

WATFORD SHELTERED WORKSHOP LIMITED

England & Wales · Charity number 229947

Details

Status Registered

Legal form Charitable company

Company number [00753764](#)

Registered 1966-08-17

Register [View on the Charity Commission register](#)

Contact

Address Watford Sheltered Workshop Ltd
Century Park
Dalton Way
Watford
WD17 2SF

Phone 01923220256

Email enquiries@watfordworkshop.co.uk

Website www.watfordworkshop.co.uk

Activities

Objects: TO ASSIST BY THE PROVISION OF EMPLOYMENT, TRAINING AND RELIEF OF PERSONS IN HERTFORDSHIRE WHO BY REASON OF PHYSICAL OR MENTAL DISABILITY ARE PERMANENTLY AND SUBSTANTIALLY HANDICAPPED AND ARE INCAPABLE OF OBTAINING NORMAL EMPLOYMENT. (FOR DETAILS SEE MEMORANDUM AND ARTICLES).

Activities: Providing supported work experience and skills training to people who are disabled or disadvantaged, enabling them to contribute to the community and where possible progress into unsupported employment.

Classification

- **How:** Provides Services
- **What:** Disability
- **Who:** People With Disabilities

Geography

- **Area of benefit:** HERFORDSHIRE
- Barnet
- Buckinghamshire
- Harrow
- Hertfordshire
- Hillingdon

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£981,372	£1,123,261	£2,220,669	53
2024-03-31	£891,803	£982,448	£2,362,558	49
2023-03-31	£2,739,195	£909,128	£2,453,203	48
2022-03-31	£767,603	£780,148	£623,136	47
2021-03-31	£966,144	£693,810	£635,681	45

Trustees

Name	Role	Appointed
Cem Nurkan		2026-03-11
Christopher Newman		2024-11-25
Dipak Mistry		2026-03-11
Dr Parul Karia		2023-11-20
Gillian Frances BUTTON		2017-09-12
Jonah Solomons		2018-09-24
Mark Adrian Watkin		2024-07-23
Mark Prior		2026-03-11
Paul Anthony Trainor		2018-07-17
RONNIE JACOB		2015-05-05
Timothy James Williams		2017-09-12

WATFORD SHELTERED WORKSHOP LIMITED

England & Wales - Charity number 229947

Accounts

Company Number: 00753764
Charity Number: 229947

WATFORD SHELTERED WORKSHOP LIMITED

Report and Accounts

for the year ended 31 March 2025

WATFORD SHELTERED WORKSHOP LIMITED

Report and Accounts

for the year ended 31 March 2025

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WATFORD SHELTERED WORKSHOP LIMITED

Company Information

Company Number: 00753764

Charity Number: 229947

Registered Office

Century Retail Park
Dalton Way
Watford
Herts
WD17 2SF

Trustees

Ms G F Button
Ms S Edwards
Mr R I Jacob
Ms P Karia
Ms N V Kreeger
Mr C Newman
Mr J Solomons
Mr P A Trainor
Mr M A Watkin
Mr T J Williams

Accountants

Dickinsons
Chartered Accountants
Brandon House
First Floor
90 The Broadway
Chesham
Bucks
HP5 1EG

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2025

Trustees' Annual Report

The trustees present their report and the unaudited accounts for the year ended 31 March 2025.

The accounts have been prepared in accordance with the Companies Act 2006, the Charities Act 2011, as amended by Charities Act 2022, the Memorandum and Articles of Association and 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).

Structure, Governance and Management

Watford Sheltered Workshop Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18 March 1963 (amended 23 September 2019). The company became a registered charity with the Charities Commission for England and Wales on 17 August 1966.

Recruitment and appointment of new trustees/directors

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association are known as members of the charity. The board meets six times a year and considers such matters as the appointment of trustees, the financial position of the Charity, the approval of Annual Reports and Accounts and the appointment of the independent examiner. The quorum necessary for the transaction of business of the trustees is a minimum of three at the AGM and two at other times. As set out in the Articles of Association, trustees are elected to serve for three years.

There are 11 Trustees, including one nominated by Hertfordshire County Council and one nominated by Watford Borough Council respectively. All members give their time voluntarily and receive no benefits from the charity.

Governance

Staff

Day to day management is delegated to the Chief Executive Officer.

Volunteers

The Workshop has several volunteers who support the service users in different ways and bring other skills to support our work, including IT systems, Risk analysis and control, fund raising, accounting, health and safety and providing training. The trustees are grateful to them for all their assistance.

Objectives and Activities of the Charity

The trustees consider that the charity exists for the purpose of the local public benefit as defined in Section 4 of the Charities Act 2011, as amended by Charities Act 2022. The charity's purpose as set out in the objectives contained within the company's Memorandum and Articles of Association is to provide supported employment, work experience and skills training to people who are disabled or disadvantaged, enabling them to contribute to the community and, where possible, progress into unsupported employment.

