interview.

Been grateful for the support of over 90 volunteers in delivering the service.

84% of the women we helped before a job interview secured employment within a month of their visit.

Continued to reach women who face significant barriers to securing employment. Smart Works clients are mostly long-term unemployed and have experienced repeated rejections from multiple jobs:

17% have been rejected from over 20 jobs, 12% have been rejected from over 50 jobs,
27% have been unemployed for over a year and 19% have been unemployed for over 5 years.

The majority are from communities facing multiple barriers to gaining employment:

- 25% are lone parents,
- 15% have a disability and
- 49% are from an ethnic minority

This year we have completed year 3 of our latest 3-year plan. We committed to a number of initiatives including widening our outreach in Bradford and beyond, strengthening our local Board and developing our relationships within existing communities, as well as identifying new partnerships across the Yorkshire region. All this with the aim of helping at least 1000 women in our region.

We are delighted to have achieved and exceeded our own expectations and would like to highlight the following successes:

We have secured almost £380k of grant funding over a 3-year period from The YBS Foundation. This has enabled us to accelerate our plans to support women from the Bradford region and allowed us to employ 3 local women to support outreach and service delivery focusing explicitly on the Bradford district, with targeted efforts in areas identified as most in need (utilizing the Indices of Multiple Deprivation).

Our targeted approach to grant funding has meant that we have 4 additional staff from our region, 3 of whom are now part of our permanent team.

We now have 9 Trustees, including our Chair; our new Trustees bringing additional skills and experience, including strong governance, marketing and also lived experience.

This year we hosted our first ever International Women's Day event which was a resounding success. We had over 150 attendees and raised circa £5k through ticket sales and sponsorship.

Financial Review

Results for the year

Total income for the period was £507,265, made up substantially from Grants and Individual Donations £317,962 and Corporate and Dressing Stock Donations £130,493 and total expenditure was £321,982 resulting in net income of £185,283. Of this, £169,476 was received from the Yorkshire Building Society Charitable Foundation to be spent in FY 25-26 and is restricted to our Bradford expansion project. There is a 103% increase in overall income which includes unrestricted income of £190,698 and restricted income of £316,567.

Grants and donations provide 88% of our total income and fundraising events and fashion sales raised 12% of our income.

There has been a substantial increase in funding received from Grants and Foundations, with a significant amount (£169k) having been received as part of the YBS Bradford project, all of which is restricted funding.

Also included in the grant income was funding for 2 brand new roles:

£19,300 from the National Lottery Community Fund, funding a new Service Delivery Coordinator role beginning January 2025, including management time.

£25,764 from Beyondly's Fund for Change, funding one year of Outreach Assistant to work exclusively on North Yorkshire outreach, including associated costs. She began in role November 2024.

As well as support for a new permanent role, Leeds Outreach Assistant, from NPower Business Solutions Foundation for their first year. (£17,500) (funding July- July)

Other notable grants include:

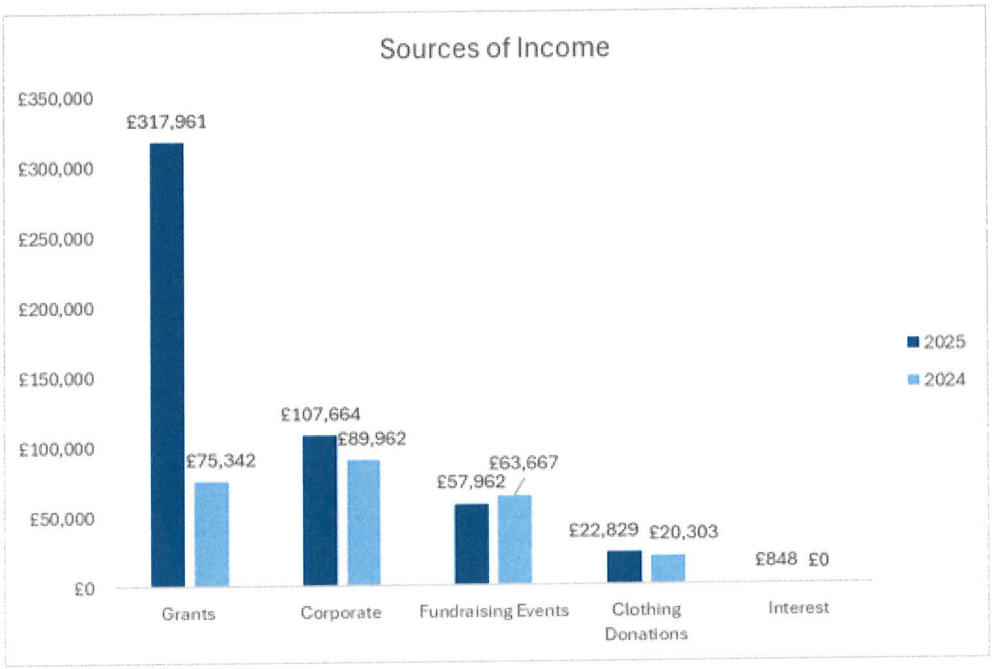
£9,425 from Maximus Local Impact Fund, funding a 6 month Research Assistant to focus on researching the needs of the Bradford District. The employee in this role is now part of our expansion to Bradford project and is funded by Yorkshire Building Society for a further 3 years.

£9,720 from Bettys and Taylors Community Fund, funding targeted Leeds outreach as well as essential aspects of our wardrobe and training.

£10,000 from The Keith Howard Foundation, funding our Leeds jobs fair, as well as essential aspects of our service to include postage, social media outreach and marketing.

And with thanks to The People's Postcode Trust for their unrestricted donation of £25,000.

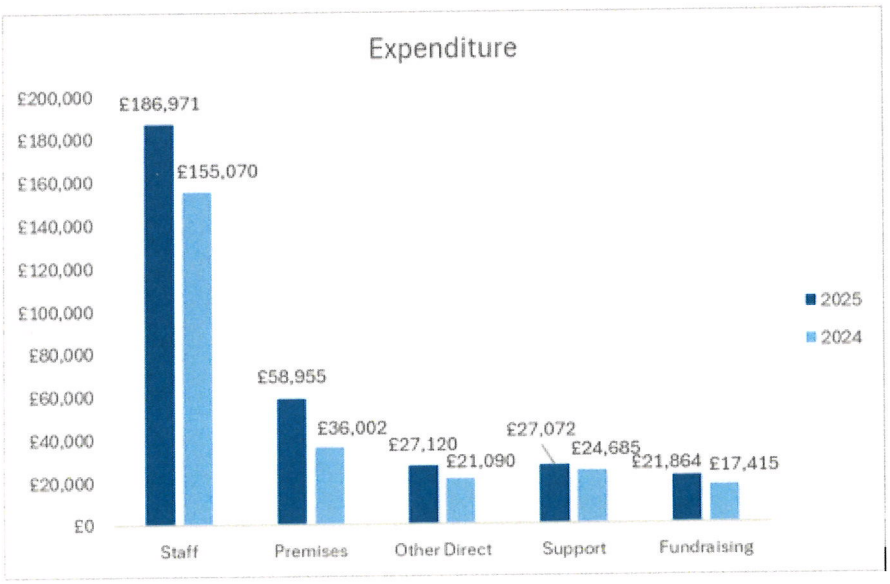
We were privileged to be chosen as the charity partner for the annual LDC charity quiz which raised an impressive £21k for our charity. Other noteworthy Corporate supporters include High Speed Training, Re:vision, Pinsent Masons and Wealth and Wellbeing.



Total expenditure for the period was £321,982 which is a 27% increase from last year. Our costs are mainly for staff, premises and direct client service costs which together make up 87% of our overall costs.

As mentioned, the staff cost increase is as a result of employing additional staff, using restricted grant funding. In addition, an increase in both the living wage and NIC costs have contributed to the uplift.

Expenditure includes an accrual of £20,000 for dilapidation costs, due to moving premises after the financial year end.



Investment Policy
The Trustees, having regard to the liquidity requirements of operating the Charity and to the reserves policy, have operated a policy keeping available funds in interest-bearing deposit accounts.

Reserves Policy
The Trustees have considered the requirement for free reserves, i.e. those unrestricted funds not designated for specific purpose or otherwise committed. It has been determined that, given the nature of the charity's work, the level of free reserves should be equivalent to 3 to 6 months of annual expenditure. This provides sufficient flexibility to cover any temporary shortfall in income and will allow the charity to cope and respond immediately to a reasonable range of unforeseen adverse circumstances prior to specific remedial plans being implemented. The free reserves of £52,285 meets this requirement.

Structure, governance and management

Governance
Smart Works Leeds and its Trustees are bound by the Memorandum and Articles of Association. The name of the Trustees who served during the period are set out in the legal and administrative information section.

Smart Works Charity is the sole member of Smart Works Leeds. Smart Works Leeds has been granted a license to operate by Smart Works Charity and it has the same objectives and similar activities as the parent company.

Recruitment and Appointment of new Trustees
Regular reviews are undertaken to assess the skills of the current Trustees and identify any areas for strengthening. New Trustees are appointed by the existing Trustees and their appointment is approved by the Smart Works Charity Board.

Induction and Training of new Trustees
New Trustees are provided with an induction to familiarise themselves with the charity and the not-for profit sector. They are briefed on their responsibilities by the existing Trustees. New Trustees are also referred to the Charity Commission's guide 'The Essential Trustee'. Smart Works Charity shares a Trustee Welcome Pack with all Smart Works Trustees when they join the charity, setting out roles, responsibilities and the structure of Smart Works both locally and nationally. These resources are available under the dedicated Trustee section of our internal portal for tools and resources along with other useful guides and videos. Trustees also undertake training as part of their role, including on Equity Diversity and Inclusion.

Organisational Structure and Decision-Making
The Trustees review and approve all policies, and follow a strategy set in the business plan, in line with the wider strategy set by Smart Works Charity. The Trustees meet at least quarterly throughout the year and will have an annual session to update and revise the strategy.

Management
The day-to-day management of Smart Works Leeds is undertaken by the Centre Managers and overseen by the Chair and Board of Trustees. Resources, infrastructure and support is provided by Smart Works Charity on finance, people, partnerships, operations and communications.

Pay Policy for Key Management Personnel
All Trustees give their time freely and no Trustee received remuneration in the year.
The pay of staff is reviewed annually. The Trustees benchmark pay against pay levels in other similarly sized charities and other Smart Works centres.

Risk Management
The Trustees regularly review the major risks to which the charity is exposed, in particular those relating to governance, operations, finance, HR, compliance and external factors. The centre maintains a risk register that is reviewed by the board on a regular basis.

Relationships with Related Parties
Smart Works Charity is the sole member of Smart Works Leeds

Policies
Policies for all relevant areas are maintained by Smart Works Charity, including Safeguarding Vulnerable Adults, Safeguarding Children, Anti-Bribery and Fraud, Anti-Harassment & Bullying, Compassionate Leave, Complaints, Conflict of Interest, Data Protection, Disciplinary, Environmental, Equality, Flexible Working, Grievance, Health & Safety, Lone Working, Maternity, Paternity, Parental Leave, Privacy, Redundancy, Risk Management, Shared Parental Leave, Sickness Absence & Capability, Travel & Expenses and Whistleblowing. A Staff Handbook is made available to staff and includes a summary of all these policies.

Volunteers
The Trustees are grateful for the invaluable contribution of those who give their time voluntarily to deliver across roles in dressing, coaching, wardrobe management and administration. We have over 90 active volunteers with a very high retention rate and an ongoing recruitment process to bolster numbers. Our volunteers are one of our greatest assets, they are all totally dedicated and play an enormous role in delivering our dressing and coaching services.

Public Benefit
The Trustees have read and complied with the guidance contained in the Charity Commission's general guidance on public benefits when reviewing our aims and objectives and in planning our future activities. Our achievements above demonstrate how we have fulfilled this requirement during the year. In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

Future Plans

Delivering our Three Year Plan by 2025
On the 1st April 2022, Smart Works Leeds began the first year of an ambitious Three Year Plan as part of the Smart Works Group in response to a significant increase in need for the service provided in our area. This plan is now complete and extensive consultation has supported the development of the new three year plan, which will be launched in 2025, building on the success of our impactful model.

The cost-of-living crisis has had a devastating impact on the women we serve and the expansion of our service has never been more urgent. The job market is worsening for the women we serve, who are applying for an average of 38 roles without success, up from 22 in 2022.

The new strategic plan is focused on the following five ambitions:

Strategic Priority	Aim
Reach more women	We aspire to ensure every woman who could benefit from Smart Works can access our service.
A trusted, 'go to' service	We aim to be nationally recognised as the leading service for unemployed women.
For every woman, at any stage	We recognise that women need different kinds of support at different points in their working lives.
Raise Our Voice	We will use our voice to influence public discourse and policy around women's unemployment.
Strengthen Our Foundations	We will build the infrastructure, culture, and funding model needed for sustainable growth, grounded in equitable practices and continuous improvement.

To achieve these aims in our area, we will:

Move to a much larger Centre with the capacity to support up to 5,000 women per year.

Continue to develop our outreach around Bradford, where there is an urgent need for our service, developing community workshops to support those women who are much further from the job market.

Aim to double the number of our active volunteers to meet the increased demand for our service.

Develop our funding model to support sustainable growth.

Equity, Diversity & Inclusion
In June 2023, Smart Works launched a new group-wide Equity, Diversity & Inclusion strategy. The strategy sets out a framework for how all Smart Works centres will nurture a culture of diversity and inclusivity. Over the last year, Smart Works has delivered important initiatives to progress this work. This includes training for staff, trustees and volunteers, demographic data collection across our internal community, and the launch of a Client Champion programme where former clients become ambassadors for the charity.

We want Smart Works to be a place where everyone feels accepted, valued and able to thrive - whether they are staff, volunteers, trustees, partners, supporters, or our clients. Smart Works Leeds is committed on implementing this strategy locally and creating a more inclusive and equitable future for every member of the Smart Works community.

The Trustees report was approved by the Board of Trustees.

.....
Tracy Fletcher
Trustee

Date: 9/12/25

.....
Amanda Clarke
Trustee

SMART WORKS LEEDS

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2025

The Trustees, who are also the directors of Smart Works Leeds for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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, including the income and expenditure, of the charitable company for that year.

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 UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate 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 Companies Act 2006. They 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.

SMART WORKS LEEDS

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SMART WORKS LEEDS

I report to the Trustees on my examination of the financial statements of Smart Works Leeds (the Charity) for the year ended 31 March 2025.

Responsibilities and basis of report
As the Trustees of the Charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement
Since the Charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 Charity as required by section 386 of the Companies Act 2006.
2 the financial statements do not accord with those records; or
3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

GPready

Gary Pready FCA

Gravita Audit Oxford LLP
First Floor, Park Central
40-41 Park End Street
Oxford
OX1 1JD
Date: 16/12/25

SMART WORKS LEEDS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income from:							
Donations and legacies	3	131,888	316,567	448,455	72,142	113,465	185,607
Other trading activities	4	57,962	-	57,962	63,667	-	63,667
Investments	5	848	-	848	-	-	-
Total income		190,698	316,567	507,265	135,809	113,465	249,274
Expenditure on:							
Raising funds	6	21,864	-	21,864	17,415	-	17,415
Charitable activities	7	198,373	101,745	300,118	120,444	116,403	236,847
Total expenditure		220,237	101,745	321,982	137,859	116,403	254,262
Net income/(expenditure) and movement in funds		(29,539)	214,822	185,283	(2,050)	(2,938)	(4,988)
Reconciliation of funds:							
Fund balances at 1 April 2024		81,824	18,078	99,902	83,874	21,016	104,890
Fund balances at 31 March 2025		52,285	232,900	285,185	81,824	18,078	99,902

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

SMART WORKS LEEDS

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Fixed assets					
Tangible assets	12		1,070		4,549
Current assets					
Stocks	13	12,156		16,447	
Debtors	14	18,486		19,762	
Cash at bank and in hand		286,426		66,575	
		317,068		102,784	
Creditors: amounts falling due within one year	15	(12,953)		(7,431)	
Net current assets			304,115		95,353
Total assets less current liabilities			305,185		99,902
Provision for other liabilities	16		(20,000)		-
Net assets			285,185		99,902
The funds of the Charity					
Restricted income funds	18		232,900		18,078
Unrestricted funds	19		52,285		81,824
			285,185		99,902

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 9/12/25

.....
Tracy Fletcher
Trustee

.....
Amanda Clarke
Trustee

Company registration number 12059540 (England and Wales)

1 Accounting policies

Charity information

Smart Works Leeds is a private company limited by guarantee incorporated in England and Wales. The registered office is Mabgate Mills Mill 5, First Floor, Mabgate, Leeds, Yorkshire, LS9 7DZ, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated stock for dressing clients is recognised in the financial statements when the goods are received by the charity and their value can be measured with reasonable accuracy. The value placed on these resources is their value to the charity. The trustees consider it impractical to measure the value of volunteer help and consequently, as permitted by the SORP, their value is not recognised in the financial statements but is described in the trustees' annual report.

