

THE WOODBRIDGE FOUNDATION

Charity Number: 1205843

TRUSTEES' ANNUAL REPORT AND ACCOUNTS

For the period 22 November 2023 to 3 April 2025

Presented to the Charity Commission for England and Wales

CIO Foundation – Registered 22 November 2023

1. Reference and Administrative Information

Charity Details

Charity name	The Woodbridge Foundation
Charity number	1205843
Legal form	Charitable Incorporated Organisation (CIO Foundation)
Registered address	11 Wild Deer Court, Northampton, NN5 4XY
Date of registration	22 November 2023
Accounting period	22 November 2023 to 3 April 2025
Contact email	Ichondoka@yahoo.co.uk
Contact telephone	01604 266621
Operating area	Northamptonshire

Trustees

The following trustees served throughout the period:

Lucy Mwape	Chair
Jennifer Carby-Tailor	Trustee
Kennedy Mwanza Member	Trustee

Key Staff and Volunteers

The charity is supported by a team of volunteers who assist with programme delivery and outreach. Five volunteers were actively engaged during the period.

2. Structure, Governance and Management

Governing Document

The Woodbridge Foundation is a Charitable Incorporated Organisation (CIO Foundation), registered with the Charity Commission for England and Wales on 22 November 2023 under charity number 1205843. The charity is governed by its Constitution, which sets out its objects, powers and the rules by which it operates.

Charitable Objects

The charitable objects of The Woodbridge Foundation are:

“To advance the education and training for the public benefit among people who are refugees and asylum seekers in need thereof so as to advance them in life and assist them to adapt within a new community.”

Recruitment and Appointment of Trustees

Trustees are appointed in accordance with the CIO Constitution. New trustees are identified through the charity's networks, assessed against the skills and experience needed to govern the charity effectively, and inducted into their responsibilities. The board currently comprises three trustees, providing professional experience in social work, finance and community leadership.

Organisational Structure

The charity is governed by its board of trustees, who meet regularly to set strategic direction, approve expenditure and ensure compliance with legal obligations. Day-to-day activities are led by the Chair, Lucy Mwape, in her capacity as Service Director. The charity works in partnership with The Woodbridge Family Centre, which shares expertise and resources to support programme delivery.

Risk Management

The trustees have identified the principal risks to the charity and have taken steps to mitigate them, including maintaining adequate financial controls, ensuring restricted grant funds are ring-fenced and only applied to approved purposes, and retaining supporting documentation for all expenditure. The trustees review risks on an ongoing basis.

3. Objectives and Activities

Public Benefit

The trustees confirm that they have had regard to the Charity Commission's guidance on public benefit when planning and reviewing the charity's activities. The Woodbridge Foundation's work directly benefits refugees, asylum seekers and people of a particular ethnic or racial origin who are in need of education, training and support to adapt to life in the United Kingdom. All activities are delivered free of charge to beneficiaries.

Aims for the Period

During the period under review, the trustees set the following aims:

- To deliver a programme of financial literacy workshops to support beneficiaries in managing their finances and understanding the cost of living in the UK
- To provide safeguarding training to ensure the safety and wellbeing of new arrivals
- To produce and distribute a cost-of-living help guide to assist beneficiaries in navigating everyday life in the UK
- To build organisational capacity through the purchase of equipment and engagement of a project officer
- To recruit and support volunteers to assist with programme delivery

4. Achievements and Performance

Financial Literacy Workshops

The charity successfully delivered a programme of nine financial literacy workshops during the period, supported by an Awards for All grant of £10,000 from the National Lottery Community Fund (Project ID: 20254641). Sessions were attended by an average of 35 beneficiaries each, reaching an estimated 315 individuals across the programme. Topics covered included budgeting, understanding the UK banking system, managing household bills and navigating the cost of living.

Each session was facilitated by specialist speakers and included the provision of catering and refreshments to encourage attendance and participation. A full-day event was held on 11 May 2024 at The Willow House, Milton Keynes, bringing together beneficiaries and community stakeholders.

Safeguarding Training

A safeguarding course was delivered for 10 people, specifically targeting new arrivals to the country. The training, provided by Harithell limited, equipped participants with knowledge of safeguarding procedures, rights and responsibilities in the UK. Comprehensive training materials, guides and online resources were provided to all participants.