Risk Assessment

To comply with the Statement of Recommended Practice for Charity Accounts (FRS 102) a review of the major risks to which the charity is exposed and the systems that have to be established to mitigate those risks has been carried out. The review considered external factors and procedures have been put in place to rectify those areas of potential vulnerability. These are monitored on an ongoing basis by our risk committee.

Achievements and Performance

During the financial year, we are proud to have processed 1,359,000 items, completed 37,512 hours of work, delivered 6,936 hours of supported employment, and provided 1,768 hours of training across a diverse range of subjects.

Adult Care Services

We continue to provide a Day Opportunities Service for service users referred to us by Hertfordshire County Council, Adult Care Services (ACS). The new Framework agreement runs to September 2027, reflecting the value that we deliver to people with disability in what is the only facility of its kind in the area and indeed in Hertfordshire. The "Springboard" project, by which we can bring in more service users who fall through the cracks in society and who do not have a care package, started in April 2022 and has been extended for a further year to March 2026.

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2025

Achievements and Performance (continued)

TESG and Access to Work Plus

The Transitional Employer Support Grant (TESG) continues to be in place for some clients with others being moved to Access To Work Plus. Both schemes are administered by DWP Access to Work.

Future Developments and Strategies

We continue to look for new business while servicing the existing customers with a quality of service that they have come to expect from us over the years. The High Wycombe branch continues to do well. We actively encourage new business and are pleased to report that several new customers have recently been taken on. We have set a realistic sales target of £300,000 for the next financial year, based on a reduced turnover in the last financial year. The trustees and managers are continuing their initiatives to expand the charity's sales and its visibility in the business community. The appointment of a marketing and social media manager has expanded our visibility to potential customers and the local community. Costs continue to rise, and we monitor these carefully and pass them on to customers, where this is possible. The year saw the launch of our own small range of products which have achieved good sales levels.

Fundraising and Designated Funds

Fundraising continues to be an essential part of core activities. It has been a successful year for us in terms of fundraising from Trusts, Companies and Individuals. This activity is vital to support the day-to-day activities of the charity including the life skills and independent living skills training we offer our service users. We are grateful to all our funders for the continued support which resulted in a number of donations.

Funds that have been designated by the board remain under review and we are pleased to have been able to spend some of that funding this year.

Financial Review

The Statement of Financial Activities for the year is set out on page 5 of the accounts.

The trustees have established a policy to build up unrestricted reserves to a level to support the charity's core expenditure for a period of six to twelve months. At the year-end unrestricted reserves amount to £1,869,081 (2024: £2,010,316) of which £1,120,951 (2024: £1,232,253) has been Designated for supporting service user salary costs. Restricted reserves amounted to £151,588 (2024: £127,242). Endowment funds amounted to £200,000 (2024: £225,000).

The result for the year is a deficit of £141,889 (2024: deficit of £90,645). The trustees consider the result for the year to be satisfactory and take the view that the Charity is properly capitalised and expending funds for the charity's main purpose.

Investment Policy

Under the Memorandum and Articles of Association the charity has the power to invest as the trustees wish. The trustees, having regard to liquidity requirements, have, to date, operated a policy of keeping available funds in interest bearing deposit accounts. In view of the donations received in the year to 31 March 2023 an investment sub-committee was formed. This committee has developed a written investment policy and meets quarterly to review the portfolio based on reports from the fund managers who are CCLA Investment Management Limited, with whom we are regularly in touch.

Statement of Trustees' Responsibilities

The trustees, who are also the directors of Watford Sheltered Workshop Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2025

Company law requires the trustees, to prepare accounts for each financial year, which 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 year.

In preparing these accounts 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;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and to enable them to ensure the accounts have been properly prepared in accordance with the provisions of the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Legal and Administrative Information

The company is limited by guarantee and has no share capital. Under the provisions of the company's memorandum of association, each member would be required to contribute a sum not exceeding £1 for the payment of the debts of the company in the event of a deficiency of assets on a winding up of the company.

The company is registered in England and Wales with company registration number 00753764 and is a registered charity under the Charities Act 2011, as amended by Charities Act 2022 with registration number 229947.