1 Accounting policies **(Continued)**

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computer Equipment	30% on the straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

The cost of donated dressing stock for distribution to beneficiaries is valued at fair value, which has been estimated by the trustees.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Provisions

Provisions are recognised when the Charity has a legal or constructive present obligation as a result of a past event, it is probable that the Charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

1 Accounting policies (Continued)

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. The trustees consider depreciation to be the main accounting estimate.

The trustees consider depreciation to be a significant estimate in the accounts.

3 Donations

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2025	2025	2025	2024	2024	2024
	£	£	£	£	£	£
Corporate donations	59,403	-	59,403	26,142	63,820	89,962
Dressing stock donations	-	22,829	22,829	-	20,303	20,303
Grants and individual donations	72,485	293,738	366,223	46,000	29,342	75,342
	131,888	316,567	448,455	72,142	113,465	185,607

4 Income from other trading activities

	Unrestricted funds 2025	Unrestricted funds 2024
	£	£
Other inspire events	27,467	-
Fundraising events	20,856	37,089
Step Up for Smart Works	9,639	-
Cycle for Smart Works	-	26,578
Other trading activities	57,962	63,667

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	848	-

6 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising and publicity		
Staging fundraising events	6,858	5,776
Fundraising and Marketing	15,006	11,639
Fundraising and publicity	21,864	17,415
	21,864	17,415

7 Expenditure on charitable activities

	2025 £	2024 £
Staff costs	181,040	152,375
Staff related direct expenditure	5,919	2,221
Premises related direct expenditure	38,955	36,002
Other direct expenditure	27,120	21,090
Administrative expenditure	14,854	17,613
Staff training	12	474
Dilapidations	20,000	-
	287,900	229,775
Share of support costs (see note 8)	11,403	6,139
Share of governance costs (see note 8)	815	933
	300,118	236,847
Analysis by fund		
Unrestricted funds	198,373	120,444
Restricted funds	101,745	116,403
	300,118	236,847

8 Support costs allocated to activities

	2025 £	2024 £
Staff related support costs	2,262	1,139
Premises related support costs	4,548	2,877
Administrative expenditure	4,593	2,123
Governance costs	815	933
	12,218	7,072
Analysed between:		
Charitable activities	12,218	7,072

Governance costs includes payments to the independent examiners of £700 + VAT (2024: £650) for independent examination fees.

The fee for the accounts preparation of £1,700 + VAT due to the independent examiners is being paid for by the parent charity.

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year (2024: Nil).

10 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	8	7

Employment costs	2025 £	2024 £
Wages and salaries	164,679	138,809
Social security costs	12,973	10,748
Other pension costs	3,388	2,818
	181,040	152,375

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	53,051	42,904

Under the terms of the Charities SORP, the trustees and the Centre Managers are recognised as key management personnel. The aggregate employee benefits (including employer pension and National Insurance contributions) received by the key management personnel are shown above.

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12 Tangible fixed assets

	Computer Equipment £
Cost	
At 1 April 2024	19,005
At 31 March 2025	19,005
Depreciation and impairment	
At 1 April 2024	14,456
Depreciation charged in the year	3,479
At 31 March 2025	17,935
Carrying amount	
At 31 March 2025	1,070
At 31 March 2024	4,549

13 Stocks

	2025 £	2024 £
Dressing Stock	12,156	16,447

14 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Other debtors	5,567	5,206
Prepayments and accrued income	12,919	14,556
	18,486	19,762

15 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	4,063	935
Trade creditors	4,199	908
Other creditors	4,266	4,267
Accruals and deferred income	425	1,321
	12,953	7,431

16 Provisions for liabilities

	2025	2024
	£	£
Building dilapidations	20,000	-

Movements on provisions:

	Building dilapidations
	£
Additional provisions in the year	20,000

Included within other provisions is £20,000 towards the cost of restoring the building.

17 Retirement benefit schemes

	2025	2024
Defined contribution schemes	£	£
Charge to profit or loss in respect of defined contribution schemes	3,388	2,818

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

		Movement in funds			Movement in funds		
	Balance at 1 April 2023	Incoming resources	Resources expended	Balance at 1 April 2024	Incoming resources	Resources expended 31	Balance at March 2025
	£	£	£	£	£	£	£
Dressing stock	17,234	20,303	(21,090)	16,447	22,829	(27,120)	12,156
National Lottery Funding	-	-	-	-	19,300	(4,095)	15,205
Fixed assets	2,874	-	(1,776)	1,098	-	(1,098)	-
Leeds Community Foundation (Digital Inclusion)	908	-	(908)	-	-	-	-
John Lewis	-	-	-	-	1,000	(227)	773
Leeds Building Society Grant	-	5,000	(5,000)	-	-	-	-
KFC	-	-	-	-	2,500	(2,500)	-
Career Coaching (National Lottery)	-	8,640	(8,640)	-	6,480	(6,480)	-
Career Coaching (Bank of America)	-	16,180	(16,180)	-	12,960	(12,960)	-
Leeds Building Society Grant	-	39,000	(39,000)	-	-	-	-
Leeds Community Fund	-	6,233	(6,233)	-	-	-	-
Leeds Community Digital Inclusion Fund	-	4,167	(4,167)	-	-	-	-
Scurrah Wainwright	-	4,562	(4,562)	-	-	-	-
Dulverton Trust Fund	-	3,380	(2,847)	533	-	(533)	-
Brelms Trust - Year 2 Grant of 3 years	-	6,000	(6,000)	-	6,000	(6,000)	-
Keith Howard Foundation	-	-	-	-	10,000	(5,200)	4,800
Bentley	-	-	-	-	412	(412)	-
YBS Foundation	-	-	-	-	169,476	-	169,476
John lewis	-	-	-	-	1,200	(1,200)	-
John Lewis	-	-	-	-	1,000	(227)	773
KFC	-	-	-	-	2,500	(2,500)	-
University of Leeds internships	-	-	-	-	2,000	(2,000)	-
Beyondly	-	-	-	-	25,765	(10,485)	15,280

18 Restricted funds **(Continued)**

Two Ridings	-	-	-	-	9,720	(2,500)	7,220
Maximus Foundation	-	-	-	-	9,425	(5,599)	3,826
NPower	-	-	-	-	17,500	(13,336)	4,164
	21,016	113,465	(116,403)	18,078	316,567	(101,745)	232,900

18 Restricted funds **(Continued)**

The dressing stock fund represents donations received for the specific purpose of providing beneficiaries with clothing for interview.

National Lottery funding is a grant for staff costs

John Lewis grants are restricted to postage and interpretation and signing costs

KFC is for salary

Career Coaching (National Lottery) is collected by Smart Works Charity and is a grant for core costs

Career Coaching (Bank of America) is collected by Smart Works Charity and is a grant for core costs

University of Leeds internships is funding for internships salaries

Beyondly grant is for salaries, staff travel and IT

Two Ridings is for salaries, client clothing and EDI

Maximus foundation is for research for Bradford outreach

Brelms Trust is for rent

Keith Howard foundation is for accessibility of service

Bentley grant is for salary

YBS Foundation is the first year of 3 year funding for setting up the service in Bradford

Npower funding is restricted to outreach work

19 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024	Incoming resources	Resources expended	At 31 March 2025
	£	£	£	£
General funds	81,824	190,698	(220,237)	52,285

Previous year:	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
General funds	83,874	135,809	(137,859)	81,824

20 Analysis of net assets between funds

	Unrestricted funds 2025	Restricted funds 2025	Total 2025	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£	£	£	£
Fund balances at 31 March 2025 are represented by:						
Tangible assets	1,070	-	1,070	3,451	1,098	4,549
Current assets	71,215	232,900	304,115	78,373	16,980	95,353
Provisions	(20,000)	-	(20,000)	-	-	-
	52,285	232,900	285,185	81,824	18,078	99,902

21 Members' Liability

The company is limited by guarantee. The member of the company undertakes to contribute to the assets of the company, in the event if the same being wound up while they are a member, or within one year after they cease to be a member, for payment of the debts and liabilities of the company contracted before they ceased to be a member, and of the costs, charges and expenses of winding up such amount as may be required not exceeding £1. At the balance sheet date there was 1 member, Smart Works Charity.

22 Operating lease commitments

Lessee
At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025	2024
	£	£
Within one year	9,125	18,250
Between two and five years	-	9,125
	9,125	27,375

Operating lease payments in the year were £25,310 (2024: £25,529).

23 Related party transactions

During the year Smart Works Charity made net payments of £41,582 (2024: £26,675) to Smart Works Leeds.

One trustee donated £249 to Smart Works Leeds (2024: £800), and one trustee's other directorship bought a table for the charity's corporate ball for £800 (2024: £720).

Total expenditure reimbursements to trustees were £nil (2024: £nil).

24 Control

The parent of the largest group in which these financial statements are consolidated is Smart Works Charity (Company number 03870671 and Charity Number 1080609) who is the sole member of this charity. Smart Works Charity has the same principal activity as this charity.

The address for Smart Works Charity is: Unit 1, Canonbury Yard 202-208 New North Road, Islington, London, England, N1 7BJ.

SMART WORKS LEEDS

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SMART WORKS LEEDS

I report to the Trustees on my examination of the financial statements of Smart Works Leeds (the Charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 Charity as required by section 386 of the Companies Act 2006.

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

GPready

Gary Pready FCA

Gravita Audit Oxford LLP
First Floor, Park Central
40-41 Park End Street
Oxford
OX1 1JD
Date: 16/12/25

SMART WORKS YORKSHIRE

England & Wales - Charity number 1184676

Accounts

Smart Works Leeds

Charity Registration No. 1184676

Company Registered No. 12059540

Annual Report and Financial Statements

For the Year Ended 31 March 2024

SMART WORKS LEEDS

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Annual Report of the Board of Trustees for the Year Ended 31 March 2024

The Trustees, who are also the directors of the charity for the purposes of the Companies Act, present their annual report together with the accounts of Smart Works Leeds in the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out on pages 4 to 14 and comply with the charity's governing document, applicable laws and the requirements of Statement of Recommended Practice on 'Accounting and Reporting by Charities' issued in 2019.

1. Objectives and Activities

Smart Works Leeds provides high quality interview clothes, styling advice and interview training to women in need. We give women the confidence, self-belief and practical tools they require to succeed at interview and start a new chapter of their life.

The charity's objectives are the relief of financial hardship and the relief of unemployment for the public benefit through the promotion of economic independence among women in Leeds and the surrounding area. To deliver this, Smart Works Leeds was incorporated in 2019 with a clear mission and vision to help more women back into the workplace by giving them the clothes and the confidence they need to succeed at job interview. Smart Works Leeds is part of a network of seven charities that deliver the Smart Works Charity service in their area.

At the core of our service is a two-hour Interview Dressing and Preparation appointment, during which each woman receives a complete outfit of high-quality clothes and accessories {theirs to keep) and tailored one-to-one interview training. This deceptively simple, short intervention has a significant impact as our clients start believing in their own ability to succeed. Once they get the job, we offer clients a Second Dressing for more clothing, to provide a working wardrobe to see them through to their first pay cheque.

As part of the Smart Works Group, our strategic focus is to deliver our core dressing and interview coaching service to the best possible standard across the UK and to take it to more locations so that any woman who needs our support can come to Smart Works. In the face of the cost-of-living crisis, the value of securing a job has never been greater. Our support is needed now more than ever, and our Three-Year Plan will ensure we reach 10,000 women by 2025. Our key performance indicators are the number of women that we help, and the proportion of those women who secure employment after their visit to a Smart Works Centre.

2. Achievements and Performance Highlights

Smart Works Leeds is incredibly proud of what has been achieved in its 5th year. Overall, Smart Works Leeds has:

> Helped 845 unique beneficiaries on their journey to employment; and delivered 1047 total appointments.
>
> Delivered 545 Interview Dressing & Preparation appointments to unemployed women with secured job interviews.

68% of the women we helped before a job interview secured employment within a month of their visit.

Delivered 344 Career Coaching appointments to help clients identify tangible next steps to secure an interview.

Continued to reach women who face significant barriers to securing employment. Smart Works clients are mostly long-term unemployed and have experienced repeated rejections from multiple jobs:

40% have been rejected from over 20 jobs, 19% have been rejected from over 50 jobs,
44% have been unemployed for over a year and 17% have been unemployed for over 5 years.

The majority are from communities facing multiple barriers to gaining employment:

27% are lone parents,
17% have a disability and
56% are from an ethnic minority.

We are extremely proud of everything we have achieved in our 5th year, including exceeding our client targets, securing more corporate partners and holding our inaugural Fashion as a Force for Good Ball.

Throughout the year we have embedded our relationships with our key referral partners, in particular the Job Centres, Askham Grange prison and Blue Apple. We have worked tirelessly to develop new relationships throughout Leeds and the surrounding areas and are delighted that we now have over 200 referrers to our service.

In February we held our first local Jobs Fair, at Leeds Beckett University. We had 20 employers attend and 360 women. 51% of attendees rated the event excellent and a further 43% good.

In 2022 we were privileged to receive funding to employ 2 additional staff members on a 12-month fixed term basis. Our current stable financial position, and additional funding secured has enabled us to make these 2 additional positions permanent, giving the team the stability and support needed to build on last year's results.

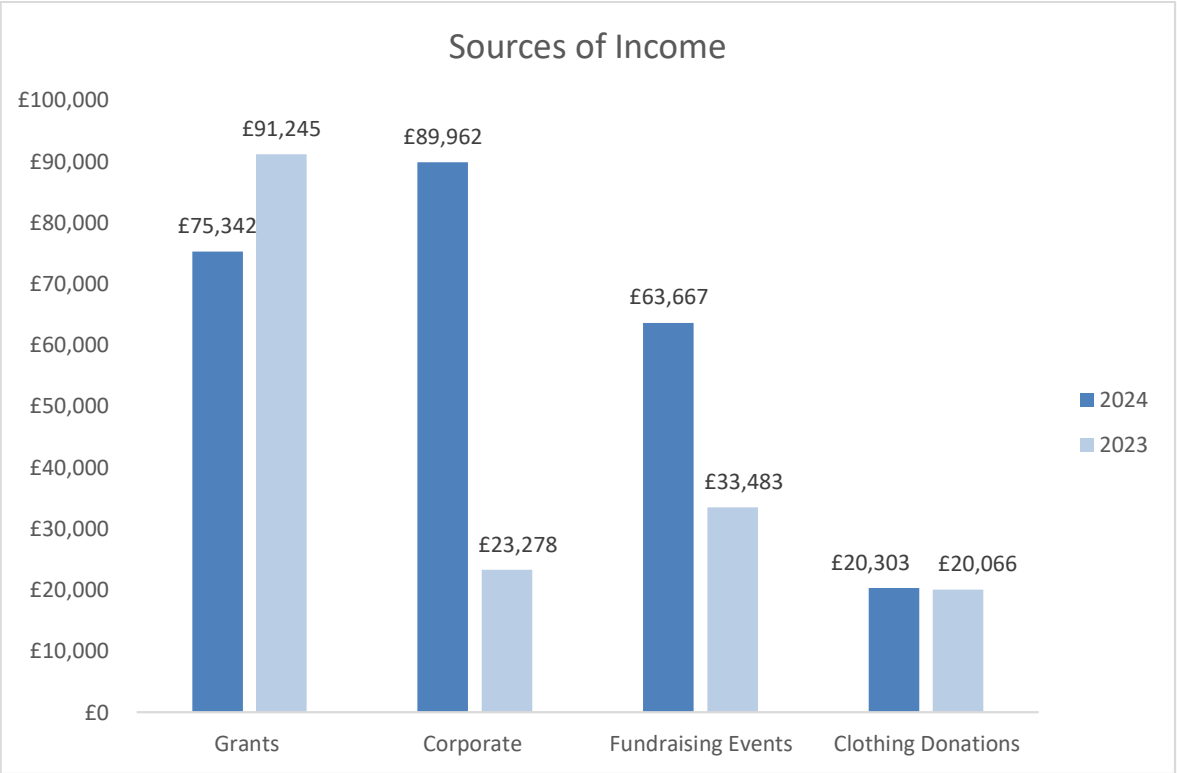
In November we launched our 'Fashion as a Force for Good' Ball, with resounding support from our community. All 270 tickets were sold with several sponsorship opportunities secured. The evening was hosted by our ambassador Natalie Anderson as well as journalist and presenter Christine Talbot. We had amazing press coverage both before and after the event, and we already have this years event in the diary for November.