Cost-of-Living Help Guide

The charity produced and distributed a cost-of-living help guide booklet to beneficiaries. The guide provided practical information on managing finances, accessing services and adapting to life in the UK, directly supporting the charity's object of helping refugees and asylum seekers settle within their new community.

Equipment and Organisational Capacity

To support programme delivery, the charity purchased two laptops, a printer and Microsoft 365, enabling staff and volunteers to manage administrative tasks, prepare workshop materials and maintain records. An engagement officer was employed for 28 weeks to coordinate activities and support beneficiary engagement.

Volunteers

Five volunteers were actively engaged during the period, supporting workshop delivery, outreach and administration. Volunteer travel and fuel costs were reimbursed in recognition of their contribution. The trustees are grateful for the dedication of all volunteers who gave their time to support the charity's beneficiaries.

Summary of Reach

Activity	Output
Financial literacy workshops delivered	9 sessions
Estimated beneficiaries reached (workshops)	~315 (avg. 35 per session)
Safeguarding course participants	10 people
Cost-of-living booklets distributed	35+ beneficiaries
Volunteers supported	5 active volunteers
National Lottery Community Fund – Awards for All grant	£10,000
Arnold Clark Community Fund grant	£2,500
Total income for the period	£12,500

Fundraising

During the period the charity successfully secured two grants. In addition to the Awards for All grant, the Arnold Clark Community Fund awarded £2,500 to the charity in October 2024 in recognition of its community work. The trustees are grateful to both funders for their support and confidence in the charity's mission.

5. Future Plans

The trustees have identified the following priorities for the coming year:

Continue Beneficiary Support

The charity will continue to provide direct support to refugees, asylum seekers and people of a particular ethnic or racial origin in Northamptonshire, including ongoing welfare assistance, advocacy and signposting to services.

Further Workshops

Building on the success of the financial literacy programme, the trustees plan to deliver further workshops in the coming year. These will build on the topics covered to date and will be adapted to the evolving needs of new arrivals and settled beneficiaries.

New Grant Application

The trustees are actively pursuing further grant funding to sustain and grow the charity's activities. A new grant application is in preparation, seeking funding for an expanded programme of education and training activities aligned with the charity's objects.

Organisational Development

The trustees will continue to strengthen governance arrangements, develop a formal reserves policy and maintain robust financial controls to ensure the charity's activities remain focused on its charitable objects and the needs of its beneficiaries.

6. Financial Review

Overview

The financial statements cover the period from the charity's registration on 22 November 2023 to 3 April 2025, being the charity's first reporting period. The accounts have been prepared on a receipts and payments basis, as the charity's gross income did not exceed £250,000 in the period.

Income

Total income for the period was £12,500, comprising two restricted grants in support of the charity's financial literacy and community support programme. The principal grant of £10,000 was received from the National Lottery Community Fund (Awards for All, Project ID: 20254641). A further grant of £2,500 was received from the Arnold Clark Community Fund in October 2024, in recognition of the charity's work supporting refugees and asylum seekers in Northamptonshire.

Expenditure

Total expenditure for the period was £9,544.18. Principal items were:

- Workshop delivery (venue, catering, transport and facilitators): £2,688.95
- Engagement officer: £2,000.00
- Equipment (laptops, printer, Microsoft 365): £2,411.98 (net book value £2,356.34 after depreciation)
- Staff training: £888.80
- General expenses: £3,454.68
- Advertising and marketing: £411.99
- Travel – national: £58.88

Reserves

At the period end, the charity held net assets of £2,955.82, comprising fixed assets of £2,356.34 and cash at bank of £599.48. The trustees will develop a formal reserves policy during the coming year.

Restricted Funds

The trustees confirm that all restricted funds have been, or are being, applied in accordance with the purposes for which they were granted. The Awards for All grant of £10,000 was applied to the financial literacy workshop programme as approved.

Going Concern

The trustees are satisfied that the charity has adequate resources to continue its activities for the foreseeable future and are actively pursuing further grant funding.

7. Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.


In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to do so

The trustees are responsible for keeping proper accounting records, safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

8. Approval and Declaration

The trustees declare that they have approved the Trustees' Annual Report and the financial statements set out on the following pages.