Trustees and Directors

The trustees who served during the year were:

Ms M Aylward-Jones (Resigned 12 August 2025)
Ms G F Button
Ms S Edwards
Mr R I Jacob
Ms P Karia
Ms N V Kreeger
Mr C Newman (Appointed 25 November 2024)
Mr J Solomons
Mr P A Trainor
Mr M Watkin (Appointed 23 July 2024)
Mr T J Williams

Service User Representative to the board

Mr J Sindole

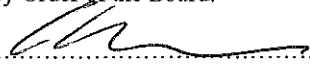
Key Management Personnel

Linda McIntyre	Chief Executive
Gill Nightingale	Partnership Manager
Mussarat Parveen	Workshop Manager
Hassan Javid	Development Manager
Avinash Patil	Marketing Manager

The Directors have taken advantage of section 477(2) of the Companies Act 2006 which exempts the company from the requirement to have the accounts audited.

The Company is required to have an Independent Examination in accordance with the provisions in the Charities Act 2011, as amended by Charities Act 2022. Accordingly, Natalie Spalton FCA of Dickinsons, Chartered Accountants, was appointed Independent Examiner.

By Order of the Board:


.....
Mr C Newman
Director

8th September
.....
Date

WATFORD SHELTERED WORKSHOP LIMITED

Independent Examiner's Report to the Trustees of Watford Sheltered Workshop Limited

for the year ended 31 March 2025

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees (who are also the directors of the company for the purpose 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 for this year under part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of charities Act 2011, as amended by Charities Act 2022, ("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

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- The accounts do not accord with such records; or
- The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- The accounts have not been prepared in accordance with the charities SORP (FRS102).

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.



Natalie Spalton FCA
Dickinsons
Chartered Accountants
Brandon House
First Floor
90 The Broadway
Chesham
Buckinghamshire
HP5 1EG

Date: 8th September 2025

WATFORD SHELTERED WORKSHOP LIMITED

Statement of Financial Activities (Statement of Income and Retained Earnings)

for the year ended 31 March 2025

Incoming resources from:	Notes	2025		2025		2025		2024		2024		2024	
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
		£	£	£	£	£	£	£	£	£	£	£	£
Donations and legacies	2	151,075	125,000	-	276,075	95,933	76,353	-	172,286				
Charitable activities	3	589,330	-	-	589,330	611,660	-	-	611,660				
Investments		94,964	-	-	94,964	82,574	-	-	82,574				
Donated services		-	-	-	-	6,429	-	-	6,429				
Adult Care clients		21,003	-	-	21,003	18,854	-	-	18,854				
Total Incoming Resources		856,372	125,000	-	981,372	815,450	76,353	-	891,803				
Resources expended from:													
Costs of charitable activities	4	(967,674)	(130,587)	(25,000)	(1,123,261)	(833,197)	(124,251)	(25,000)	(982,448)				
Total resources expended		(967,674)	(130,587)	(25,000)	(1,123,261)	(833,197)	(124,251)	(25,000)	(982,448)				
Net (expenditure)/income		(111,302)	(5,587)	(25,000)	(141,889)	(17,747)	(47,898)	(25,000)	(90,645)				
Transfers between funds		(29,933)	29,933	-	-	-	-	-	-				
Net movements in funds	11 - 13	(141,235)	24,346	(25,000)	(141,889)	(17,747)	(47,898)	(25,000)	(90,645)				
Total Surplus at 1 April 2024		2,010,316	127,242	225,000	2,362,558	2,028,063	175,140	250,000	2,453,203				
Total Surplus at 31 March 2025		1,869,081	151,588	200,000	2,220,669	2,010,316	127,242	225,000	2,362,558				

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

The notes on pages 8 to 15 form part of these accounts.

Balance Sheet

as at 31 March 2025

	Notes	2025		2024	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	7		135,534		22,218
Current Assets					
Debtors	8	133,826		105,327	
Current Asset Investments	9	245,185		257,167	
Cash at bank and in hand		1,756,987		2,006,422	
		<u>2,135,998</u>		<u>2,368,916</u>	
Creditors:					
Amounts falling due within one year	10	(50,863)		(28,576)	
Net Current Assets			2,085,135		2,340,340
Total Assets Less Current Liabilities			<u>2,220,669</u>		<u>2,362,558</u>
Funds of the Charity					
Unrestricted Income Funds	11		1,869,081		2,010,316
Restricted Funds	12		151,588		127,242
Endowment Funds	13		200,000		225,000
Total Charity Funds			<u>2,220,669</u>		<u>2,362,558</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.


The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 2nd September... and were signed on its behalf by:


.....
Mr K Jacob


.....
Mr C Newman

The notes on pages 8 to 15 form part of these accounts.