3. Financial Review

Results for the year

Total income for the period was £249, 274, made up substantially from Grants and Corporates, and total expenditure was £254, 262 resulting in net deficit of £4,988.
There is a 48% increase in overall income which includes unrestricted income of £135,809 and restricted income of £113,465
Grants and donations provide 74% of our total income and fundraising events and fashion sales raised

26% of our income.



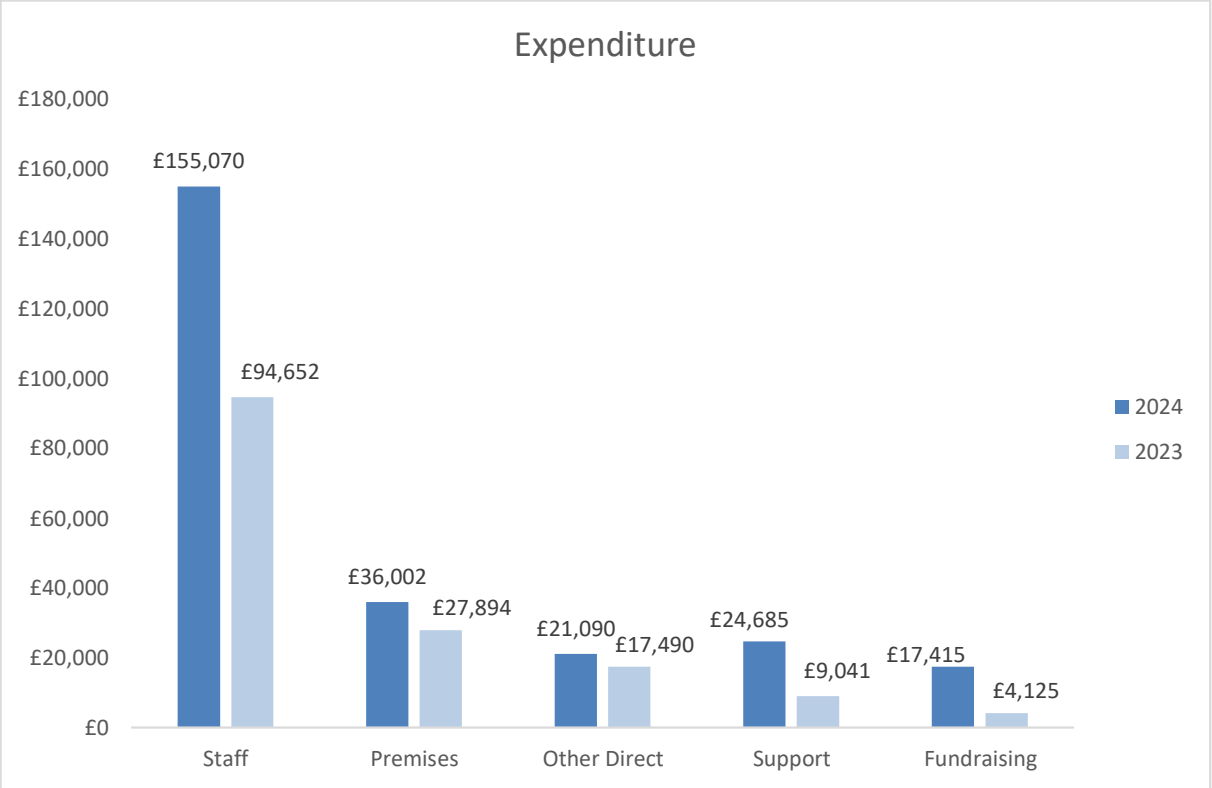
We have continued to develop great relationships with local trusts and foundations, and we are extremely grateful, not only to Leeds Building Society for their generous grant of £55k in total over 2 years, but also Leeds Community Foundation, Charles & Elsie Sykes, Leathersellers, Scurrah Wainwright, Brelms, and Dulverton Trusts that have also contributed to our income.

Other highlights include a £10k profit from our 1st 'Fashion as a Force for Good Ball', and we have continued to perform well with our community 'Cycle for Smart Works' event, raising £25k.

We are very proud of the corporate relationships we have nurtured over the financial year, which is reflected in donations totaling £44k from circa 30 organisations. Our Collective initiative continues to be well received, and we are very appreciative of the generous donation from Ricoh of £18k.

Total expenditure for the period was £254,262 which is a 66% increase from last year.
Our costs are mainly for staff, premises and direct client service costs which together make up 88% of our overall costs.

We acknowledge that our staff costs have increased by 74%, the majority of this is due to employing 2 additional members of staff as a result of securing funding from The Leeds Building Society. We have also reviewed our salary structure, bringing all entry level salaries in line with living wage criteria and ensuring all our staff are paid fairly for the roles they undertake.



Investment Policy

The Trustees, having regard to the liquidity requirements of operating the Charity and to the reserves policy, have operated a policy keeping available funds in interest-bearing deposit accounts.

Reserves Policy

The Trustees have considered the requirement for free reserves, i.e. those unrestricted funds not designated for specific purpose or otherwise committed. It has been determined that, given the nature of the charity's work, the level of free reserves should be equivalent to 3 to 6 months of annual expenditure. This provides sufficient flexibility to cover any temporary shortfall in income and will allow the charity to cope and respond immediately to a reasonable range of unforeseen adverse circumstances prior to specific remedial plans being implemented. The free reserves of £81,824 meets this requirement.

4. Structure, Governance and Management

Governance

Smart Works (Leeds) and its Trustees are bound by the Memorandum and Articles of Association. The names of the Trustees who served during the period are set out in the reference and administrative section on page 21.

Smart Works Charity is the sole member of Smart Works Leeds. Smart Works Leeds has been granted a license to operate by Smart Works Charity and it has the same objectives and similar activities as the parent company.

Recruitment and Appointment of new Trustees

Regular reviews are undertaken to assess the skills of the current Trustees and identify any areas for strengthening. New Trustees are appointed by the existing Trustees and their appointment is approved by the Smart Works Charity Board.

Induction and Training of new Trustees

New Trustees are provided with an induction to familiarise themselves with the charity and the not-for-profit sector. They are briefed on their responsibilities by the existing Trustees. New Trustees are also referred to the Charity Commission's guide 'The Essential Trustee'. Smart Works Charity shares a Trustee Welcome Pack with all Smart Works Trustees when they join the charity, setting out roles, responsibilities and the structure of Smart Works both locally and nationally. These resources are available under the dedicated Trustee section of our internal portal for tools and resources along with other useful guides and videos. Trustees also undertake training as part of their role, including on Equity Diversity and Inclusion.

Organisational Structure and Decision-Making

The Trustees review and approve all policies, and follow a strategy set in the business plan, in line with the wider strategy set by Smart Works Charity. The Trustees meet at least quarterly throughout the year and will have an annual session to update and revise the strategy.

Management

The day-to-day management of Smart Works Leeds is undertaken by the Centre Manager and overseen by the Chair and Board of Trustees. Resources, infrastructure and support is provided by Smart Works Charity on finance, people, partnerships, operations and communications.

Pay Policy for Key Management Personnel

All Trustees give their time freely and no Trustee received remuneration in the year.

The pay of staff is reviewed annually. The Trustees benchmark pay against pay levels in other similarly sized charities and other Smart Works Centres.

Risk Management

The Trustees regularly review the major risks to which the charity is exposed, in particular those relating to governance, operations, finance, HR, compliance and external factors.

Relationships with Related Parties

Smart Works Charity is the sole member of Smart Works Leeds.

Policies

Policies for all relevant areas are maintained by Smart Works Charity, including Safeguarding Vulnerable Adults, Safeguarding Children, Anti-Bribery and Fraud, Anti-Harassment & Bullying, Compassionate Leave, Complaints, Conflict of Interest, Data Protection, Disciplinary, Environmental, Equality, Eye Care, Flexible Working, Grievance, Health & Safety, Lone Working, Maternity, Paternity, Parental Leave, Privacy, Redundancy, Risk Management, Shared Parental Leave, Sickness Absence & Capability, Time off for Dependents, Travel & Expenses and Whistleblowing. A Staff Handbook is made available to staff and includes a summary of all these policies.

Volunteers

The Trustees are grateful for the invaluable contribution of those who give their time voluntarily to deliver the dressing and interview preparation for our clients. We have over 140 active volunteers with a very high retention rate and an ongoing recruitment process to bolster numbers. Our volunteers are one of our greatest assets, they are all totally dedicated and play an enormous role in delivering our dressing and coaching services.

Public Benefit

The Trustees have read and complied with the guidance contained in the Charity Commission's general guidance on public benefits when reviewing our aims and objectives and in planning our future activities. Our achievements above demonstrate how we have fulfilled this requirement during the year. In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

5. Future Plans

Delivering our Three Year Plan by 2025

On the 1st April 2022, Smart Works Leeds began the first year of an ambitious Three- Year Plan as part of the Smart Works Group in response to a significant increase in need for the service provided in our area.

The cost-of-living crisis has had a devastating impact on the women we serve and the expansion of our service has never been more urgent.

By the end of the three years, Smart Works Leeds aims to be helping over 1,000 women across Leeds and the surrounding area and ensuring that at least 65% go on to get the job.

To achieve these aims in our area, we will:

Increase our outreach into Bradford, starting with a Bradford Jobs Fair in September and aiming to significantly expand our reach and visibility in key areas of Bradford that need us most.

Continue to develop our relationship with the Retail team at Victoriagate, focusing on delivering at least two 'pop-up' sales in the financial year.

Recruit additional Trustees with wider skills and experience to support our ambitious plans to help more women across our region. Included in this is representation from the 18-24 year old age group.

Continue to identify and develop relationships with referral partners and community groups throughout the region, focusing on the communities that need us the most.

Equity, Diversity & Inclusion

In June 2023, Smart Works launched a new group-wide Equity, Diversity & Inclusion strategy. The strategy set-out a framework for how all Smart Works centres will nurture a culture of diversity and inclusivity. Over the last year, Smart Works has delivered important initiatives to progress this work. This includes training for staff, trustees and volunteers, demographic data collection across our internal community, and the launch of a Client Champion programme where former clients become ambassadors for the charity.

We want Smart Works to be a place where everyone feels accepted, valued and able to thrive - whether they are staff, volunteers, trustees, partners, supporters, or our clients. Smart Works Leeds is committed on implementing this strategy locally and creating a more inclusive and equitable future for every member of the Smart Works community.

This report was approved by the Board on 7th November 2024 and signed on its behalf by:

Tracy Fletcher
.....
Tracy Fletcher
Chair

Amanda Clarke
.....
Amanda Clarke
Trustee

SMART WORKS LEEDS

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SMART WORKS LEEDS

I report to the Trustees on my examination of the financial statements of Smart Works Leeds (the Charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 Charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Hannah Ormston CIPFA ACA
Critchleys Audit LLP

Beaver House
23-38 Hythe Bridge Street
Oxford
OX1 2EP

Dated: 26 November 2024

SMART WORKS LEEDS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Donations and legacies	**3**	72,142	113,465	185,607	70,809	63,780	134,589
Other trading activities	**4**	63,667	-	63,667	33,483	-	33,483
Total income		135,809	113,465	249,274	104,292	63,780	168,072
Expenditure on:							
Raising funds	**5**	17,415	-	17,415	4,125	-	4,125
Charitable activities	**6**	120,444	116,403	236,847	84,929	64,148	149,077
Total expenditure		137,859	116,403	254,262	89,054	64,148	153,202
Net income/(expenditure) and movement in funds		(2,050)	(2,938)	(4,988)	15,238	(368)	14,870
Reconciliation of funds:							
Fund balances at 1 April 2023		83,874	21,016	104,890	68,636	21,384	90,020
Fund balances at 31 March 2024		81,824	18,078	99,902	83,874	21,016	104,890

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

SMART WORKS LEEDS

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible assets	**11**		4,549		8,704
Current assets					
Stocks	**12**	16,447		17,234	
Debtors	**13**	19,762		4,767	
Cash at bank and in hand		66,575		129,731	
		102,784		151,732	
Creditors: amounts falling due within one year	**14**	(7,431)		(55,546)	
Net current assets			95,353		96,186
Total assets less current liabilities			99,902		104,890
Net assets excluding pension liability			99,902		104,890
The funds of the Charity					
Restricted income funds	**16**		18,078		21,016
Unrestricted funds			81,824		83,874
			99,902		104,890

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 7th November 2024.

Tracy Fletcher

.....

Tracy Fletcher
Chair

Amanda Clarke

.....

Amanda Clarke
Trustee

Company registration number 12059540 (England and Wales)

1 Accounting policies

Charity information

Smart Works Leeds is a private company limited by guarantee incorporated in England and Wales. The registered office is Mabgate Mills Mill 5, First Floor, Mabgate, Leeds, Yorkshire, LS9 7DZ, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006, FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS 102”) and the Charities SORP "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 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated stock for dressing clients is recognised in the financial statements when the goods are received by the charity and their value can be measured with reasonable accuracy. The value placed on these resources is their value to the charity. The trustees consider it impractical to measure the value of volunteer help and consequently, as permitted by the SORP, their value is not recognised in the financial statements but is described in the trustees' annual report.

1 Accounting policies **(Continued)**

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computer Equipment	30% on the straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

The cost of donated dressing stock for distribution to beneficiaries is valued at fair value, which has been estimated by the trustees.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. The trustees consider depreciation to be the main accounting estimate.

The trustees consider depreciation to be a significant estimate in the accounts.

3 Donations

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024 £	2024 £	2024 £	2023 £	2023 £	2023 £
Corporate and dressing stock donations	26,142	84,123	110,265	23,278	20,066	43,344
Grants and individual donations	46,000	29,342	75,342	47,531	43,714	91,245
	72,142	113,465	185,607	70,809	63,780	134,589

4 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	37,089	11,048
Cycle for Smart Works	26,578	22,435
Other trading activities	63,667	33,483

5 Raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising and publicity		
Staging fundraising events	5,776	1,350
Fundraising and Marketing	11,639	2,775
Fundraising and publicity	17,415	4,125
	17,415	4,125

6 Charitable activities

	2024 £	2023 £
Staff costs	152,375	92,800
Staff related direct expenditure	2,221	1,852
Premises related direct expenditure	36,002	27,894
Other direct expenditure	21,090	17,490
Administrative expenditure	17,613	2,133
Staff training	474	-
	229,775	142,169
Share of support costs (see note 7)	6,139	5,770
Share of governance costs (see note 7)	933	1,138
	236,847	149,077
Analysis by fund		
Unrestricted funds	120,444	84,929
Restricted funds	116,403	64,148
	236,847	149,077

7 Support costs allocated to activities

	2024 £	2023 £
Staff related support costs	1,139	1,039
Premises related support costs	2,877	2,273
Administrative expenditure	2,123	2,458
Governance costs	933	1,138
	7,072	6,908
Analysed between:		
Charitable activities	7,072	6,908

Governance costs includes payments to the independent examiners of £650 + VAT (2023: £605) for independent examination fees.

