



Trustees' Annual Report and Financial Statements

For the Year Ended 31 March 2021

High Wycombe Central Aid Society (Charity No: 201445)
Year ended 31st March 2021

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High Wycombe Central Aid Society (Charity No: 201445)
Year ended 31st March 2021

Reference and Administration Details

Charity name	High Wycombe Central Aid Society
Other names the charity is known by:	High Wycombe Central Aid The Furniture Project Central Aid Central Aid Society
Registered charity number:	201445
Charity's principal address:	West Richardson Street High Wycombe Buckinghamshire Bucks HP11 2SB
Trustees:	Mrs M Stagg (Chairman and Treasurer) Mr W Reid Mr J Pearson Mr T Ricketts Mr M Wood
Trustees holding title to the freehold Property belonging to the charity:	Mr J(G) Pearson Mrs M Stagg Mr W Reid Mr M Wood
Charity General Manager:	Mr S Allen
Independent Examiner:	Rebekah Haywood Dashwoods Accountants Limited 31 Dashwood Avenue High Wycombe Buckinghamshire HP12 3DZ

Trustees' Annual Report

The Trustees present their report for the year ended 31 March 2021

Structure, Governance and Management

The charity is an unincorporated association governed by its constitution which was adopted on 13 September 2016.

Membership of the Charity is open to any person over 18 who:

- Has provided significant consistent support, financial or material, to the Charity within the previous two years;
- Is a staff member or voluntary worker who has worked regularly with the Charity for six months within the previous two years;
- Is a member of the Management Committee;
- Is an organisation working in the community with potential beneficiaries of the Charity or an organisation supporting the Charity.

The Officers and members of the Management Committee are elected at the Charity's Annual General Meeting. In addition, the Management Committee at any regular meeting has the power to co-opt additional members to the Charity and to the Management Committee.

The members of the Management Committee are the trustees of the charity.

Objectives

The objectives of the Charity shall be to provide assistance to the needy in High Wycombe and surrounding area both by its own efforts and through co-operation with other voluntary and official agencies.

Activities

The main activities of the charity undertaken for public benefit during the year were:

- The provision of low cost good quality furniture, carpet tiles and white goods to those on limited income.
- Grants of furniture, flooring, homeware and white goods to those in immediate need and referred by an agency the Charity recognises.
- Collecting donated food from a local restaurant and delivering it to a local hostel.

Public Benefit Statement

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit.

Achievements and Performance

The Charity made several adjustments during the Covid-19 pandemic starting in March 2020 that ensured it was able to safely support those in need. The main change initially was the loss of all visitors/customers/volunteers and the rotation of operating staff through the government furlough program. Fortunately a combination of government guidance, the practice of similar reuse charities and the considered approach taken by the remaining staff and volunteer/s meant no-one became ill. During the shop and warehouse closures, online sales and phone operations plus warehouse appointments for needy cases, ensured we were able to support those in distress and make some income. The loss of volunteers was most keenly felt for the testing of electrical appliances. We received brief assistance from two electricians however complete functional tests were required. There was great demand for fridges, freezers, washing machines and cookers. We were very fortunate when senior volunteer, Barry Osborne, returned to test electricals in strict isolation as this meant many households received basic appliances. Rigorous screening of donors was required for safety reasons and to collect urgently needed basic essentials and white goods. As the pandemic response evolved, the demand for grant items increased as referring agencies got back to work (from home). We also noticed that donors became ever more desperate due to their own pressing situations, for example to exit rental/social housing after bereavement. The closure of recycling centres and all other charity collection services meant some donors felt overwhelmed with worry. Although we never received official 'essential service' status, Buckinghamshire Council called upon us to support clients being rehoused in all parts of Buckinghamshire. This extended to removing unsanitary bed and sofas for elderly patients returning home from hospital. Staff faced many unusual situations that tested their people skills more than manual handling skills!

A total of 222 households in a crisis - up 82% on last year (2020:121, 2019:102), including 299 adults and 204 children (2020: 93 children) were granted free basic furniture, PAT tested appliances, kitchenware starter packs, furnishings and floor coverings to a market value of £43,725 (2020: £24,026, 2019: £23,134). Of the total recipients, 50% were single person households and 30% aged 50 plus. A further 35 homes were supplied at the request of the Buckinghamshire Council Helping Hands and Local Emergency Support service. This generated some very welcome income.