WATFORD SHELTERED WORKSHOP LIMITED

Statement of Cash Flows

for the year ended 31 March 2025

	Notes	2025		2024	
		£	£	£	£
Cash flows from operating activities					
Cash absorbed by operations	18	<u>(226,948)</u>		<u>(249,544)</u>	
Net cash outflow from operating activities			(226,948)		(249,544)
Investing activities					
Investment income		106,946		65,407	
Purchase of tangible fixed assets		(129,433)		-	
Purchase of investments		<u>-</u>		<u>(240,000)</u>	
Net cash used in investing activities			<u>(22,487)</u>		<u>(174,593)</u>
Net decrease in cash and cash equivalents			(249,435)		(424,137)
Cash and cash equivalents at beginning of year	19		1,009,422		1,433,559
Cash and cash equivalents at end of year	19		<u>759,987</u>		<u>1,009,422</u>

The notes on pages 8 to 15 form part of these accounts.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2025

1 Principal Accounting Policies

Company Information

Watford Sheltered Workshop Limited is a private charitable company limited by guarantee, incorporated in England & Wales. The registered office and trading address is at Century Retail Park, Dalton Way, Watford, Herts, WD17 2SF.

Accounting Convention

The financial statements 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 United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2022. The accounts include the results of the company's operations, which are described in the Trustees' Annual Report, all of which are continuing.

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

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

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

Incoming Resources

All incoming resources are recognised in the Statement of Financial Activities when the company 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.

Income from grants and other donations which are of a voluntary nature are recognised when the charitable company has been notified in writing of both the amount and settlement date and receipt is probable. Grants received for future accounting periods are deferred. Endowment funds are recognised on the Statement of Financial Activities in the period the gift is made.

Income from grants, and similar income where conditions for payment are linked to performance, are recognised to the extent that the charity has met the recognition criteria.

Income from charitable trading activities is recognised when the related goods and services have been completed and dispatched.

Income from donated services and facilities are recognised when the charitable company utilises the facilities with the fair value being recognised as incoming resources and expended resources simultaneously, as appropriate.

Resources Expended

Expenditure is accounted for on an accruals basis, recognised when a liability is incurred, and classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held with banks and other short term liquid investments with maturities of three months or less.

Basic Financial Assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction cost and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2025

1 Principal Accounting Policies (Continued)

Derecognition of Financial Assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the company transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic Financial Liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Derecognition of Financial Liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

Fund Accounting

Unrestricted funds are those which are available for use at the discretion of the Trustees in the furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity and is to be spent in line with the conditions imposed.

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

Tangible Fixed Assets

Tangible fixed assets are held at cost less depreciation. Depreciation is recognised so as to write off the cost less estimated residual value of each asset over their useful lives on the following basis:

Plant and Machinery	20% on cost
Fixtures and fittings	between 20% and 25% on cost
Motor vehicles	10% on cost
Mezzanine	10% on cost

Government Grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met, and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

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.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2025

2	Donations and legacies	2025	2024
		£	£
	Unrestricted donations and grants		
	Councillor's Locality	-	900
	Watford Borough Council	38,571	-
	The Roger & Jean Jefcoate Trust	8,000	-
	The Neighbourly - B&Q Foundation	9,000	-
	Ronnie Lubner Foundation	-	8,746
	Wenzels the bakers	10,000	-
	Hertfordshire Community Foundation re "springboard" project	39,001	36,734
	Warner Brothers	10,000	-
	Other Organisations	29,668	28,828
	Other Individuals	6,835	20,725
		<u>151,075</u>	<u>95,933</u>
	Restricted donations and grants		
	Garfield Weston Foundation	-	20,000
	Michael Bishop Foundation	10,000	-
	Baily Thomas Charitable Trust	-	10,000
	The John Apthorp Charity	17,000	-
	The Wolfson Foundation	47,500	-
	Watford Borough Council	20,000	-
	Other organisations	19,500	31,053
	HCF	1,000	11,000
	Bernard Sunley Foundation	10,000	-
	HCF Police and Crime Commissioner	-	4,300
		<u>125,000</u>	<u>76,353</u>
3	Income from charitable activities	2025	2024
		£	£
	Charitable trading	273,475	344,933
	Grants received for charitable trading purposes:		
	Employment Services Grant	149,964	133,964
	Training service payments	165,891	132,763
		<u>589,330</u>	<u>611,660</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2025

4 Resources Expended: Charitable Activities

	2025	2024
	£	£
Direct activity costs:		
Wages	626,351	546,227
Materials	5,640	8,349
Support costs:		
Staff salaries	266,444	250,083
Rent	61,606	6,429
Water rates	860	827
Electricity and gas	8,452	17,629
Printing, stationery and advertising	3,644	1,781
Postage and telephone	2,041	2,260
Motor and travelling expenses	4,435	4,257
Repairs and maintenance	23,031	28,220
General expenses	11,019	14,193
Insurance	12,989	12,341
Bank charges	2,154	3,833
Professional fees	28,170	21,364
Training, health and safety	40,639	44,942
Computer expenses	7,469	14,339
Depreciation of tangible fixed assets	16,117	3,174
<i>Governance</i>		
Independent examination	2,200	2,200
	<u>1,123,261</u>	<u>982,448</u>