The fee for the accounts preparation of £1,600 + VAT due to the independent examiners is being paid for by the parent charity.

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year (2023: Nil).

9 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	7	5

Employment costs	2024 £	2023 £
Wages and salaries	138,809	94,559
Social security costs	10,748	(3,117)
Other pension costs	2,818	1,358
	152,375	92,800

There were no employees whose annual remuneration was more than £60,000.

9 Employees (Continued)

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024	2023
	£	£
Aggregate compensation	42,904	34,256

Under the terms of the Charities SORP, the trustees and the Centre Managers are recognised as key management personnel. The aggregate employee benefits (including employer pension and National Insurance contributions) received by the key management personnel are shown above.

10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

11 Tangible fixed assets

	Computer Equipment
	£
Cost	
At 1 April 2023	19,005
At 31 March 2024	19,005
Depreciation and impairment	
At 1 April 2023	10,301
Depreciation charged in the year	4,155
At 31 March 2024	14,456
Carrying amount	
At 31 March 2024	4,549
At 31 March 2023	8,704

12 Stocks

	2024	2023
	£	£
Dressing Stock	16,447	17,234

13 Debtors

	2024	2023
Amounts falling due within one year:	**£**	**£**
Other debtors	5,206	4,767
Prepayments and accrued income	14,556	-
	19,762	4,767

14 Creditors: amounts falling due within one year

	2024	2023
	£	**£**
Other taxation and social security	935	1,149
Trade creditors	908	263
Other creditors	4,267	4,674
Accruals and deferred income	1,321	49,460
	7,431	55,546

15 Retirement benefit schemes

	2024	2023
Defined contribution schemes	**£**	**£**
Charge to profit or loss in respect of defined contribution schemes	2,818	1,358

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

		Movement in funds			Movement in funds		
	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 1 April 2023	Incoming resources	Resources expended	Balance at 31 March 2024
	£	£	£	£	£	£	£
Dressing stock	14,658	20,066	(17,490)	17,234	20,303	(21,090)	16,447
Community Foundation (Leeds)	2,076	-	(2,076)	-	-	-	-
Fixed assets	4,650	-	(1,776)	2,874	-	(1,776)	1,098
Leeds Community Foundation (Digital Inclusion)	-	5,833	(4,925)	908	-	(908)	-
Leeds Community Foundation (Ukraine)	-	3,116	(3,116)	-	-	-	-
Leeds Building Society Grant	-	11,000	(11,000)	-	5,000	(5,000)	-
KFC	-	2,000	(2,000)	-	-	-	-
Career Coaching (National Lottery)	-	8,640	(8,640)	-	8,640	(8,640)	-
Career Coaching (Bank of America)	-	13,125	(13,125)	-	16,180	(16,180)	-
Leeds Building Society	-	-	-	-	39,000	(39,000)	-
Leeds Community Fund	-	-	-	-	6,233	(6,233)	-
Leeds Community Digital Inclusion Fund	-	-	-	-	4,167	(4,167)	-
Scurrah Wainwright	-	-	-	-	4,562	(4,562)	-
Dulverton Trust Fund	-	-	-	-	3,380	(2,847)	533
Brelms Trust - Year 1 Grant of 3 years	-	-	-	-	6,000	(6,000)	-
	21,384	63,780	(64,148)	21,016	113,465	(116,403)	18,078

16 Restricted funds **(Continued)**

The dressing stock fund represents donations received for the specific purpose of providing beneficiaries with clothing for interview. During FY23, we were successfully awarded grants from the following organisations:

- National Lottery Community Fund - Coronavirus Community Support Fund (collected via Smart Works Charity) is a grant for core costs.

- SWC Career Coaching Bank of America is a grant for core costs.

- Leeds Community Foundation (Digital Inclusion), is a grant to support staff costs and IT costs.

- Leeds Community Foundation (Ukraine), is a grant restricted for support provided to Ukrainian refugees.

- KFC is a grant to support staff costs.

- Leeds Building Society Grant is a grant to support staff costs.

- Leeds Community Fund is a grant for staff costs and translation services.

- Scurrah Wainwright is a grant towards rent.

- Dulverton Trust Fund is a grant to support staff costs.

- Brelms Trust is a grant towards rent.

17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
General funds	83,874	135,809	(137,859)	81,824

Previous year:	At 1 April 2022	Incoming resources	Resources expended	At 31 March 2023
	£	£	£	£
General funds	68,636	104,292	(89,054)	83,874

18 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£	£	£	£
Fund balances at 31 March 2024 are represented by:						
Tangible assets	3,451	1,098	4,549	5,830	2,874	8,704
Current assets	78,373	16,980	95,353	78,044	18,142	96,186
	81,824	18,078	99,902	83,874	21,016	104,890

19 Members' Liability

The company is limited by guarantee. The member of the company undertakes to contribute to the assets of the company, in the event if the same being wound up while they are a member, or within one year after they cease to be a member, for payment of the debts and liabilities of the company contracted before they ceased to be a member, and of the costs, charges and expenses of winding up such amount as may be required not exceeding £1. At the balance sheet date there was 1 member, Smart Works Charity.

20 Operating lease commitments

Lessee

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024	2023
	£	£
Within one year	18,250	18,250
Between two and five years	9,125	27,375
	27,375	45,625

Operating lease payments in the year were £25,529 (2023: £20,691).

21 Related party transactions

During the year Smart Works Charity made net payments of £26,675 (2023: £49,770) to Smart Works Leeds.

One trustee donated £800 to Smart Works Leeds (2023: £100), and one trustee's other directorship bought a table for the charity's corporate ball for £720 (2023: £nil).

Total expenditure reimbursements to trustees were £1,642 (2023: £nil) including tickets for the corporate ball which were offered to trustees at a discounted price.

22 Control

The parent of the largest group in which these financial statements are consolidated is Smart Works Charity (Company number 03870671 and Charity Number 1080609) who is the sole member of this charity. Smart Works Charity has the same principal activity as this charity.

The address for Smart Works Charity is: Unit 1, Canonbury Yard 202-208 New North Road, Islington, London, England, N1 7BJ.

SMART WORKS LEEDS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ruth Cherry Helen Oldham Tracy Fletcher Stephanie Smith Emma Illingworth Juliette Fitzmaurice Amanda Clarke
Charity number	1184676
Company number	12059540
Registered office	Mabgate Mills Mill 5 First Floor Mabgate Leeds Yorkshire United Kingdom LS9 7DZ
Independent examiner	Critchleys Audit LLP Beaver House 23-38 Hythe Bridge Street Oxford OX1 2EP

Signature: T E Fletcher
T E Fletcher (Nov 20, 2024 15:54 GMT)

Email: tracy.fletcher@smartworks.org.uk

Signature: A J Clarke
A J Clarke (Nov 21, 2024 17:08 GMT)

Email: amanda.clarke@smartworks.org.uk

SMART WORKS YORKSHIRE

England & Wales - Charity number 1184676

Accounts

Smart Works LEEDS Registered No. 12059540

Annual Report and Financial Statements

For the Year Ended 31 March 2023

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Annual Report of the Board of Trustees for the Year Ended 31 March 2023

The Trustees, who are also the directors of the charity for the purposes of the Companies Act, present their annual report together with the accounts of Smart Works Leeds in the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out on pages 11-13 and comply with the charity's governing document, applicable laws and the requirements of Statement of recommended Practice on 'Accounting and Reporting by Charities' issued in 2019.

1. Objectives and Activities

Smart Works Leeds provides high quality interview clothes, styling advice and interview training to women in need. We give women the confidence, self-belief, and practical tools they require to succeed at interview and start a new chapter of their life.

The charity's objectives are the relief of financial hardship and the relief of unemployment for the public benefit through the promotion of economic independence among women in Leeds and the surrounding area. To deliver this, Smart Works Leeds was incorporated in 2019 with a clear mission and vision to help more women back into the workplace by giving them the clothes and the confidence they need to succeed at job interview. Smart Works Leeds is part of a network of seven charities that deliver the Smart Works Charity service in their area.

At the core of our service is a two-hour Interview Dressing and Preparation appointment, during which each woman receives a complete outfit of high-quality clothes and accessories (theirs to keep) and tailored one-to-one interview training. This deceptively simple, short intervention has a significant impact as our clients start believing in their own ability to succeed. Once they get the job, we offer clients a Second Dressing for more clothing, to provide a working wardrobe to see them through to their first pay cheque.

As part of the Smart Works Group, our strategic focus is to deliver our core dressing and interview coaching service to the best possible standard across the UK and to take it to more locations so that any woman who needs our support can come to Smart Works. In the face of the cost-of-living crisis, the value of securing a job has never been greater. Our support is needed now more than ever and Smart Works Charity Three-Year Plan will ensure we reach 10,000 women across the UK by 2025.

Our key performance indicators are the number of women that we help, and the proportion of those women who secure employment after their visit to a Smart Works centre.

Achievements and performance

Highlights

Smart Works Leeds is incredibly proud of what has been achieved in its 4th year. Overall, Smart Works Leeds has:

- Helped 674 unique beneficiaries on their journey to employment; and delivered 722 total appointments.
- Delivered 477 Interview Dressing & Preparation appointments to unemployed women with secured job interviews.
- 78% of the women we helped before a job interview secured employment within a month of their visit.
- Delivered 245 Career Coaching appointments to help clients identify tangible next steps to secure an interview.

- Continued to reach women who face significant barriers to securing employment. Smart Works clients are mostly long-term unemployed and have experienced repeated rejections from multiple jobs: 28% have been rejected from over 20 jobs, 14% have been rejected from over 50 jobs, 47% have been unemployed for over a year and 20% have been unemployed for over five years. The majority are from communities facing intersectional barriers to gaining employment: 38% are lone parents, 19% have a disability and 43% are from an ethnic minority.

In 2022 we are delighted that we have continued to grow our service, exceeding our client reach objectives once more, and supporting 674 unique beneficiaries. We have been successful in generating more income across all our major income streams than previous years but want to give special mention to a few achievements that we have been particularly proud of.

Towards the end of the financial year, we were successful in securing a grant of £55,000 from Leeds Building Society which has enabled us to employ additional outreach and client support staff for 12 months. We are already seeing an increase in the number of clients we are supporting in the Leeds area.

Our Cycle event has been the most successful to date, with over £26k being raised over the course of the week leading up to International Women's Day.

We continue to develop strong connections with our referral partner community and are very proud to be working with Askham Grange prison, supporting women as they leave the prison system, forging new lives.

We have continued to raise awareness of our service, not only to our referral partners, but also to the professional community in West Yorkshire, resulting in a number of local businesses supporting us through their fund-raising efforts. Special mention to Gordons LLP for choosing us their charity of the year and raising an incredible £13k throughout the year from a variety of events.

None of this would be possible without our incredible team of volunteers and Centre team. Our volunteer population has now grown to over 50 and continue to be the lifeblood of our organisation. We are also grateful to our Ambassador, Natalie Anderson, who continues to support and showcase our charity at every opportunity.

2. Financial Review

Results for the year

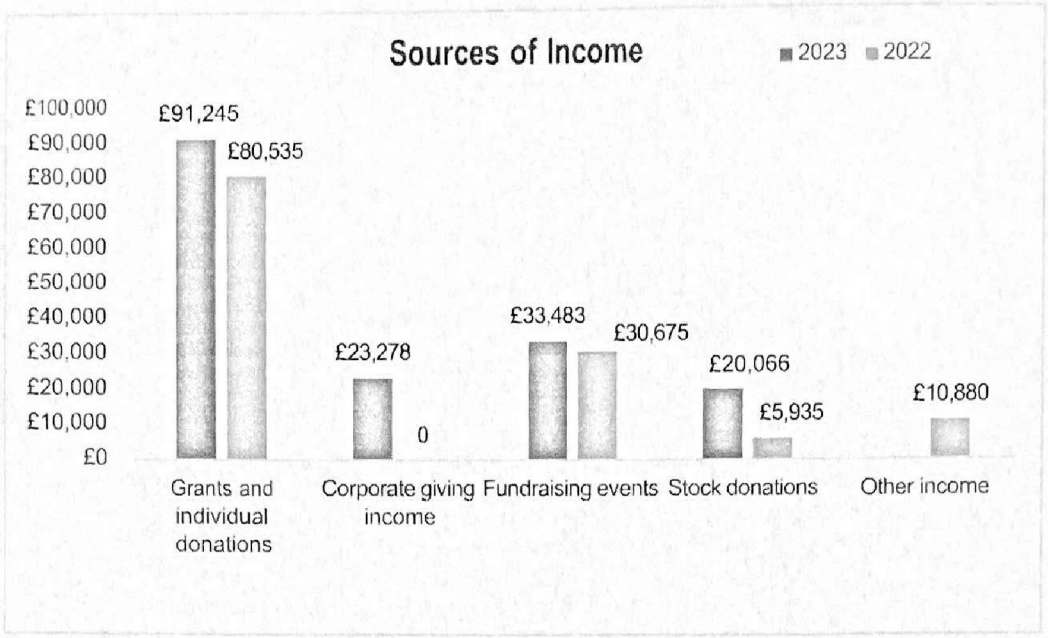
Total income for the period was £168,072, made up substantially from Grants income and total expenditure was £153,202 resulting in net income of £14,870.

There is a 31% increase in overall income which includes unrestricted income of £104,292 and restricted income of £63,780.

Grants and donations provide 54% of our total income, corporate donations 14% and fundraising events and fashion sales raised 20% of our income.

We have seen a pleasing increase in the amount of income received from grant applications, which reflects our particular focus and a deep understanding of the local trust landscape and how that fits in to our own strategy to support the women of Leeds and the wider West Yorkshire community.

Our success in securing regular corporate donations and a greater participation in Cycle is down to the collective efforts of Trustees, staff, and volunteers in raising the profile of Smart Works Leeds throughout our local community.

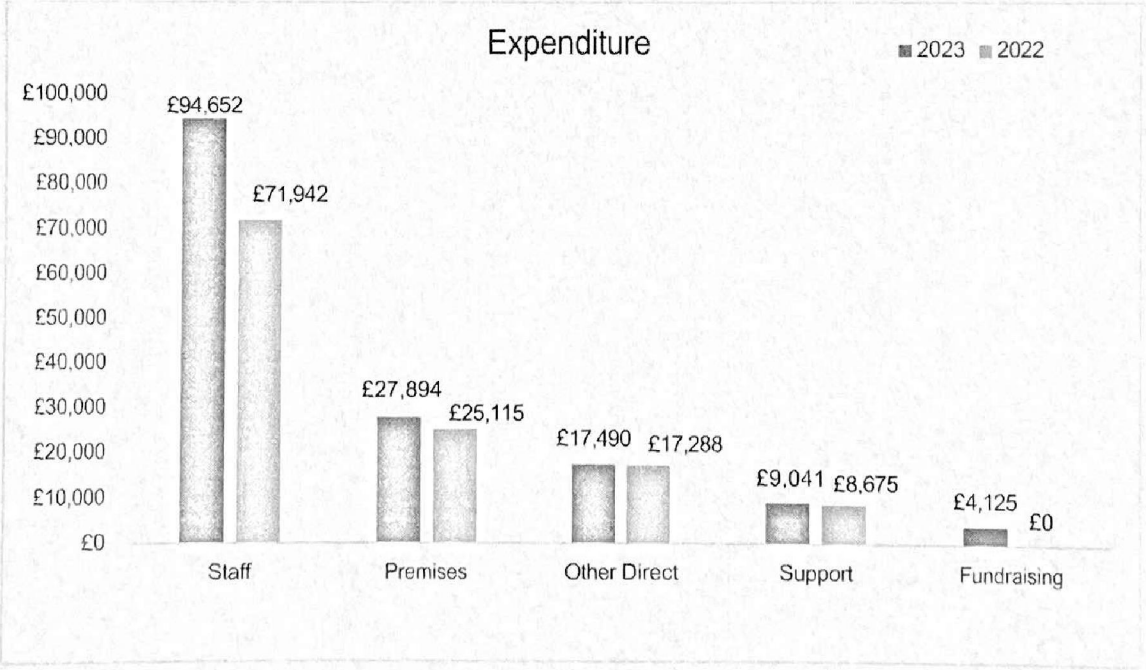


Total expenditure for the period was £153,202 which is a 25% increase from last year.