Referrals were received from the many sections within Buckinghamshire Council Social Services and also - P3 (People, Potential, Possibilities), Saunderton Lodge, Wycombe Women's Aid, Connections Support, Wycombe Homeless Connection, Stoke Mandeville Hospital, Wycombe Hospital, Amersham Hospital, NHS Oxford and Bucks Mental Health, Chiltern Mental Health, Justice Department, One Recovery, Red Cross, OneYMCA, Christians Against Poverty, Red Kite Housing Association, Paradigm Housing, L & Q Housing, Bucks Housing, Riverside housing, Chiltern Citizens Advice. Recent additional referrers: Migrant Help, High Wycombe Mutual aid, Aylesbury Homeless connection, Aylesbury Women's Aid, Aylesbury Homeless Action Group, Laura Cares, Equinox Care, Kingswood Surgery.

During the Covid crisis, one of the Wycombe food banks took over the distribution of the unsold, bulk, Nandos' chicken. This was fortunate as demand from the hostel and community centres had almost dried up and the van was better deployed to support households.

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The reuse operation usually reports on the number/weight of 'bulky' items transacted and prevented from going to land fill however item tracking/counting was discontinued through much of the year to reduce the workload - except for electrical items due to the testing process.

The charity shop continued its eBay sales, however it became apparent that we could not make a positive contribution to fundraising. A decision was made exit the shop lease as soon as possible. The landlords agreed to half the remaining lease and the shop become a useful storage unit.

Financial Review

The Charity operates from the ground floor of the freehold building and rents the first floor to Bucks MIND which provides rental income of £15,964 per year. The Charity is committed to remaining lease costs of £6,500 for the shop at 142 Desborough Road, High Wycombe until 26th September 2021.

As at the end of the reporting period, 31st March 2021, the Charity had net assets of £606,010 (2020: £601,374) including the freehold building at 260 Desborough Road, High Wycombe valued at cost in the financial statements of £305,000 (2020: £305,000), other fixed assets £ 39,747 (2020: £18,339), a fixed term cash bond of £50,000 (2020: £50,000) and net current assets of £261,263 (2020: £278,035).

It is the policy of the Trustees to maintain sufficient unrestricted reserves to provide for a period of six months expenditure in the event of a major unforeseen disruption and loss of income, £93,000, potential major repairs to the building, £20,000 and replacement of major assets and the van £15,000 giving a total of £128,000. Liquid resources as at 31 March 2021 were £223,040 (2020: £210,078 so the Charity has reached its target.

The closure of both retail premises restricted the charity's ability to raise funds. The Charity received a grant of £3,000 from Heart of Bucks (assist with transport costs during Covid), government grants of £31,099 from the Retail, Hospitality and Leisure Fund and £15,533 from the Job Retention Scheme for furloughed staff. The Reuse Network provided a grant of £8,200 to increase the throughput of PAT tested electricals appliances during the pandemic. The Anson Trust provided £3,000 to support furniture items to those in crisis during the pandemic.

The Trustees have ensured that the charity has cash reserves to cover at least six months of running costs in an emergency which put the charity in a strong financial position to survive the health crisis.

The Trustees consider that the Charity's finances are sound and that there are no material uncertainties about the Charity's ability to continue as a going concern.

Declaration

The Trustees declare that they approve the Trustees' report above on 20/10/21.....

..... Margaret Stagg (Chairman)

High Wycombe Central Aid Society (Charity No: 201445)

Independent Examiner's Report on the Accounts of the High Wycombe Central Aid Society

Report to the Trustees/Members of the High Wycombe Central Aid Society

I report to the Trustees on my examination of the accounts of the High Wycombe Central Aid Society ("the Trust") for the year ended 31st March 2021, which are set out on pages 6 to 17.

Responsibilities and Basis of Report

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

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

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matter 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.