5 Net movement in funds:

Net movement in funds is stated after charging:

	2025	2024
	£	£
Independent Examiner's remuneration	2,200	2,200
Depreciation of tangible fixed assets	16,117	3,174
	<u>18,317</u>	<u>5,374</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2025

6 Employees

The average monthly number of persons employed by the company during the year was:

	2025	2024
	Number	Number
Administrative staff	10	9
Factory staff	43	44
	<u>53</u>	<u>53</u>
	=====	=====

The aggregate remuneration comprised:

	2025	2024
	£	£
Wages	599,569	527,650
Salaries	232,285	219,058
Social security costs	46,201	37,317
Pension costs	14,740	12,285
	<u>892,795</u>	<u>796,310</u>
	=====	=====

No individual employee's total benefits exceeded £60,000 during the year (2024: None). No trustees' expenses have been incurred during the year (2024: None).

Total employee packages, including pension contributions, of the key management personnel were £148,942 (2024: £127,549).

7 Tangible fixed assets

	Mezzanine	Plant and Machinery	Fixtures and Fittings	Motor Vehicles	Total
Cost					
At 1 April 2024	-	23,504	27,352	31,740	82,596
Additions in the year	129,433	-	-	-	129,433
At 31 March 2025	<u>129,433</u>	<u>23,504</u>	<u>27,352</u>	<u>31,740</u>	<u>212,029</u>
	=====	=====	=====	=====	=====
Depreciation					
At 1 April 2024	-	23,504	27,352	9,522	60,378
Depreciation charged in the year	12,943	-	-	3,174	16,117
At 31 March 2025	<u>12,943</u>	<u>23,504</u>	<u>27,352</u>	<u>12,696</u>	<u>76,495</u>
	=====	=====	=====	=====	=====
Carrying amount					
At 31 March 2025	<u>116,490</u>	<u>-</u>	<u>-</u>	<u>19,044</u>	<u>135,534</u>
	=====	=====	=====	=====	=====
At 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>	<u>22,218</u>	<u>22,218</u>
	=====	=====	=====	=====	=====

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2025

8 Debtors

	2025	2024
	£	£
Trade debtors	94,135	82,517
Other debtors and prepayments	39,691	22,810
	<u>133,826</u>	<u>105,327</u>

9 Current Asset Investments

	2025	2024
	£	£
Listed investments	245,185	257,167
	<u>245,185</u>	<u>257,167</u>

Current asset investments are initially measured at transaction price excluding transaction costs and are subsequently measured at fair value at each reporting date. Transaction costs are expensed as incurred. Changes in fair value are recognised in investment income.

10 Creditors: amounts falling due within one year

	2025	2024
	£	£
Trade creditors	2,389	1,570
Other creditors	833	11
Taxation and social security costs	17,973	18,829
Accruals and deferred income	29,668	8,166
	<u>50,863</u>	<u>28,576</u>

11 Unrestricted Funds

	At 1 April 2024	Net Movement in Funds	At 31 March 2025
	£	£	£
Unrestricted Funds – General Fund	778,063	(29,933)	748,130
Unrestricted Funds – Designated Fund	1,232,253	(111,302)	1,120,951
	<u>2,010,316</u>	<u>(141,235)</u>	<u>1,869,081</u>

The designated fund is to be spent on expanding the workshop and supporting service user costs.

12 Restricted Funds

Restricted Use	At 1 April 2024	Transfer from Unrestricted Funds	Income	Expenditure	At 31 March 2025
	£	£	£	£	£
Training and work skills	61,409	(2,300)	15,500	(39,510)	35,099
Wages	50,000	-	-	(50,000)	-
Premises maintenance and repairs	-	29,933	99,500	(12,944)	116,489
Other support costs	15,833	2,300	10,000	(28,133)	-
	<u>127,242</u>	<u>29,933</u>	<u>125,000</u>	<u>(130,587)</u>	<u>151,588</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2025

13 Endowment Funds

	At 1 April 2024	Expenditure	At 31 March 2025
Restricted Use	£	£	£
Support costs	225,000	(25,000)	200,000
	<u>225,000</u>	<u>(25,000)</u>	<u>200,000</u>
	=====	=====	=====

Endowment funds were received in 2023 from The Edward Gostling Foundation. Income from the fund is to be spent on operating costs to support the charitable activities. The capital may be spent at a rate of £25,000 per year for a total of 10 years. Investment income earned each year can be spent in the following year.