Signed (Chair)	Lucy Mwape 
Date	19 TH April 2026
On behalf of trustees	The Woodbridge Foundation

9. Statement of Financial Activities

For the period 22 November 2023 to 3 April 2025

	Period 22 Nov 2023–3 Apr 2025 (£)
INCOME	
Restricted funds – grants received	£12,500.00
Total Income	£12,500.00
EXPENDITURE	
Charitable activities:	
Workshop delivery, catering, venue and transport	£2,688.95
Direct wages (engagement officer)	£2,000.00
Total Charitable Activities Expenditure	£4,688.95
Support costs:	
Advertising and marketing	£411.99
Bank fees / cashback (net credit)	(£14.76)
Depreciation	£55.64
General expenses	£3,454.68
Staff training	£888.80
Travel – national	£58.88
Total Support Costs	£4,855.23
Total Expenditure	£9,544.18
NET INCOME FOR THE PERIOD	£2,955.82

Fund balances brought forward	£0.00
Fund balances carried forward	£2,955.82


All income and expenditure arises from continuing activities. The charity has no recognised gains or losses other than those included above.

10. Balance Sheet

As at 3 April 2025

	3 April 2025 (£)
FIXED ASSETS	
Tangible assets – computer equipment at cost	£2,411.98
Less: accumulated depreciation	(£55.64)
Total Fixed Assets	£2,356.34
CURRENT ASSETS	
Cash at bank and in hand	£599.48
Total Current Assets	£599.48
NET ASSETS	£2,955.82
FUNDS	
Restricted funds	£0.00
Unrestricted funds – retained earnings	£2,955.82
Total Funds	£2,955.82

The financial statements were approved by the trustees and authorised for issue on _____.

Signed (Chair)	Lucy Mwape 
Date	19 th April 2026

Prepared in accordance with the Charities Act 2011 and the Charities SORP (FRS 102) on a receipts and payments basis.

11. Notes to the Accounts

Note 1 – Accounting Policies

Basis of preparation: The financial statements have been prepared on a receipts and payments basis in accordance with the Charities Act 2011 and the Charities SORP (FRS 102). The accounts cover the period from incorporation on 22 November 2023 to 3 April 2025.

Income recognition: Grant income is recognised when conditions of entitlement are met. Restricted income is applied only to the purposes for which it was given.

Fixed assets and depreciation: Computer equipment is capitalised at cost and depreciated on a straight-line basis over 3 years.

Note 2 – Restricted Funds

Fund / Funder	Amount (£)
National Lottery Community Fund – Awards for All (Project 20254641)	£10,000.00
Arnold Clark Community Fund (received October 2024)	£2,500.00
Total Restricted Income	£12,500.00

Both grants were applied to the charity's financial literacy and community support programme in accordance with the terms of each grant. The Awards for All grant conditions required expenditure to be ring-fenced to the approved project budget.

Note 2a – Trustee Terms of Appointment

The constitution provides that the first charity trustees were appointed for an initial term of one year from the date of adoption (06 June 2023). The trustees confirm that all three trustees – Lucy Mwape, Jennifer Carby-Tailor and Kennedy Mwanza – have continued to serve and act on behalf of the charity beyond their initial terms. The trustees will formalise their reappointment in accordance with clause 10 of the constitution at the earliest opportunity.

Note 3 – Fixed Assets

	(£)
Computer equipment – 2 HP laptops and printer	£2,411.98
Less: depreciation to 3 April 2025	(£55.64)
Net Book Value	£2,356.34

Equipment was purchased in February and July 2024 to support programme delivery.

Note 4 – Trustee Remuneration and Expenses

No trustee received any remuneration or had any expenses reimbursed during the period.

Note 5 – Related Party Transactions

The charity works in close collaboration with The Woodbridge Family Centre, with which trustees share professional connections. All transactions between the two organisations are conducted at arm's length and are properly authorised by the trustees.

Note 6 – Post Balance Sheet Events

The trustees are aware that the charity's annual return to the Charity Commission was overdue at the date of preparation of these accounts. Steps have been taken to complete and submit the return. There are no other material post balance sheet events to disclose.