Rebekah Haywood
Dashwoods Accountants Limited
Chartered Certified Accountants
31 Dashwood Avenue
High Wycombe
Buckinghamshire
HP12 3DZ

High Wycombe Central Aid Society (Charity No: 201445)
Year ended 31st March 2021

Statement of Financial Activities for the Year Ended 31 March 2021

			Restricted		
	Notes	Unrestricted	Income	2021	2020
		Funds	Funds	£	£
		£	£		
Income from:					
Donations, grants and legacies	3	93,955	8,200	102,155	177,612
Charitable activities	4	12,805		12,805	19,789
Other trading activities	5	45,521		45,521	63,101
Investments	6	30,411		30,411	28,848
Other income	7	2,029		2,029	1,536
Total		184,721	8,200	192,921	290,886
Expenditure on:					
Charitable activities	9	126,611	8,927	135,538	113,694
Raising funds	10	40,649	1,482	42,130	57,747
Investments	11	10,622		10,622	12,002
Total		177,881	10,409	188,290	183,443
Net movement in funds		6,840	-2,209	4,631	107,443
Total funds brought forward		598,338	3,036	601,374	493,931
Total funds carried forward	24	605,178	827	606,005	601,374

The Statement of Financial Activities includes all recognised gains and losses for the year.

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Year ended 31st March 2021

19.

Tangible Fixed Assets	2021	2020
	£	£
Restricted Income Fund		
Van		3,036
Unrestricted Fund		
Freehold land and buildings	336,495	312,682
Office equipment	1,289	601
Van	6,963	7,020
	344,747	320,303
	344,747	323,339

20. Investment

	Unrestricted	
	2021	2020
	£	£
Current Asset - Cash on deposit	50,000	50,000

21. Debtors

	Unrestricted	
	Total	Total
	2021	2020
	£	£
Amounts falling due within one year		
Trade debtors	960	5,006
VAT refund	1,024	620
Other debtors and accrued income	1,901	22,226
Prepayments	3,162	3,609
	7,047	31,461

22. Cash at bank and in hand

	Unrestricted	
	Total	Total
	2021	2020
	£	£
Short term deposits	142,837	165,830
Cash at bank and in hand	80,203	44,248
	223,040	210,078

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	2021	2020
	£	£
Not later than one year	3,177	13,000
Later than one year and not later than five years		6,500
	<u>3,177</u>	<u>19,500</u>

19. Tangible Fixed Assets

	Freehold land and buildings £	Office Equipment £	Van £	Total £
Cost				
As at 1 April 2020	313,460	12,259	15,470	341,189
Additions	26,628	1,267		27,895
Disposals				
As at 31 March 2021	<u>340,088</u>	<u>13,526</u>	<u>15,470</u>	<u>369,084</u>
Depreciation				
As at 1 April 2020	778	11,658	5,414	17,850
Charge for year	2,815	580	3,091	6,486
Disposals				
As at 31 March 2021	<u>3,593</u>	<u>12,237</u>	<u>8,507</u>	<u>24,337</u>
Net Book Value				
As at 31 March 2021	<u>336,495</u>	<u>1,289</u>	<u>6,963</u>	<u>344,747</u>
As at 31 March 2020	<u>312,682</u>	<u>601</u>	<u>10,056</u>	<u>323,339</u>

16. Staff Costs	2021	2020
	£	£
Gross wages, salaries and benefits-in-kind	102,801	106,177
Social security costs	2,851	4,554
Pension costs (defined contribution plan)	2,682	2,848
	<u>108,334</u>	<u>113,579</u>
No employee received employee benefits in excess of £60,000.		
Average number of full-time equivalent employees in the year.	4.0	4.5
The parts of the charity in which the employees worked were:		
Raising funds	0.5	1.0
Charitable activities	3.0	3.0
Support	0.5	0.5
	<u>4.0</u>	<u>4.5</u>

17. Defined Contribution Pension Scheme

The charity operates a defined contribution pension scheme.

	2021	2020
	£	£
Amount of contribution recognised in the SOFA	<u>2,682</u>	<u>2,848</u>

The liability and expense of the defined contribution pension scheme is allocated between activities according the time spent by staff on those activities and between restricted and unrestricted funds on the same basis.

18. Operating Lease Costs

During the year, operating lease costs of £7,042 (2020: £13,000) were charged to the Statement of Financial Affairs.