14 Funds received as agent

During the year the charity received funds amounting to £5,345 (2024: £4,856) from Access to Work on behalf of individual staff to purchase specialised equipment and training. Resources expended in the year amounted to £10,120 (2024: £4,856) and there were outstanding balances of £4,775 held as agent at the year end. This is represented in other debtors as per note 8.

All equipment purchased remains the property of the individuals concerned.

15 Called up share capital

The company is limited by guarantee and has no share capital. Under the provisions of the company's memorandum of association, each member would be required to contribute a sum not exceeding £1 for the payment of debts of the company in the event of a deficiency of assets on a winding up of the company.

16 Control

The charity has been controlled throughout the year by the trustees, who are identified in the company information.

17 Transactions with Trustees and Related Parties

None of the trustees have been paid any remuneration or received any other benefits from employment with the Charity or any related entity.

There have been no related party transactions during the year that require disclosure.

18 Cash Generated from Operations

	2025 £	2024 £
Deficit for the year	(141,889)	(90,645)
Adjustments for:		
Depreciation charges	16,117	3,174
Investment income	(106,946)	(65,407)
(Loss)/Gain on Investments	11,982	(17,167)
Movements in working capital:		
Increase in debtors	(28,499)	(6,474)
Increase/(decrease) in creditors	22,287	(73,025)
Cash absorbed by operations	<u>(226,948)</u>	<u>(249,544)</u>
	=====	=====

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2025

19 Analysis of Cash and Cash Equivalents

	2025 £	2024 £
Cash at bank and in hand	1,556,987	1,781,422
Endowment funds	200,000	225,000
	<u>1,756,987</u>	<u>2,006,422</u>
Adjustments for:		
Long term cash investments	(997,000)	(997,000)
Total cash and cash equivalents	<u><u>759,987</u></u>	<u><u>1,099,422</u></u>

WATFORD SHELTERED WORKSHOP LIMITED

England & Wales - Charity number 229947

Accounts

Company Number: 00753764
Charity Number: 229947

WATFORD SHELTERED WORKSHOP LIMITED

Report and Accounts

for the year ended 31 March 2024

WATFORD SHELTERED WORKSHOP LIMITED

Report and Accounts

for the year ended 31 March 2024

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5	Statement of Financial Activities
6	Balance Sheet
7	Statement of Cash Flows
8 to 15	Notes forming part of the Accounts

WATFORD SHELTERED WORKSHOP LIMITED

Company Information

Company Number: 00753764

Charity Number: 229947

Registered Office

Century Retail Park
Dalton Way
Watford
Herts
WD17 2SF

Trustees

Ms M Aylward-Jones
Ms G F Button
Mr R I Jacob
Mr J Solomons
Mr P A Trainor
Mr T J Williams
Ms S Edwards
Ms N V Kreeger
Ms P Karia

Accountants

Dickinsons
Chartered Accountants
Brandon House
First Floor
90 The Broadway
Chesham
Bucks
HP5 1EG

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2024

Trustees' Annual Report

The trustees present their report and the unaudited accounts for the year ended 31 March 2024.

The accounts have been prepared in accordance with the Companies Act 2006, the Charities Act 2011, as amended by Charities Act 2022, the Memorandum and Articles of Association and 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).

Structure, Governance and Management

Watford Sheltered Workshop Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18 March 1963 (amended 23 September 2019). The company became a registered charity with the Charities Commission for England and Wales on 17 August 1966.

Recruitment and appointment of new trustees/directors

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association are known as members of the charity. The board meets six times a year and considers such matters as the appointment of trustees, the financial position of the Charity, the approval of Annual Reports and Accounts and the appointment of the independent examiner. The quorum necessary for the transaction of business of the trustees is a minimum of three at the AGM and two at other times. As set out in the Articles of Association, trustees are elected to serve for three years.

We have 9 Trustees, including one nominated by Hertfordshire County Council (appointed July 2024) and one nominated by Watford Borough Council respectively. All members give their time voluntarily and receive no benefits from the charity.

Governance

Staff

Day to day management is delegated to the Chief Executive Officer.

Volunteers

The Workshop has a number of volunteers who support the service users in different ways and bring other skills to support our work, including IT systems, Risk analysis and control, fund raising, accounting, health and safety and providing training. The trustees are grateful to them for all their assistance.

Objectives and Activities of the Charity

The trustees consider that the charity exists for the purpose of the local public benefit as defined in Section 4 of the Charities Act 2011, as amended by Charities Act 2022. The charity's purpose as set out in the objectives contained within the company's Memorandum and Articles of Association is to provide supported employment, work experience and skills training to people who are disabled or disadvantaged, enabling them to contribute to the community and, where possible, progress into unsupported employment.