Our costs are mainly for staff, premises and direct client service costs which together make up 91% of our overall costs.

The main increase in our expenditure relates to the appointment of 2 additional staff as a result of our Leeds Building Society grant.

This is on a one-year fixed contract initially, but we are hoping to secure additional funding to make their roles permanent.



Investment Policy

The Trustees, having regard to the liquidity requirements of operating the Charity and to the reserves policy,

have operated a policy keeping available funds in interest-bearing deposit accounts. At the year end, we have £129, 731 cash reserves.

Reserves Policy

The Trustees have considered the requirement for free reserves, i.e., those unrestricted funds not designated for specific purpose or otherwise committed. It has been determined that, given the nature of the charity's work, the level of free reserves should be equivalent to 3 to 6 months of annual expenditure. This provides sufficient flexibility to cover any temporary shortfall in income and will allow the charity to cope and respond immediately to a reasonable range of unforeseen adverse circumstances prior to specific remedial plans being implemented. The free reserves of £78,004 meet this requirement.

3. Structure, Governance and Management

Governance

Smart Works Leeds and its Trustees are bound by the Memorandum and Articles of Association. The names of the Trustees who served during the period are set out in the reference and administrative section on page 26.

Smart Works Charity is the sole member of Smart Works Leeds. Smart Works Leeds has been granted a license to operate by Smart Works Charity and it has the same objectives and similar activities as the parent company.

Recruitment and Appointment of new Trustees

Regular reviews are undertaken to assess the skills of the current Trustees and identify any areas for strengthening. New Trustees are appointed by the existing Trustees and their appointment is approved by the Smart Works Charity Board.

Induction and Training of new Trustees

New Trustees are provided with an induction to familiarise themselves with the charity and the not- for-profit sector. They are briefed on their responsibilities by the existing Trustees. New Trustees are also referred to the Charity Commission's guide 'The Essential Trustee'. A Trustee Welcome Pack is shared with all Smart Works Trustees by Smart Works Charity when they join the charity, setting out roles, responsibilities and the structure of Smart Works both locally and across the Group. These resources are available under the dedicated Trustee section of our internal portal for tools and resources along with other useful guides and videos. Trustees also undertake training as part of their role, including on Equity Diversity and Inclusion.

Organisational Structure and Decision-Making

The Trustees review and approve all policies, and follow a strategy set in the business plan, in line with the wider strategy set by Smart Works Charity. The Trustees meet at least quarterly throughout the year and will have an annual session to update and revise the strategy.

Management

The day-to-day management of Smart Works Leeds is undertaken by the Centre Manager and overseen by the Chair and Board of Trustees. Resources, infrastructure and support is provided by Smart Works Charity on finance, people, partnerships, operations and communications.

Pay Policy for key Management Personnel

All Trustees give their time freely and no Trustee received remuneration in the year.

The pay of staff is reviewed annually. The Trustees benchmark pay against pay levels in other similarly sized charities and other Smart Works centres.

Risk Management

The Trustees regularly review the major risks to which the charity is exposed, in particular those relating to governance, operations, finance, HR, compliance and external factors.

Relationships with Related Parties

Smart Works Charity is the sole member of Smart Works Leeds

Policies

Policies for all relevant areas are maintained by Smart Works Charity, including Safeguarding Vulnerable Adults, Safeguarding Children, Anti-Bribery and Fraud, Anti-Harassment & Bullying, Compassionate Leave, Complaints, Conflict of Interest, Data Protection, Disciplinary, Environmental, Equality, Eye Care, Flexible Working, Grievance, Health & Safety, Lone Working, Maternity, Paternity, Parental Leave, Privacy, Redundancy, Risk Management, Shared Parental Leave, Sickness Absence & Capability, Time off for Dependents, Travel & Expenses and Whistleblowing. A Staff Handbook is made available to staff by Smart Works Charity and includes a summary of all these policies.

Volunteers

The Trustees are grateful for the invaluable contribution of those who give their time voluntarily to deliver the dressing and interview preparation for our clients. We have over 50 active volunteers with a very high retention rate and an ongoing recruitment process to bolster numbers. Our volunteers are one of our greatest assets, they are all totally dedicated and play an enormous role in delivering our dressing and coaching services.

Public Benefit

The Trustees have read and complied with the guidance contained in the Charity Commission's general guidance on public benefits when reviewing our aims and objectives and in planning our future activities. Our achievements above demonstrate how we have fulfilled this requirement during the year. In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

4. Future Plans

Delivering our Three Year Plan by 2025

On the 1st April 2022, Smart Works Leeds began the first year of an ambitious Three-Year Plan as part of the Smart Works Group in response to a significant increase in need for the service provided in our area.

The cost-of-living crisis has had a devastating impact on the women we serve and the expansion of our service has never been more urgent.

By the end of the three years, Smart Works Leeds aims to be helping over 1,000 women across Leeds and the surrounding area and ensuring that at least 65% go on to get the job.

Whilst our virtual service covers all of West Yorkshire, and some of North, we are very focussed on serving the communities who need us most.

LEEDS

In key areas of West Yorkshire the gap between affluent and challenged communities has never been greater; life expectancy for women in Leeds Dock, Hunslet and Stourton is lower than anywhere else in England, with figures showing the average age of death for females is just 75. In nearby Holbeck, life expectancy is falling faster than anywhere else in the country. Women there are now dying three years earlier than they were in 2002.

BRADFORD

Bradford has the 3rd highest percentage of children living in relative poverty and 2nd highest in absolute poverty in England, when judged before housing costs are taken into account. 20% of Bradford families are in food and fuel poverty, 14 of Bradford's 30 wards were in the 10% most deprived wards in England. There is a ten-year difference in life expectancy between people living in the most deprived area of Bradford and people living in the least deprived area.

UKRAINIAN REFUGEES

Over 800 women refugees are reported to have arrived in Leeds alone and need help integrating into Yorkshire life, including most significantly finding work.

WOMEN PRISONERS

Women in West Yorkshire are four times more likely to be jailed as the average statistics for England and Wales. By the end of the three years, Smart Works Leeds aims to be helping over 1000 women across Leeds and the surrounding area and ensuring that at least 65% go on to get the job. This is a 60% increase across the period. Our operational plan to deliver a strategy of creating impact where it is needed most, and includes the following areas of focus:

Increasing targeted outreach into the most deprived wards of Leeds and Bradford, this includes meeting Community Leaders and holding events in the most challenged wards. This work is being amplified by the support Leeds Building Society have provided for 2022/2023. It's vital that we either win an extension of this relationship or find an alternative supporter if we are to continue to be as effective in these areas.

We have formed a Ukrainian Community Group which solves a general social need and more importantly signposts refugees towards Smart Works for supporting their return to work. As much as possible we have created an environment where Ukrainians can access the Leeds Centre in groups.

Lastly, we have created a highly successful pathway for prisoners from Askham Grange and New Hall prisons to visit the centre for dressing and coaching appointments. This has included bespoke training for staff and volunteers and has been praised by the prison service.

Other aims for this year are to significantly increase the diversity of our Trustee, staff and volunteer teams. This will start with data collection and the formation of a specific action plan to address gaps. Our first priority is to recruit a new Trustee to help us shape the process.

Smart Works Leeds is four this year and its growth was stunted by the pandemic hitting just as the Centre was opening. This year we aim to significantly improve the profile and awareness of the centre and at the heart of this strategic aim is our inaugural 'Fashion as a Force for Good' Fashion Ball and Awards.

Our 6 most significant objectives are therefore:

1. Continue to broaden our reach into the most deprived areas of Leeds and Bradford.
2. Build our Ukrainian outreach programme to be the place of choice for employment support for this important community.
3. Strengthen our relationships with the two women's prisons in our region, continue to educate our teams and the wider community about the needs of this group.
4. Increase the diversity of our Smart Works Leeds staff, volunteer, and trustee communities
5. Increase awareness of our service through the launch of our Inaugural 'Fashion as a Force for Good Ball.
6. End the year with an increase in reserves from 5 months to 8 months minimum

Equity, Diversity & Inclusion

In June 2023, Smart Works Charity launched a new group-wide Equity, Diversity & Inclusion strategy. The strategy set-out a framework for how all Smart Works centres will nurture a culture of diversity and inclusivity.

We want Smart Works to be a place where everyone feels accepted, valued and able to thrive – whether they are staff, volunteers, trustees, partners, supporters, or our clients. Smart Works Leeds is committed to implementing this strategy locally and creating a more inclusive and equitable future for every member of the Smart Works community.

This report was approved by the Board on 2 November 2023and signed on its behalf by:

Helen Oldham
Trustee

Tracy Fletcher
Trustee

SMART WORKS LEEDS

CRITCHLEYS
AUDIT LLP

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SMART WORKS LEEDS

I report to the Trustees on my examination of the financial statements of Smart Works Leeds (the Charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 Charity as required by section 386 of the 2006 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Hannah Ormston CIPFA
Critchleys Audit LLP

Beaver House
23-38 Hythe Bridge Street
Oxford
OX1 2EP

Dated: .. 17 November 2023

SMART WORKS LEEDS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Income and endowments from:					
Donations	3	70,809	63,780	134,589	86,470
Other trading activities	4	33,483	-	33,483	30,675
Other income	5	-	-	-	10,880
Total income		104,292	63, 780	168, 072	128,025
Expenditure on:					
Raising funds	6	4,125	-	4,125	-
Charitable activities	7	84,929	64,148	149,077	123,020
Total expenditure		89,054	64,148	153,202	123,020
Net income/(expenditure) for the year/ Net movement in funds		15,238	(368)	14,870	5,005
Fund balances at 1 April 2022		68,636	21,384	90,020	85,015
Fund balances at 31 March 2023		83,874	21, 016	104,890	90,020

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

SMART WORKS LEEDS

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	**12**		8,704		12,858
Current assets					
Stocks	**13**	17,234		14,658	
Debtors	**14**	4,767		10,103	
Cash at bank and in hand		129,731		71,783	
		151,732		96,544	
Creditors: amounts falling due within one year	**15**	(55,546)		(19,382)	
Net current assets			96,186		77,162
Total assets less current liabilities			104,890		90,020
Income funds					
Restricted funds	**17**		21,016		21,384
Unrestricted funds			83,874		68,636
			104,890		90,020

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 2 November 2023.

.....
Helen Oldham
Trustee

.....
Tracy Fletcher
Trustee

Company registration number 12059540

1 Accounting policies

Charity information

Smart Works Leeds is a private company limited by guarantee incorporated in England and Wales. The registered office is Mabgate Mills Mill 5, First Floor, Mabgate, Leeds, Yorkshire, LS9 7DZ, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Donated stock for dressing clients is recognised in the financial statements when the goods are received by the charity and their value can be measured with reasonable accuracy. The value placed on these resources is their value to the charity. The trustees consider it impractical to measure the value of volunteer help and consequently, as permitted by the SORP, their value is not recognised in the financial statements but is described in the trustees' annual report.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies **(Continued)**

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% on the straight line basis
Computer Equipment	30% on the straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

The cost of donated dressing stock for distribution to beneficiaries is valued at fair value, which has been estimated by the trustees.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. The trustees consider depreciation to be the main accounting estimate.

The trustees consider depreciation to be a significant estimate in the accounts.

3 Donations

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Corporate and dressing stock donations	23,278	20,066	43,344	-	5,935	5,935
Grants and individual donations	47,531	43,714	91,245	51,964	28,571	80,535
	70,809	63,780	134,589	51,964	34,506	86,470

4 Other trading activities

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Fundraising events	11,048	13,000
Cycle for Smart Works	22,435	17,675
Other trading activities	33,483	30,675

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

5 Other income

	Total	Restricted funds
	2023	2022
	£	£
Other income	-	10,880

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Raising funds

	Unrestricted funds	Total
	2023	2022
	£	£
Fundraising and publicity		
Staging fundraising events	1,350	-
Fundraising and Marketing	2,775	-
Fundraising and publicity	4,125	-
	4,125	-

7 Charitable activities

	2023	2022
	£	£
Staff costs	92,800	71,600
Staff related direct expenditure	1,852	342
Premises related direct expenditure	27,894	25,115
Other direct expenditure	17,490	17,288
Administrative expenditure	2,133	461
	142,169	114,806
Share of support costs (see note 8)	5,770	6,041
Share of governance costs (see note 8)	1,138	2,173
	149,077	123,020
Analysis by fund		
Unrestricted funds	84,929	70,839
Restricted funds	64,148	52,181
	149,077	123,020

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 **Support costs**

	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £
Staff related support costs	1,039	-	1,039	989	-	989
Premises related support costs	2,273	-	2,273	1,591	-	1,591
Administrative expenditure	2,458	-	2,458	3,461	-	3,461
Governance costs	-	1,138	1,138	-	2,173	2,173
	5,770	1,138	6,908	6,041	2,173	8,214
Analysed between Charitable activities	5,770	1,138	6,908	6,041	2,173	8,214

Governance costs includes payments to the independent examiners of £605 + VAT (2022 - £600) for independent examination fees.

The fee for the accounts preparation of £1,500 + VAT due to the independent examiners is being paid for by the parent charity.

9 **Trustees**

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year (2022: Nil).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	5	4

Employment costs	2023 £	2022 £
Wages and salaries	94,559	67,993
Social security costs	(3,117)	2,763
Other pension costs	1,358	844
	92,800	71,600

There were no employees whose annual remuneration was more than £60,000.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12 Tangible fixed assets

	Computer Equipment £
Cost	
At 1 April 2022	19,005
At 31 March 2023	19,005
Depreciation and impairment	
At 1 April 2022	6,147
Depreciation charged in the year	4,154
At 31 March 2023	10,301
Carrying amount	
At 31 March 2023	8,704
At 31 March 2022	2,506

13 Stocks

	2023 £	2022 £
Dressing Stock	17,234	14,658

14 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Other debtors	4,767	10,103

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other taxation and social security	1,149	900
Trade creditors	263	-
Other creditors	4,674	3,367
Accruals and deferred income	49,460	15,115
	55,546	19,382

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Retirement benefit schemes

Defined contribution schemes

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £1,358 (2022 - £844).

17 Restricted Funds

The income funds of the charity include restricted funds comprising the following unexpected balances of donations and grants held on trust for specific purposes:

Current Year Restricted Funds	Balance 1 April 2022 £	Income £	Expenditure £	Balance 31 March 2023 £
Dressing Stock	14,658	20,066	(17,490)	17,234
Community Foundation (Leeds)	2,076	-	(2,076)	-
Fixed Assets	4,650		(1,776)	2,874
Leeds Community Foundation (Digital Inclusion)	-	5,833	(4,925)	908
Leeds Community Foundation (Ukraine)	-	3,116	(3,116)	-
Leeds Building Society Grant	-	11,000	(11,000)	-
KFC	-	2,000	(2,000)	-
Career Coaching (National Lottery)	-	8,640	(8,640)	-
Career Coaching (Bank of America	-	13,125	(13,125)	-
	21,384	63,780	(64,148)	21,016

The dressing stock fund represents donations received for the specific purpose of providing beneficiaries with clothing for interview. During FY23, we were successfully awarded grants from the following organisations:

- National Lottery Community Fund - (collected via Smart Works Charity) is a grant for core costs.
- SWC Career Coaching (Bank of America 2022 collected via Smart Works Charity) is a grant for core costs.
- Leeds Community Foundation (Digital Inclusion), is a grant to support staff costs and IT costs.
- Leeds Community Foundation (Ukraine), is a grant restricted for support provided to Ukrainian refugees.
- KFC is a grant to support staff costs.
- Leeds Building Society Grant is a grant to support staff cost.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Prior Year Restricted Funds	Balance 1 April 2021 £	Income £	Expenditure £	Balance 31 March 2022 £
Dressing Stock	20,153	5,935	(11,430)	14,658
Community Foundation (Leeds)	1,600	39,451	(38,975)	2,076
Fixed Assets	6,426	-	(1,776)	4,650
	28,179	45,386	(52,181)	21, 384

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

18 Analysis of net assets between funds

Current Year	General Funds 2023 £	Designated Funds 2023 £	Restricted Funds 2023 £	Total 2023 £
Tangible assets	5,830		2,874	8,704
Current assets	78,044	-	18,142	96,186
	83,874	-	21,016	104,890

Prior Year	General Funds 2022 £	Designated Funds 2022 £	Restricted Funds 2022 £	Total 2022 £
Tangible assets	8,208	-	4,650	12,858
Current assets	60,428	-	16,734	77,162
	68,636	-	21,384	90,020

19 Members' Liability

The company is limited by guarantee. The member of the company undertakes to contribute to the assets of the company, in the event if the same being wound up while they are a member, or within one year after they cease to be a member, for payment of the debts and liabilities of the company contracted before they ceased to be a member, and of the costs, charges and expenses of winding up such amount as may be required not exceeding £1. At the balance sheet date there was 1 member, Smart Works Charity.