Operating lease costs the charity was commitment to pay as at 31 March 2021 were as follows:

11. Investment Expenditure

	Unrestricted	Restricted	2021 Total	2020 Total
	£	£	£	£
Service charge premises costs	10,622		10,622	12,002

**12. Support
Costs**

	Raising Funds	Furniture Project	Total
	£	£	£
Governance		3,441	3,441
Management	1,116	7,813	8,929
Finance	806	5,643	6,449
Resources	1,553	10,873	12,426
	3,475	27,770	31,245

13. Prior Year Restricted and Unrestricted Expenditure

All expenditure in the prior year was unrestricted except £3,094 depreciation on the van which was expended from restricted funds provided by Buckinghamshire County Council towards the replacement of the van.

14. Trustees' Expenses and Related Party Transactions

The trustees all give freely of their time and expertise without any expectation of remuneration or other benefit in cash or kind.

Expenses of £Nil (2020: £54) were paid directly to a third party on behalf of the trustees during the year. The expenses in 2020 related to the attendance of the trustees at the annual Christmas meal for staff and volunteers.

There were no related party transactions between the trustees and the charity during the year (2020: £-)

15. Fees for Examination of the Accounts

The fee paid to the Independent Examiner during the year was £500 (2020: £450)

6. Income from Investments

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Bond interest	825		825	882
Rent	15,964		15,964	15,964
Service charge	10,622		10,622	12,002
Other property income	3,000		3,000	
	<u>30,411</u>		<u>30,411</u>	<u>28,848</u>

**7. Other
Income**

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Other income				3
Bank and other interest	2,029		2,029	1,533
	<u>2,029</u>		<u>2,029</u>	<u>1,536</u>

8. Prior Year Restricted and Unrestricted Income

Of the income received in the prior year, all income was unrestricted.

9. Charitable Activities

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Furniture Project	126,611	8,927	135,538	113,694

**10. Raising
Funds**

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Selling donated goods and selling goods as an agent and raising associated donations under Retail Gift Aid Scheme	40,649	1,482	42,130	57,747

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Year ended 31st March 2021

3. Donations, Grants and Legacies

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Donations including Retail Gift Aid Scheme donations	33,689		33,689	58,672
Gift Aid	5,811		5,811	14,115
Legacies				104,825
Government coronavirus grants to support non-essential retail	31,099		31,099	
Government Coronavirus Job Retention Scheme grants	15,533		15,533	
Other coronavirus grants	3,000		3,000	
Other government grants	4,823		4,823	
Other grants		8,200	8,200	
	<u>93,955</u>	<u>8,200</u>	<u>102,155</u>	<u>177,612</u>

4. Charitable Activities

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Sale of donated furniture at low cost	12,805		12,805	19,789

5. Other Trading Activities

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Sale of donated goods	42,473		42,473	55,085
Retail Gift Aid Scheme commission	239		239	4,626
Fundraising	160		160	555
Rent	2,450		2,450	2,450
Other	199		199	385
	<u>45,521</u>		<u>45,521</u>	<u>63,101</u>

Redundancy cost - The charity made no redundancy payments during the reporting period.

Deferred income - No material item of deferred income has been included in the accounts.

Operating lease costs - These are recognised on a straight line basis over the period of the lease.

2.3 ASSETS

Tangible fixed assets for use by the charity - These are capitalised if they can be used for More than one year, and cost or have a fair value of at least £500. They are valued at cost or, if Donated at the fair value to the charity on receipt.

Tangible fixed assets, with the exception of freehold land and buildings, are depreciated over their useful lives at the following rates:

Improvements to property	1/10 on cost
Shop fixtures and fittings	1/3 on cost
Office equipment	1/3 on cost
Van	1/4 or 1/5 on cost

The freehold property is 260 Desborough Road, High Wycombe, Buckinghamshire, HP11 2SB. The Furniture Project run by the charity is based in the warehouse on the ground floor and one of the offices on the first floor. The remaining offices on the first floor not used by the charity are let on a long term basis in order to provide the charity with an income and is, therefore, investment property. It would not be possible to lease the part of the property that is investment property under a finance lease or to sell it as it is not separate from the part of the property used by the charity for its activities. It is, therefore, valued at cost.

Freehold land and buildings which were purchased for £305,000 are not depreciated. The buildings are regularly maintained and current and future development in the area means that they are expected to maintain or appreciate in value. Subsequent improvements are depreciated at a rate of 1/10 on cost.