Risk Assessment

In order to comply with the Statement of Recommended Practice for Charity Accounts (FRS 102) a review of the major risks to which the charity is exposed and the systems that have to be established to mitigate those risks has been carried out. The review considered external factors and procedures have been put in place to rectify those areas of potential vulnerability. These are monitored on an ongoing basis by our risk committee.

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2024

Achievements and Performance

Adult Care Services

We continue to provide a Day Opportunities Service for service users referred to us by Hertfordshire County Council, Adult Care Services (ACS). The new Framework agreement runs to extended to September 2027, reflecting the value that we deliver to people with disability in what is the only facility of its kind in the area and indeed in Hertfordshire. The "Springboard" project, by which we are able to bring in more service users who fall through the cracks in society and who do not have a care package, started in April 2022 and has been extended for a further year to March 2025.

TESG (DWP)

The Transitional Employer Support Grant (TESG) continues to be in place. This scheme is administered by Access to Work and includes all previous Work Choice Clients in our employ on 1st April 2019.

Future Developments and Strategies

We continue to look for new business while servicing the existing customers with a quality of service that they have come to expect from us over the years. The High Wycombe branch continues to do well. We actively encourage new business, and our team is to be congratulated on achieving an amazing sales figure in difficult times. We have set a realistic sales target of £300,000 for the next financial year, based on a slightly reduced expectation in the current marketplace. The trustees and managers are continuing their initiatives to expand the charity's sales and its visibility in the business community. To this end we have appointed a marketing and social media manager. Costs continue to rise and we monitor these carefully and pass them on to customers, where this is possible. We have started to develop our own small product range for launch later in 2024.

Fundraising and Designated Funds

Fundraising continues to be an essential part of core activities. It has been a successful year for us in terms of fundraising from Trusts, Companies and Individuals. This activity is vital to support the day-to-day activities of the charity including the life skills and independent living skills training we offer our service users. We are grateful to all our funders for the continued support which resulted in a number of donations.

Funds that were designated by the board last year remain under review and we are pleased to have been able to spend some of that funding this year.

Financial Review

The Statement of Financial Activities for the year is set out on page 5 of the accounts.

The trustees have established a policy to build up unrestricted reserves to a level to support the charity's core expenditure for a period of six to twelve months. At the year-end unrestricted reserves amount to £2,010,316 (2023: £2,028,063) of which £1,232,253 (2023: £1,250,000) has been Designated for particular use. Restricted reserves amounted to £127,242 (2023: £175,140). Endowment funds amounted to £225,000 (2023: £250,000).

The result for the year is a deficit of £90,645 (2023: surplus of £1,830,067). The trustees consider the result for the year to be satisfactory and take the view that the Charity is now properly capitalised and expending funds for the main charity purpose.

Investment Policy

Under the Memorandum and Articles of Association the charity has the power to invest as the trustees wish. The trustees, having regard to liquidity requirements, have, to date, operated a policy of keeping available funds in interest bearing deposit accounts. In view of the donations received in the year to 31 March 2023 an investment sub-committee was formed. This committee has developed a written investment policy and meets quarterly to review the portfolio based on reports from the fund managers who are CCLA Investment Management Limited, with whom we are regularly in touch.

Statement of Trustees' Responsibilities

The trustees, who are also the directors of Watford Sheltered Workshop Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2024

Company law requires the trustees, to prepare accounts for each financial year, which 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 year.

In preparing these accounts 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;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and to enable them to ensure the accounts have been properly prepared in accordance with the provisions of the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Legal and Administrative Information

The company is limited by guarantee and has no share capital. Under the provisions of the company's memorandum of association, each member would be required to contribute a sum not exceeding £1 for the payment of the debts of the company in the event of a deficiency of assets on a winding up of the company.

The company is registered in England and Wales with company registration number 00753764 and is a registered charity under the Charities Act 2011, as amended by Charities Act 2022 with registration number 229947.

Trustees and Directors

The trustees who served during the year were:

Ms M Aylward-Jones

Ms G F Button

Mr R I Jacob

Mr J Solomons

Mr P A Trainor

Mr T J Williams

Ms S Edwards

Ms N V Kreeger

Ms P Karia

(Appointed 2nd October 2023)

(Appointed 20th November 2023)

Key Management Personnel

Linda McIntyre

Gill Nightingale

Mussarat Parveen

Hassan Javid

Chief Executive

Partnership Manager

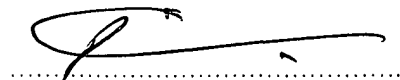
Workshop Manager

Development Manager

The Directors have taken advantage of section 477(2) of the Companies Act 2006 which exempts the company from the requirement to have the accounts audited.

The Company is required to have an Independent Examination in accordance with the provisions in the Charities Act 2011, as amended by Charities Act 2022. Accordingly, Natalie Spalton FCA of Dickinsons, Chartered Accountants, was appointed Independent Examiner.