20 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023	2022
	£	£
Within one year	18,250	21,616
Between two and five years	27,375	-
	45,625	21,616

Operating lease payments in the year were £20,691 (2022: £24,354).

21 Related party transactions

During the year one trustee donated £100 to Smart Works Leeds (2022: None).

22 Control

The Charity is controlled by Smart Works Charity (Company number 03870671 and Charity Number 1080609) who is the sole member of this charity. Smart works charity has the same principal activity as this charity.

23 Prior financial year

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total £
Income and endowments from:				
Donations and legacies	3	51,964	34,506	86,470
Other trading activities	4	30,675	-	30,675
Other income	5	-	10, 880	10,880
Total Income		82, 639	45,386	128,025
Expenditure on:				
Charitable activities	7	70,839	52,181	123,020
Total expenditure		70,839	52,181	123,020
Net income for the year/ net movement in funds		11,800	(6,795)	5,005
Funds balances at 1 April 2021		56,836	28,179	85,015
Fund balances at 31 March 2022		68,636	21,384	90,020

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ruth Cherry Helen Oldham Tracy Fletcher Stephanie Smith Emma Illingworth Juliette Fitzmaurice	 (Appointed 3 November 2022) (Appointed 3 November 2022)
Charity number	1184676	
Company number	12059540	
Registered office	Mabgate Mills Mill 5 First Floor Mabgate Leeds Yorkshire United Kingdom LS9 7DZ	
Independent examiner	Critchleys Audit LLP Beaver House 23-38 Hythe Bridge Street Oxford OX1 2EP	

SMART WORKS YORKSHIRE

England & Wales - Charity number 1184676

Accounts

SMART WORKS

SMART WORKS LEEDS
REGISTERED NUMBER 12059540

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 March 2022

THURSDAY
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A06 29/09/2022 #166
COMPANIES HOUSE

SMART WORKS LEEDS
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 March 2022

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SMART WORKS LEEDS
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 March 2022

SMART WORKS

The Trustees, who are also the directors of the charity for the purposes of the Companies Act, present their annual report together with the accounts of Smart Works Leeds for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out on page 10 and comply with the charity's governing document, applicable laws and the requirements of Statement of recommended Practice on 'Accounting and Reporting by Charities' issued in 2019.

1. Objectives and activities

Smart Works Leeds provides high quality interview clothes, styling advice and interview training to women in need. We give women the confidence, the self-belief and the practical tools they require to succeed at interview and start a new chapter of their life.

The charity's objectives are the relief of financial hardship and the relief of unemployment for the public benefit through the promotion of economic independence among women in West Yorkshire. Smart Works Leeds has a clear mission and vision to help more women back into the workplace by giving them the clothes and the confidence they need to succeed at a job interview. Smart Works Leeds is part of a network of 6 other regional charities that deliver the Smart Works Charity service in their area.

At the core of our service is a two-hour appointment, during which time each woman receives a complete outfit of high quality clothes and accessories (theirs to keep) and dedicated one-to-one interview training. This short intervention has a significant impact as our clients start believing in their own ability to succeed.

After her dressing, each client receives a one-to-one interview preparation and coaching session with an experienced HR professional or senior manager. The interview session focuses on increasing the client's awareness of her own strengths, answering questions effectively and understanding what is expected of her at interview.

Once a client is successful at interview, they are welcomed back for a Second Dressing to receive five additional pieces of clothing. This means that they can start their new role with a capsule working wardrobe which will see them through until their first pay cheque.

We recommended our viritual and in person service from April 2021. Having helped 347 women alone over the last year with our virtual service, our team in Leeds and volunteers have been working relentlessly to ensure that we can sustain the virtual service alongside the regular personal appointments for which we've experienced a significant increase in demand over the last 12 months.

2. Achievements and performance

Highlights
Smart Works Leeds opened its doors to the women of West Yorkshire at the start of November 2019 with no expectation of how 2020 and 2021 would have unfolded. We offer a bespoke styling and coaching service to help women to secure employment. The interest and support we received from the community and our volunteers as a whole during 2020 and 2021 was extremely gratifying and meant that we were able to continue providing our service to women across Yorkshire. Smart Works Charity stepped in and delivered the Smart Works service virtually during the first lockdown, and subsequent lockdowns when it wasn't possible to access the centre. Their support was invaluable as we were still at the early stages of our journey.

We are extremely proud that during 2021 when the pandemic hit we were able to continue operating in a virtual environment without a rent reduction or rent free period. During the year we were able to raise funding through a range of events the highlights being our first ever in person fashion sales event at the Corn Exchange in Leeds in Summer 2021 where we raised over £9,000 in donations and Cycle for Smart Works in March 2022 which delivered over £17,000 in donations. We were also successful in securing a grant (£28k) from the Yorkshire Building Society Charitable Foundation which allowed us to appoint an Outreach Officer who has been building partnerships with referral agencies in Leeds, Bradford, Doncaster and York with the goal of providing vulnerable women with job and interview coaching.

The single outstanding highlight however is the continued rate of growth of the service, exceeding its client reach and objective again during the year ended 31 March 2022. We again exceeded both the target set for service delivery and virtual career coaching to the end of the financial year and this was accompanied by sincere and extremely positive feedback from both clients, volunteers and referrers. None of this would have been achieved if it wasn't for the hard work and dedication of our team at the Centre and volunteers whose continued suppory and effort we are grateful for.

Operational achievements and performance
During the 12 months ended 31 March 2022, Smart Works Leeds dressed and coached 519 unemployed women for success at their job interview giving them the confidence and self belief they need to secure employment and transform their lives. 64% went on to get the job within a month of their visit. This year, over 40 skilled volunteers delivered our service, giving around 2,000 hours of their time

3. Financial review
Results for the year

Total income for the year ended 31 March 2022 was £128,025 and total expenditure for the year was £123,020 resulting in net income of £5,005.

Investment policy
The trustees, having regard to the liquidity requirements of operating the charity and to the reserves policy, have operated a policy of keeping available funds in a suitable deposit account. The account is currently held with Natwest.

Reserves policy
The trustees have considered the requirement for free reserves, i.e. those unrestricted funds not designated for specific purpose or otherwise committed. It has been determined that, given the nature of the charity's work, the level of free reserves should be equivalent to three months of annual expenditure. This provides sufficient flexibility to cover any temporary shortfall in income and will allow the charity to cope and respond immediately to a reasonable range of unforeseen adverse circumstances prior to specific remedial plans being implemented.

The total reserves of £90,020 includes general funds of £68,636 and restricted funds of £21,384. Of these restricted funds, most relate to dressing stock kindly provided by our supporters. Smart Works Leeds forecast to be in excess of their reserves policy for the coming financial year 2022-23. We have plans in place to increase reserves with fundraising activities throughout the year and several grant applications which will ensure that we meet our policy.

4. Plans for the future
On the 1 April 2022, Smart Works Leeds began the first year of an ambitious Three Year Plan across the Smart Works Network, which aims to double the number of women helped in each of our centres,

including Smart Works Leeds. After the pandemic, and with a severe cost of living crisis, the need for our service has never been more urgent, and by the end of the three years, we aim to be helping over 1,000 women from across West Yorkshire, and ensuring that at least 65% go on to secure a job.

We have already significantly increased the number of women we have supported during FY22 across West Yorkshire. Smart Works Leeds will be reaching out to support more women and will be looking to extend further into the surrounding counties. We expect to increase the numbers we support with our core services by 50% on 2022/23.

To achieve these aims we have appointed a dedictated referral partner and have broadened the range of referral partners we engage and work with while deepening existing referral relationships. We see emerging relationships with a number of corporate returners programmes as a particularly exciting and rewarding prospect. Smart Works Leeds will also be considering a needs driven expansion of our direct service delivery hours this year which will be achieved by recruiting an additional staff member/s.

We will proactively seek funding opportunities and thereby financial stability in line with our fundraising strategy. While we continue to capitalise on the regional funding available through grant giving bodies during 2022/23 we will concentrate on developing further a sustained income through events, individual and corporate relationships thereby ensuring we are able to continue delivering our aim of supporting women in West Yorkshire into employment.

5. Structure, governance and management

Governance

Smart Works Leeds and its trustees are bound by the Memorandum and Articles of Association. The names of the trustees who served during the period are set out in the reference and administrative information on page 19.

Smart Works Charity is the sole member of Smart Works Leeds. Smart Works Leeds has been granted a license to operate by Smart Works Charity and it has the same objectives and similar activities as the parent company.

Recruitment and appointment of new trustees

Regular reviews are undertaken to assess the skills of the current trustees and identify any areas for strengthening. New trustees are appointed by the existing trustees and their appointment is approved by Smart Works Charity.

Induction and training of new trustees

New trustees are provided with an induction to familiarise themselves with the charity and the not for profit sector. A Trustee Welcome Pack is shared with all Smart Works trustees when they join the charity, setting our roles, responsibilities and the structure of Smart Works both regionally and nationally. They are briefed on their responsibilities by the existing trustees. New trustees are also referred to the Charity Commission's guide 'The Essential Trustee'.

Organisational structure and decision making

The trustees review and approve all policies, and follow a strategy set in the business plan. The trustees meet at least monthly throughout the year and will have an annual session to update and revise the strategy.

Management
The day to day management of Smart Works Leeds is undertaken by the Office Manager and overseen by the Chair and board of trustees. Operational and brand infrastructure is provided by Smart Works Charity.

Pay policy for key management personnel
All trustees give their time freely and no trustee received remuneration in the year.

The pay of staff will be reviewed annually. The trustees benchmark pay against pay levels in other similarly sized charities.

Risk management
The trustees regularly review the major risks to which the charity is exposed, in particular those relating to governance, operations, finance, HR, compliance and external factors.

Relationships with related parties
Smart Works Charity is the sole member of Smart Works Leeds.

Policies
Policies for all relevant areas are maintained, including Vulnerable Adults, Data Protection, Health and Safety, Bribery, Conflict of Interest, Complaints Handling and Privacy Policy for Clients, Donors and Diversity. A staff handbook is made available to staff and includes a summary of all these policies.

Volunteers
The trustees are grateful for the invaluable contribution of those who give their time voluntarily to deliver the dressing and interview preparation for our clients. The number of active volunteers during the year has averaged over 40 with a very high retention rate. Arguably, one of the greatest assets Smart Works Leeds has is the enormous role played by its dedicated volunteers.

Public benefit
The trustees have read and complied with the guidance contained in the Charity Commission's general guidance on public benefits when reviewing our aims and objectives and in planning our future activities. The achievements above detail how Smart Works Leeds has complied with the public benefit requirements.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Board on 1 September 2022 and signed on its behalf by:

Helen Oldham

Saffeena Geldart

Trustees' responsibilities statement

The trustees (who are also directors of Smart Works Leeds for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charitable company and of the incoming resources and application of resources, including the income and expenditure, of the Charitable company for that period. In preparing the 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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SMART WORKS LEEDS
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SMART WORKS LEEDS
FOR THE YEAR ENDED 31 March 2022

I report to the charity trustees on my examination of the accounts of the company for the period from incorporation to 31 March 2022 which are set out on pages 8 to 19.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Hannah Ormston CIPFA
Critchleys
Date: 21 September 2022

SMART WORKS LEEDS
STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 March 2022

SMART WORKS

	Notes	General Fund £	Designated Funds £	Restricted Funds £	2022 Total £	2021 Total £
Income from:						
Donations	2	51,964	-	34,506	86,470	51,521
Other trading activities	3	30,675	-	-	30,675	28,280
Other income		-	-	10,880	10,880	10,490
Total Income		82,639	-	45,386	128,025	90,291
Expenditure on:						
Charitable activities	4	70,839	-	52,181	123,020	48,540
Total expenditure		70,839	-	52,181	123,020	48,540
Net income		11,800	-	(6,795)	5,005	41,751
Transfers between funds		-	-	-	-	-
Net movement in funds		11,800	-	(6,795)	5,005	41,751
Reconciliation of funds						
Total funds brought forward		56,836	-	28,179	85,015	43,264
Total funds carried forward		68,636	-	21,384	90,020	85,015

All of the company's activities are classified as continuing.

The company had no gains or losses other than those shown above.

The notes on pages 11 - 19 form part of these accounts.

SMART WORKS LEEDS
BALANCE SHEET
REGISTERED NUMBER 12059540
AS AT 31 March 2022

	Notes	2022		2021	
		£	£	£	£
Non current Assets					
Fixed Assets	9		12,858		15,541
Current Assets					
Stock	10	14,658		20,153	
Debtors	11	10,103		21,829	
Cash at bank and in hand		71,783		32,860	
			96,544		74,842
Creditors: amounts falling due within one year	12	(19,382)		(5,368)	
			(19,382)		(5,368)
Net current assets			77,162		69,474
Net assets			90,020		85,015
The funds of the charity					
Restricted funds	13		21,384		28,179
Unrestricted funds					
General fund			68,636		56,836
Total charity funds			90,020		85,015

For the year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of accounts.

SMART WORKS LEEDS
BALANCE SHEET
REGISTERED NUMBER 12059540
AS AT 31 March 2022

SMART WORKS

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Helen Oldham

Saffeena Geldart

Approved by the Board on 1 September 2022.

The notes on pages 11-19 form part of these accounts.

1. ACCOUNTING POLICIES

General information
Smart Works Leeds is a company limited by guarantee and incorporated in England and Wales. The registered office is Mabgate Mills, Mill 5 First Floor, Mabgate, Leeds, LS9 7DZ.

Basis of preparation
The financial statements have been prepared in accordance with 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 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Smart Works Leeds meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are prepared on a going concern basis. There are no material uncertainties in respect of the charity's ability to continue as a going concern for the foreseeable future, based on latest strategic plans and financial budgets.

The charity's presentational and functional currency is Pounds Sterling.

Income
Income is included in the period in which the charity becomes entitled to the resources, the trustees have sufficient certainty that they will receive the resources and the monetary value can be measured with sufficient reliability. Main and common source of income during the period was funding from HQ and donations from individuals.

Grants
Grants and donations are recognised once entitlement and value have been confirmed in writing.

Tax reclaims on donations and gifts
Income from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Donated goods and services
Donated stock for dressing clients is recognised in the financial statements when the goods are received by the charity and their value can be measured with reasonable accuracy. The value placed on these resources is their value to the charity. The trustees consider it impractical to measure the value of volunteer help and consequently, as permitted by the SORP, their value is not recognised in the financial statements but is described in the trustees' annual report.

Expenditure
Expenditure is included in the statement of financial activities when incurred and includes attributable VAT which cannot be recovered. All expenditure is allocated to the particular activity where the cost relates directly to that activity. Indirect costs and overhead expenses are apportioned on a judgemental basis in proportion to floor space used.