Debtors - Debtors (including trade debtors) are measured on initial recognition at settlement amount after any trade discounts or amount advance by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Current asset investments - The charity holds cash on deposit with a maturity date less than one year. The cash on deposit with a maturity date of less than one year is held for investment purposes rather than to meet short-term cash commitments as they fall due.

Creditors - The charity has creditors which are measured at settlement amounts less any trade discounts.

Legacies - Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Tax reclaims on donations and gifts - Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor has specified otherwise.

Donated goods - Estimating the fair value of donated goods for resale is impractical because of the volume of low-value items received and the absence of a detailed stock control system and records. Donated goods for resale are, therefore, not recognised on receipt and instead the value to the charity of the donated goods sold is recognised as income when sold.

Support Costs - The charity has incurred expenditure on support costs.

Volunteer help - The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Income from interest, rental and service charges - This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

2.2 EXPENDITURE AND LIABILITIES

Liability recognition - Liabilities are recognised when it more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and support costs - Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to the activity cost categories on a basis consistent with the use of resources. Governance costs have been allocated to charitable activities. Other support costs are allocated on the basis of the number of people employed within each activity.

Grants payable without performance conditions - Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

Notes to the Accounts

1. Basis of Preparation

1.1 Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) together with Update Bulletin 1 and Update Bulletin 2 and with The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (FRS 102) issued March 2018 and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

1.2 Going Concern

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. The net asset and liquid asset positions are strong. The income streams are robust and are expected to continue for the foreseeable future. The charity, therefore, expects to be able to meet its commitments for the foreseeable future.

2. Accounting Policies

2.1 INCOME

Recognition of income - These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting - There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations - Grants and donations are only included in the SoFA when the general income recognition criteria are met.

High Wycombe Central Aid Society (Charity No: 201445)
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Balance Sheet as at 31 March 2021

	Notes	Unrestricted Funds £	Restricted Income Funds £	2021 £	2020 £
Fixed Assets					
Tangible	19	344,747		344,747	323,339
Investments	20				
		<u>344,747</u>		<u>344,747</u>	<u>323,339</u>
Current Assets					
Debtors	21	7,047		7,047	31,461
Investments	20	50,000		50,000	50,000
Cash at bank and in hand	22	222,213	827	223,040	210,078
		<u>279,260</u>	<u>827</u>	<u>280,087</u>	<u>291,539</u>
Creditors: Amounts falling due within one year	23	18,824		18,824	13,504
Net current assets		<u>260,436</u>	<u>827</u>	<u>261,263</u>	<u>278,035</u>
Total net assets		<u>605,183</u>	<u>827</u>	<u>606,010</u>	<u>601,374</u>
Funds of the Charity					
Restricted income funds	24			827	3,036
Unrestricted funds	24			605,178	598,338
Total funds	24			<u>606,005</u>	<u>708,818</u>

The financial statements were approved by the Trustees on Wednesday 20/10/21
and signed on their behalf by

Margaret Stagg
Margaret Stagg (Chairman and Treasurer)

John (Geoffrey) Pearson
John (Geoffrey) Pearson
(Trustee)

23. Creditors

Amounts falling due within one year	Unrestricted	
	Total 2021 £	Total 2020 £
Trade creditors	6,913	6,582
Other taxes and social security costs	1,435	1,899
Sundry creditors		3,000
Accruals	10,476	2,023
	<u>18,824</u>	<u>13,504</u>

24. Movement on Funds

	Fund Balance Brought Forward £	Income £	Expenditure £	Fund Balance Carried Forward £
Restricted Funds				
Buckinghamshire Council van donation	3,036		-3,036	
Reuse Network WEEE grant		8,200	-7,373	827
	<u>3,036</u>	<u>8,200</u>	<u>-10,409</u>	<u>827</u>
Unrestricted Income Funds	598,338	184,721	-177,881	605,176
Total funds	<u>601,374</u>	<u>192,921</u>	<u>-188,290</u>	<u>606,004</u>

Restricted Funds

Buckinghamshire Council Van Donation - The Buckinghamshire Council van donation was a contribution towards the cost of replacing the van in July 2018.

Reuse Network WEEE Grant - The Reuse Network WEEE grant was towards the costs of stabilising the Waste Electrical and Electronic Equipment (WEEE) recycling operations.