Tangible fixed assets
Assets are capitalised if they can be used for more than one year and cost at least £1,000. Tangible fixed assets are stated at cost less depreciation.

Depreciation
Depreciation has been provided at the following rates in order to write off the assets, less their estimated residual value, over their estimated useful economic lives:

Computer equipment	30% on the straight line basis
Office fixtures and fittings	20% on the straight line basis

Stocks
The cost of donated stock for distribution to beneficiaries is valued at fair value, which has been estimated by the trustees.

Investment income
This is included in the accounts when receivable.

Debtors
Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

Financial instruments
The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Fixed assets are recorded at depreciated historical cost and all other assets and liabilities are recorded at cost, which is their fair value.

Cash at bank and in hand
Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors
Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Fund accounting
The General Fund is an unrestricted fund which is available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for specific purposes.

The Designated Funds are unrestricted funds which have been set up by the trustees to hold funds for specific purposes. The aim and use of each designated fund is set out in the notes to the accounts.

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by the donors. The aim and use of each Restricted Fund is set out in the notes to the accounts.

Income and expenditure are allocated to the Funds on a direct or time apportioned basis as appropriate.

Taxation
The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Pension costs
The charity operates a defined contribution pension scheme for employees. These assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities. The charity also makes contributions into individual's own personal pension arrangements.

Operating lease agreements
Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Significant Accounting Estimates
The Trustees make estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2. DONATIONS

CURRENT PERIOD	General Fund	Designated Funds	Restricted Funds	2022 Total
	£	£	£	£
Dressing stock donations	-	-	5,935	5,935
Grants and individual donations	51,964	-	28,571	80,535
	51,964	-	34,506	86,470

PRIOR PERIOD	General Fund	Designated Funds	Restricted Funds	2021 Total
	£	£	£	£
Dressing stock donations	-	-	(6,313)	(6,313)
Donated capex	-	-	4,200	4,200
Grants and individual donations	23,455	-	30,179	53,634
	23,455	-	28,066	51,521

3. OTHER TRADING ACTIVITIES

CURRENT PERIOD	General Fund	Designated Funds	Restricted Funds	2022 Total
	£	£	£	£
Cycle for Smart Works	17,675	-	-	17,675
Events	13,000	-	-	13,000
	30,675	-	-	30,675

PRIOR PERIOD	General Fund	Designated Funds	Restricted Funds	2021 Total
	£	£	£	£
Cycle for Smart Works	19,134	-	-	19,134
Events	9,146	-	-	9,146
	28,280	-	-	28,280

4. CHARITABLE ACTIVITIES

CURRENT PERIOD	General Fund	Designated Funds	Restricted Funds	2022 Total
	£	£	£	£
Staff related direct expenditure	47,061	-	24,880	71,941
Premises related direct expenditure	10,768	-	14,347	25,115
Other direct expenditure	5,859	-	11,430	17,289
Administrative expenditure	461	-	-	461
Support costs (note 5)	6,690	-	1,524	8,214
	70,839	-	52,181	123,020

PRIOR PERIOD	General Fund	Designated Funds	Restricted Funds	2021 Total
	£	£	£	£
Staff related direct expenditure	-	-	31,542	31,542
Premises related direct expenditure	9,733	-	9,905	19,638
Other direct expenditure	(1,816)	-	(6,470)	(8,286)
Administrative expenditure	514	-	-	514
Support costs (note 6)	3,374	-	1,758	5,132
	11,805	-	36,735	48,540

5. SUPPORT COSTS

	2022 Total £	2021 Total £
Staff related	989	428
Premises related	1,591	2,308
Administrative expenditure	3,461	1,352
Governance costs	2,173	1,044
	8,214	5,132

The fee for independent examination of theses financial statements was £900.

6. NET INCOME AFTER CHARGING/(CREDITING)

	2022 Total £	2021 Total £
Operating lease payments	24,354	20,559
Wages and salaries	67,993	29,242
Employers' National Insurance	2,763	1,816
Employers Pension	844	485
Independent Examiner's remuneration	900	1,044
Average number of employees during the period	4	1.6

No member of staff was paid more than £60,000 (FY21: £60,000) in the period.

The key management personnel of the Charity comprise the Trustees working with the Centre Manager. The total amount of employee benefits (including employer pension and employer national insurance contributions) received by the key management team for their services to the Charity was £35,739 (FY21: £14,912).

7. TRUSTEE REMUNERATION AND EXPENSES

No Trustee received any remuneration in the year. Trustees received expenses from the charity in relation to the performance of their duties as trustees. This totalled £NIL in the period (FY21: £NIL).

9. FIXED ASSETS

	Fixtures and Fittings	Computer Equipment	Total £
Cost			
Opening balance	15,070	2,708	17,778
Additions	-	1,227	1,227
Closing balance	15,070	3,935	19,005
Depreciation			
Opening balance	1,624	613	2,237
Charge for the year	3,094	816	3,910
Closing balance	4,718	1,429	6,147
Total NBV as at 31 March 2022	10,352	2,506	12,858
Total NBV as at 31 March 2021	13,446	2,095	15,541

10. STOCK

	2022 £	2021 £
Dressing stock	14,658	20,153

As detailed in note 1, the charity's donated stock for beneficiaries is valued at fair value.

11 DEBTORS

	2022 £	2021 £
Debtors	10,103	21,829
	10,103	21,829

12. CREDITORS

	2022 £	2021 £
Accruals and deferred income	15,115	446
Other creditors	4,267	4,922
	19,382	5,368

13. RESTRICTED FUNDS

Analysis of fund balance by project	As at 31 March 2021 £	Income £	Expenditure £	As at 31 March 2022 £
Dressing stock	20,153	5,935	(11,430)	14,658
Grants and other income	1,600	39,451	(38,975)	2,076
Fixed assets	6,426	-	(1,776)	4,650
	28,179	45,386	(52,181)	21,384

The dressing stock fund represents donations received for the specific purpose of providing beneficiaries with clothing for interview.

During FY22, we were successfully awarded grants from the following organisations:

- National Lottery Community Fund - Coronavirus Community Support Fund (collected via Smart Works Charity) is a grant for core costs - £2,160
- SWC Career Coaching (Bank of America 2022 collected via Smart Works Charity) is a grant for core costs - £14,625
- Yorkshire Building Society Charitable Foundation is a grant for employing an Outreach Projects Officer - £28,000 (£14k deferred to FY23)

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Current year

	Restricted Funds 2022 £	Unrestricted Funds 2022 £	Total 2022 £
Tangible fixed assets	4,650	8,208	12,858
Current assets	35,001	61,543	96,544
Creditors due within one year	(18,267)	(1,115)	(19,382)
	21,384	68,636	90,020

Prior year

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total 2021 £
Tangible fixed assets	6,426	9,115	15,541
Current assets	26,020	48,822	74,842
Creditors due within one year	(4,267)	(1,101)	(5,368)
	28,179	56,836	85,015

15. OTHER FINANCIAL COMMITMENTS

At the period end the company had annual commitments under cancellable operating leases as set out below:

	Restricted	
	2022	**2021**
	£	**£**
Operating Leases		
within one year	21,616	20,905
within two to five years	-	-

16. MEMBERS' LIABILITIES

The company is limited by guarantee. The member of the company undertakes to contribute to the assets of the company, in the event of the same being wound up while they are a member, or within one year after they cease to be a member, for payment of the debts and liabilities of the company contracted before they ceased to be a member, and of the costs, charges and expenses of winding up such amount as may be required not exceeding £1. At the balance sheet date there was one member, Smart Works Charity.

17. RELATED PARTY TRANSACTIONS

During the year the charity received several grants via Smart Works Charity (Charity Registration Number is 1080609 and Company Registration Number is 03870671), its immediate parent. These totalled £37,096 (FY21: £41,829). There were no other related party transactions.

18. CONTROL

The charity is controlled by Smart Works Charity who is the sole member of this charity. Smart Works Charity has the same principal activity as this charity. The accounts of Smart Works Charity are consolidated and available from Companies House.

SMART WORKS LEEDS
REFERENCE AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 March 2022

Registered name	Smart Works Leeds
Charity registration number	1184676
Company registration number	12059540
Corporate status	The Company is limited by guarantee
Registered office	Mabgate Mills Mill 5 First Floor Mabgate Leeds LS9 7DZ
Telephone	0113 234 6503
Website	smartworks.org.uk
Trustees	Helen Clare Oldham Ruth Frances Cherry Beverley Maureen Brown Claire Louise Tiffney Saffeena Geldart Tracy Elizabeth Fletcher Stephanie Louise Smith Kathryn Croft (resigned on 6 July 2022)
Independent Examiner	Hannah Ormston CIPFA Critchleys Beaver House 23-38 Hythe Bridge Street Oxford OX1 2EP
Bankers	Natwest Bank plc 8 Park Row Leeds LS1 5HD

SMART WORKS YORKSHIRE

England & Wales - Charity number 1184676

Accounts

SMART WORKS

SMART WORKS LEEDS
REGISTERED NUMBER 12059540

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 March 2021

SMART WORKS LEEDS
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 March 2021

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SMART WORKS LEEDS
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 March 2021

The Trustees, who are also the directors of the charity for the purposes of the Companies Act, present their annual report together with the accounts of Smart Works Leeds for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out on page 10 and comply with the charity's governing document, applicable laws and the requirements of Statement of recommended Practice on 'Accounting and Reporting by Charities' issued in 2019.

1. Objectives and activities

Smart Works Leeds is a UK charity that provides high quality interview clothes, styling advice and interview training to women in need. We give women the confidence, the self-belief and the practical tools they require to succeed at interview and start a new chapter of their life.

The charity's objectives are the relief of financial hardship and the relief of unemployment for the public benefit through the promotion of economic independence among women in West Yorkshire. Smart Works Leeds has a clear mission and vision to help more women back into the workplace by giving them the clothes and the confidence they need to succeed at job interview. Smart Works Leeds is part of a network of 6 other regional charities that deliver the Smart Works Charity service in their area.

At the core of our service is a two-hour appointment, during which time each woman receives a complete outfit of high quality clothes and accessories (theirs to keep) and dedicated one-to-one interview training. This short intervention has a significant impact as our clients start believing in their own ability to succeed.

After her dressing, each client receives a one-to-one interview preparation and coaching session with an experienced HR professional or senior manager. The interview session focuses on increasing the client's awareness of her own strengths, answering questions effectively and understanding what is expected of her at interview.

Once a client is successful at interview, they are welcomed back for a Second Dressing to receive five additional pieces of clothing. This means that they can start their new role with a capsule working wardrobe which will see them through until their first pay cheque.

At the start of the pandemic we had to suspend face-to-face sessions, but quickly developed a virtual service, offering coaching by telephone or over Zoom, while sending interview outfits in the post. As a charity we were successful in securing grant funding of £4,500 towards this service from Bank of America and the National Lottery Community Fund - Coronavirus Community Support Fund. The funding was allocated based on the number of women we were able to support. This service and funding has allowed us to reach more women who would have struggled to access the in-person service. Having helped more than 70 women over the last year with our virtual service, we have been working hard as a team to ensure that we can sustain the virtual service alongside the regular personal appointments, which recommenced from mid April 2021.

2. Achievements and performance

Highlights
Smart Works Leeds opened its doors to the women of West Yorkshire at the start of November 2019 with no expectation of how 2020 would unfold. We offer a bespoke styling and coaching service to help women to secure employment. The interest and support we received from the community and our volunteers as a whole during 2020 was extremely gratifying and meant that we were able to continue providing our service to women across Yorkshire. Smart Works Charity stepped in and delivered the

Smart Works service virtually during the first lockdown, and subsequent lockdowns when it wasn't possible to access the centre.

We are extremely proud that this support allowed us to continue operating in a virtual environment when the pandemic hit. During our year we were able to raise funding through a range of events the highlight being Cycle for Smart Works which delivered over £13,000 im donations, vastly exceeding our expectations given the UK was still in lockdown.

The single outstanding highlight however is the continued rate of growth of the service, exceeding its client reach and objective so swiftly. We exceeded the target set for service delivery to the end of the financial year and this was accompanied by sincere and extremely positive feedback from both clients, volunteers and referrers. None of this would have been achieved if it wasn't for the hard work and dedication of our team at the Centre and volunteers.

Operational achievements and performance
In our second year and first full 12 months, Smart Works Leeds dressed and coached over 190 unemployed women for success at their job interview giving them the confidence and self belief they need to secure employment and transform their lives. 71% went on to get the job within a month of their visit. This year, over 40 skilled volunteers delivered our service, giving around 2,260 hours of their time

3. Financial review

Results for the year

Total income for the year ended 31 March 2021 was £90,291 and total expenditure for the year was £48,540 resulting in net income of £41,751.

Investment policy
The trustees, having regard to the liquidity requirements of operating the charity and to the reserves policy, have operated a policy of keeping available funds in a suitable deposit account. The account is currently held with Natwest.

Reserves policy
The trustees have considered the requirement for free reserves, i.e. those unrestricted funds not designated for specific purpose or otherwise committed. It has been determined that, given the nature of the charity's work, the level of free reserves should be equivalent to three months of annual expenditure (circa £23k). This provides sufficient flexibility to cover any temporary shortfall in income and will allow the charity to cope and respond immediately to a reasonable range of unforeseen adverse circumstances prior to specific remedial plans being implemented.

The total reserves of £85,015 includes general funds of £56,836 and restricted funds of £28,179. Of these restricted funds, most relate to dressing stock kindly provided by our supporters. Forecast costs for the coming year are circa £88k and on that basis the charity has over seven months of annual expenditure in free reserves. We have plans in place to increase reserves with fundraising activities throughout the year and several grant applications which will ensure that we meet our policy.

4. Plans for the future
The board will be revisiting its strategy during FY22 and developing a strategy for the medium term and has a specific plan for 2021/22. Smart Works Leeds will be reaching out to support more women in West Yorkshire and with the success of our virtual service will be looking to extend further into the surrounding counties. We expect to increase the numbers we support by 50% on 2020/21.

To achieve these aims we are broadening the range of referral partners we engage and work with while deepening existing referral relationships. We see emerging relationships with a number of corporate returners programmes as a particularly exciting and rewarding prospect. Smart Works Leeds will also be considering a needs driven expansion of our direct service delivery hours this year which will be achieved by recruiting an additional staff member/s.

We will proactively seek funding opportunities and thereby financial stability in line with our fundraising strategy. While we continue to capitalise on the regional funding available through grant giving bodies during 2021/22 we will concentrate on developing further a sustained income through events, individual and corporate relationships thereby ensuring we are able to continue delivering our aim of supporting women in West Yorkshire into employment.

5. Structure, governance and management

Governance

Smart Works Leeds and its trustees are bound by the Memorandum and Articles of Association. The names of the trustees who served during the period are set out in the reference and administrative information on page 18.

Smart Works Charity is the sole member of Smart Works Leeds. Smart Works Leeds has been granted a license to operate by Smart Works Charity and it has the same objectives and similar activities as the parent company.

Recruitment and appointment of new trustees

Regular reviews are undertaken to assess the skills of the current trustees and identify any areas for strengthening. New trustees are appointed by the existing trustees and their appointment is confirmed by the Smart Works Charity.

Induction and training of new trustees

New trustees are provided with an induction to familiarise themselves with the charity and the not for profit sector. A Trustee Welcome Pack is shared with all Smart Works trustees when they join the charity, setting our roles, responsibilities and the structure of Smart Works both regionally and nationally. They are briefed on their responsibilities by the existing trustees. New trustees are also referred to the Charity Commission's guide 'The Essential Trustee'.

Organisational structure and decision making

The trustees review and approve all policies, and follow a strategy set in the business plan. The trustees meet at least monthly throughout the year and will have an annual session to update and revise the strategy.

Management

The day to day management of Smart Works Leeds is undertaken by the Office Manager and overseen by the Chair and board of trustees. Operational and brand infrastructure is provided by Smart Works Charity.

Pay policy for key management personnel

All trustees give their time freely and no trustee received remuneration in the year.

The pay of staff will be reviewed annually. The trustees benchmark pay against pay levels in other similarly sized charities.

Risk management
The trustees regularly review the major risks to which the charity is exposed, in particular those relating to governance, operations, finance, HR, compliance and external factors.

Relationships with related parties
Smart Works Charity is the sole member of Smart Works Leeds.

Policies
Policies for all relevant areas are maintained, including Vulnerable Adults, Data Protection, Health and Safety, Bribery, Conflict of Interest, Complaints Handling and Privacy Policy for Clients, Donors and Diversity. A staff handbook is made available to staff and includes a summary of all these policies.

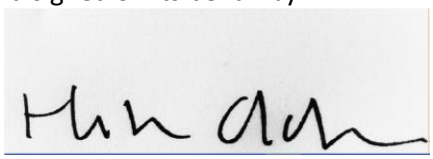
Volunteers
The trustees are grateful for the invaluable contribution of those who give their time voluntarily to deliver the dressing and interview preparation for our clients. The number of active volunteers during the year has averaged over [45] with a very high retention rate. Arguably, one of the greatest assets Smart Works Leeds has is the enormous role played by its dedicated volunteers.

Public benefit
The trustees have read and complied with the guidance contained in the Charity Commission's general guidance on public benefits when reviewing our aims and objectives and in planning our future activities. The achievements above detail how Smart Works Leeds has complied with the public benefit requirements.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Board on 24 June 2021 and signed on its behalf by:





Saffena Geldart, Trustee

Helen Oldham, Chair

Trustees' responsibilities statement

The trustees (who are also directors of Smart Works Leeds for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charitable company and of the incoming resources and application of resources, including the income and expenditure, of the Charitable company for that period. In preparing the 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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SMART WORKS LEEDS
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SMART WORKS LEEDS
FOR THE YEAR ENDED 31 March 2021

I report to the charity trustees on my examination of the accounts of the company for the period from incorporation to 31 March 2020 which are set out on pages 9 to 17.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Katherine Wilkes
Critchleys
Date: 28th June 2021

SMART WORKS LEEDS
STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 March 2021

	Notes	General Fund £	Designated Funds £	Restricted Funds £	2021 Total £	Restated 2020 Total £
Income from:						
Donations	2	23,455	-	28,066	51,521	65,018
Other trading activities	3	28,280	-	-	28,280	14,914
Other income		-	-	10,490	10,490	-
Total Income		51,735	-	38,556	90,291	79,932
Expenditure on:						
Charitable activities	4	11,805	-	36,735	48,540	36,669
Total expenditure		11,805	-	36,735	48,540	36,669
Net income		39,930	-	1,821	41,751	43,264
Transfers between funds		-	-	-	-	-
Net movement in funds		39,930	-	1,821	41,751	43,624
Reconciliation of funds						
Total funds brought forward		16,906	-	26,358	43,264	-
Total funds carried forward		56,836	-	28,179	85,015	43,624

All of the company's activities are classified as continuing.

The company had no gains or losses other than those shown above.

The notes on pages 10-16 form part of these accounts.

SMART WORKS LEEDS
BALANCE SHEET
REGISTERED NUMBER 12059540
AS AT 31 March 2021

	Notes	2021		Restated 2020	
		£	£	£	£
Non current Assets					
Fixed Assets	9		15,541		10,454
Current Assets					
Stock	10	20,153		17,256	
Debtors	11	21,829		4,524	
Cash at bank and in hand		32,860		15,349	
			74,842		37,129
Creditors: amounts falling due within one year	12	(5,368)		(4,320)	
			(5,368)		(4,320)
Net current assets			69,474		32,809
Net assets			85,015		43,264
The funds of the charity					
Restricted funds	13		28,179		26,358
Unrestricted funds					
General fund			56,836		16,906
Total charity funds			85,015		43,264

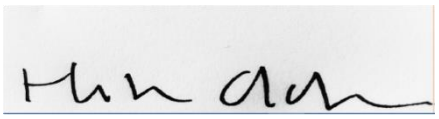
For the year ending 31/03/2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.





Saffena Geldart, Trustee

Helen Oldham, Chair

SMART WORKS LEEDS
BALANCE SHEET
REGISTERED NUMBER 12059540
AS AT 31 March 2021

Approved by the Board on 24 June 2021.

The notes on pages 10-16 form part of these accounts.

7. ACCOUNTING POLICIES

General information
Smart Works Leeds is a company limited by guarantee and incorporated in England and Wales. The registered office is Mabgate Mills, Mill 5 First Floor, Mabgate, Leeds, LS9 7DZ.

Basis of preparation
The financial statements have been prepared in accordance with 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 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Smart Works Leeds meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are prepared on a going concern basis. There are no material uncertainties in respect of the charity's ability to continue as a going concern for the foreseeable future, based on latest strategic plans and financial budgets.

The charity's presentational and functional currency is Pounds Sterling.

Income
Income is included in the period in which the charity becomes entitled to the resources, the trustees have sufficient certainty that they will receive the resources and the monetary value can be measured with sufficient reliability. Main and common source of income during the period was funding from HQ and donations from individuals.

Grants
Grants and donations are recognised once entitlement and value have been confirmed in writing.

Tax reclaims on donations and gifts
Income from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Donated goods and services
Donated stock for dressing clients is recognised in the financial statements when the goods are received by the charity and their value can be measured with reasonable accuracy. The value placed on these resources is their value to the charity. The trustees consider it impractical to measure the value of volunteer help and consequently, as permitted by the SORP, their value is not recognised in the financial statements but is described in the trustees' annual report.

Expenditure
Expenditure is included in the statement of financial activities when incurred and includes attributable VAT which cannot be recovered. All expenditure is allocated to the particular activity where the cost relates directly to that activity. Indirect costs and overhead expenses are apportioned on a judgemental basis in proportion to floor space used.

Tangible fixed assets
Assets are capitalised if they can be used for more than one year and cost at least £1,000. Tangible fixed assets are stated at cost less depreciation.

Depreciation
Depreciation has been provided at the following rates in order to write off the assets, less their estimated residual value, over their estimated useful economic lives:

Computer equipment	30% on the straight line basis
Office fixtures and fittings	20% on the straight line basis

Stocks
The cost of donated stock for distribution to beneficiaries is valued at fair value, which has been estimated by the trustees.

Investment income
This is included in the accounts when receivable.

Debtors
Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

Financial instruments
The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Fixed assets are recorded at depreciated historical cost and all other assets and liabilities are recorded at cost, which is their fair value.

Cash at bank and in hand
Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors
Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Fund accounting
The General Fund is an unrestricted fund which is available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for specific purposes.

The Designated Funds are unrestricted funds which have been set up by the trustees to hold funds for specific purposes. The aim and use of each designated fund is set out in the notes to the accounts.

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by the donors. The aim and use of each Restricted Fund is set out in the notes to the accounts.

Income and expenditure are allocated to the Funds on a direct or time apportioned basis as appropriate.

Taxation
The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Pension costs
The charity operates a defined contribution pension scheme for employees. These assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities. The charity also makes contributions into individual's own personal pension arrangements.

Operating lease agreements
Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Significant Accounting Estimates
The Trustees make estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2. DONATIONS

CURRENT PERIOD	General Fund	Designated Funds	Restricted Funds	2021 Total
	£	£	£	£
Dressing stock donations	-	-	(6,313)	(6,313)
Donated capex	-	-	4,200	4,200
Grants and individual donations	23,455	-	30,179	53,634
	23,455	-	28,066	51,521

RESTATED PRIOR PERIOD	General Fund	Designated Funds	Restricted Funds	2020 Total
	£	£	£	£
Dressing stock donations	-	4,267	18,966	23,233
Donated capex	-	-	7,082	7,082
Grants and individual donations	31,603	-	3,100	34,703
	31,603	4,267	29,148	65,018

3. OTHER TRADING ACTIVITIES

CURRENT PERIOD	General Fund £	Designated Funds £	Restricted Funds £	2021 Total £
Cycle for Smart Works	19,134	-	-	19,134
Events	9,146	-	-	9,146
	28,280	-	-	28,280

RESTATED PRIOR PERIOD	General Fund £	Designated Funds £	Restricted Funds £	2020 Total £
Cycle for Smart Works	8,759	-	-	8,759
Events	6,155	-	-	6,155
	14,914	-	-	14,914

4. CHARITABLE ACTIVITIES

CURRENT PERIOD	General Fund £	Designated Funds £	Restricted Funds £	2021 Total £
Staff related direct expenditure	-	-	31,542	31,542
Premises related direct expenditure	9,733	-	9,905	19,638
Other direct expenditure	(1,816)	-	(6,470)	(8,286)
Administrative expenditure	514	-	-	514
Support costs (note 5)	3,374	-	1,758	5,132
	11,805	-	36,735	48,540

RESTATED PRIOR PERIOD	General Fund £	Designated Funds £	Restricted Funds £	2020 Total £
Staff related direct expenditure	15,659			15,659
Premises related direct expenditure	11,352	4,267		15,619
Other direct expenditure	861		2,790	3,651
Administrative expenditure	610			610
Support costs (note 6)	1,130			1,130
	29,612	4,267	2,790	36,669

5. SUPPORT COSTS

	2021 Total £	Restated 2020 Total £
Staff related	428	-
Premises related	2,398	1,130
Administrative expenditure	1,352	-
Governance costs	1,044	-
	5,132	1,130

The fee for independent examination of theses financial statements was £1,044.

6. NET INCOME AFTER CHARGING/(CREDITING)

	2021 Total £	Restated 2020 Total £
Operating lease payments	20,559	15,505
Wages and salaries	29,242	13,922
Employers' National Insurance	1,816	1,329
Emplpyers Pension	485	407
Independent Examiner's remuneration	1,044	-
Average number of employees during the period	1.6	1.4

No member of staff was paid more than £60,000 (FY20: nil) in the period.

The key management personnel of the Charity comprise the Trustees working with the Office Manager. The total amount of employee benefits (including employer pension and employer national insurance contributions) received by the key management team for their services to the Charity was £14,912 (FY20: £8,452).

7. TRUSTEE REMUNERATION AND EXPENSES

No Trustee received any remuneration in the year. Trustees received expenses from the charity in relation to the performance of their duties as trustees. This totalled £NIL in the period (FY20: £10).

9. FIXED ASSETS

	Fixtures and Fittings	Computer Equipment	Total £
Cost			
Opening balance	11,753	400	12,153
Additions	3,317	2,308	5,625
Closing balance	15,070	2,708	17,778
Depreciation			
Opening balance	1,609	89	1,699
Charge for the year	15	524	539
Closing balance	1,624	613	2,237
Total NBV as at 31 March 2021	10,144	311	10,454
Total NBV as at 31 March 2020	13,446	2,095	15,541

10. STOCK

	2021	Restated 2020
	£	£
Dressing stock	20,153	17,256

As detailed in note 1, the charity's donated stock for beneficiaries is valued at fair value.

11 DEBTORS

	2021	Restated 2020
	£	£
Debtors	21,829	4,524
Prepayments and accrued income	-	-
	21,829	4,524

The previously issued financial statements for the period ended 31 March 2020 have been restated.

During the course of the year ended 31 March 2021 audit, it has come to light that we should have recognised and disclosed in the accounts a debtor for £4.2k due in respect of a rent deposit and a corresponding creditor for the same amount due to the Smart Works Charity.

The effect of the correction is to increase the debtors and creditor balances in the prior and current period as disclosed in our accounts with the same number.

There is no impact on our reserves balance in the prior or current year of the restatement. Our net assets position in both years has also remained the same.

12. CREDITORS

	2021	Restated 2020
	£	£
Accruals and deferred income	446	-
Other creditors	4,922	4,320
Deferred grants	-	-
	5,368	4,320

The previously issued financial statements for the period ended 31 March 2020 have been restated.

During the course of the year ended 31 March 2021 audit, it has come to light that we should have recognised and disclosed in the accounts a debtor for £4.2k due in respect of a rent deposit and a corresponding creditor for the same amount due to the Smart Works Charity. The effect of the correction is to increase the debtors and creditor balances in the prior and current period as disclosed in our accounts with the same number.

There is no impact on our reserves balance in the prior or current year of the restatement. Our net assets position in both years has also remained the same.

13. RESTRICTED FUNDS

Analysis of fund balance by project	As at 31 March 2020 £	Income £	Expenditure £	As at 31 March 2021 £
Dressing stock	17,256	2,897	-	20,153
Grants	2,020	24,369	(24,789)	1,600
Fixed assets	7,082	800	(1,456)	6,426
CJRS grant claim	-	10,490	(10,490)	-
	26,358	38,556	(36,735)	28,179

The dressing stock fund represents donations received for the specific purpose of providing beneficiaries with clothing for interview.

During FY21, we were successfully awarded grants from the following organisations:

- Smallwood Trust – COVID19 Frontline Women's Fund is a grant for core costs- £14,400
- National Lottery Community Fund - Coronavirus Community Support Fund (collected via Smart Works Charity) is a grant for core costs - £3,600

- SWC Career Coaching (Bank of America 2021 collected via Smart Works Charity) is a grant for core costs - £900
- Hill Dickinson Foundation is a grant towards supporting the staff at the Centre to work remotely - £900
- Leeds Community Foundation is a grant towards supporting the staff at the Centre to work remotely - £2,500
- Department of Work and Pensions virtual career coaching is a grant for provision of packaging and postage to - £2,069

Numerous assets were donated by individuals and corporates when the centre was opened in November 2019 to ensure we were able to provide a good quality service to clients. During the year we were donated two laptops for use in the Centre.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Current year

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total 2021 £
Tangible fixed assets	6,426	9,115	15,541
Current assets	26,020	48,822	74,842
Creditors due within one year	(4,267)	(1,101)	(5,368)
	28,179	56,836	85,015

Restated prior year	Restricted Funds 2020 £	Unrestricted Funds 2020 £	Total 2020 £
Tangible fixed assets	7,082	3,372	10,454
Current assets	19,276	13,586	32,862
Creditors due within one year	-	(53)	(53)
	26,358	16,906	43,264

15. OTHER FINANCIAL COMMITMENTS

At the period end the company had annual commitments under cancellable operating leases as set out below:

	2021 £	Restricted 2020 £
Operating Leases		
within one year	20,905	21,722
within two to five years	-	29,429

16. MEMBERS' LIABILITIES

The company is limited by guarantee. The member of the company undertakes to contribute to the assets of the company, in the event of the same being wound up while they are a member, or within one year after they cease to be a member, for payment of the debts and liabilities of the company contracted before they ceased to be a member, and of the costs, charges and expenses of winding up such amount as may be required not exceeding £1. At the balance sheet date there was one member, Smart Works Charity.

17. RELATED PARTY TRANSACTIONS

During the year the charity received several grants via Smart Works Charity (Charity Registration Number is 1080609 and Company Registration Number is 03870671), its immediate parent. These totalled £41,829 (FY20: £34,267). There were no other related party transactions.

18. CONTROL

The charity is controlled by Smart Works Charity who is the sole member of this charity. Smart Works Charity has the same principal activity as this charity. The accounts of Smart Works Charity are consolidated and available from Companies House.

Registered name	Smart Works Leeds
Charity registration number	1184676
Company registration number	12059540
Corporate status	The Company is limited by guarantee
Registered office	Mabgate Mills Mill 5 First Floor Mabgate Leeds LS9 7DZ
Telephone	0113 234 6503
Website	smartworks.org.uk
Trustees	Helen Clare Oldham Ruth Frances Cherry Beverley Maureen Brown Claire Louise Tiffney Kathryn Rose Hutchinson (resigned 22 February 2021) Saffeena Geldart Alexandra Jane Mostyn-Jones (resigned 17 July 2020) Tracy Elizabeth Fletcher (appointed 29 April 2021) Stephanie Louise Smith (appointed 29 April 2021) Kathryn Croft (appointed 29 April 2021)
Independent Examiner	Katherine Wilkes FCA Critchleys Beaver House 23-38 Hythe Bridge Street Oxford OX1 2EP
Bankers	Natwest Bank plc 8 Park Row Leeds LS1 5HD