By Order of the Board:



Mr P Trainor

Trustee and Director

14 / 8 / 2024

Date

WATFORD SHELTERED WORKSHOP LIMITED

Independent Examiner's Report to the Trustees of Watford Sheltered Workshop Limited

for the year ended 31 March 2024

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees (who are also the directors of the company for the purpose 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 for this year under part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of charities Act 2011, as amended by Charities Act 2022, ("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

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- The accounts do not accord with such records; or
- The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- The accounts have not been prepared in accordance with the charities SORP (FRS102).

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.



Natalie Spalton FCA
Dickinsons
Chartered Accountants
Brandon House
First Floor
90 The Broadway
Chesham
Buckinghamshire
HP5 1EG

Date: 20 August 2024

WATFORD SHELTERED WORKSHOP LIMITED

Statement of Financial Activities (Statement of Income and Retained Earnings)

for the year ended 31 March 2024

	Notes	2024 Unrestricted Funds £	2024 Restricted Funds £	2024 Endowment Funds £	2024 Total Funds £	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Endowment Funds £	2023 Total Funds
Incoming resources from:									
Donations and legacies	2	95,933	76,353	-	172,286	1,607,945	286,640	250,000	2,144,585
Charitable activities	3	611,660	-	-	611,660	530,372	-	-	530,372
Investments		82,574	-	-	82,574	13,751	-	-	13,751
Donated services		6,429	-	-	6,429	39,264	-	-	39,264
Adult Care clients		18,854	-	-	18,854	11,223	-	-	11,223
Total Incoming Resources		815,450	76,353	-	891,803	2,202,555	286,640	250,000	2,739,195
Resources expended from:									
Costs of charitable activities	4	(833,197)	(124,251)	(25,000)	(982,448)	(725,377)	(183,751)	-	(909,128)
Total resources expended		(833,197)	(124,251)	(25,000)	(982,448)	(725,377)	(183,751)	-	(909,128)
Net (expenditure)/income		(17,747)	(47,898)	(25,000)	(90,645)	1,477,178	102,889	250,000	1,830,067
Transfers between funds		-	-	-	-	-	-	-	-
Net movements in funds	11 - 13	(17,747)	(47,898)	(25,000)	(90,645)	1,477,178	102,889	250,000	1,830,067
Total Surplus at 1 April 2023		2,028,063	175,140	250,000	2,453,203	550,885	72,251	-	623,136
Total Surplus at 31 March 2024		2,010,316	127,242	225,000	2,362,558	2,028,063	175,140	250,000	2,453,203

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

The notes on pages 8 to 15 form part of these accounts.

WATFORD SHELTERED WORKSHOP LIMITED

Company Number: 00753764

Charity Number: 229947

Balance Sheet

as at 31 March 2024

	Notes	2024		2023	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	7		22,218		25,392
Current Assets					
Debtors	8	105,327		98,853	
Current Asset Investments	9	257,167		-	
Cash at bank and in hand		2,006,422		2,430,559	
		<u>2,368,916</u>		<u>2,529,412</u>	
Creditors:					
Amounts falling due within one year	10	(28,576)		(101,601)	
Net Current Assets			2,340,340		2,427,811
Total Assets Less Current Liabilities			<u>2,362,558</u>		<u>2,453,203</u>
Funds of the Charity					
Unrestricted Income Funds	11		2,010,316		2,028,063
Restricted Funds	12		127,242		175,140
Endowment Funds	13		225,000		250,000
Total Charity Funds			<u>2,362,558</u>		<u>2,453,203</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

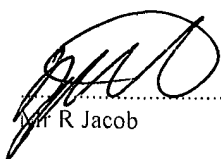
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

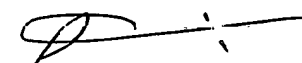
The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 14/8/2024 and were signed on its behalf by:


Mr R Jacob


Mr P Trainor

The notes on pages 8 to 15 form part of these accounts.

WATFORD SHELTERED WORKSHOP LIMITED

Statement of Cash Flows

for the year ended 31 March 2024

	Notes	2024		2023	
		£	£	£	£
Cash flows from operating activities					
Cash (absorbed)/generated by operations	18	<u>(249,544)</u>		<u>1,853,602</u>	
Net cash (outflow)/inflow from operating activities			(249,544)		1,853,602
Investing activities					
Interest from investments		65,407		13,751	
Proceeds on sale of tangible fixed assets		-		-	
Purchase of tangible fixed assets		-		-	
Purchase of investments		<u>(240,000)</u>		<u>(997,000)</u>	
Net cash used in investing activities			(174,593)		(983,249)
Financing activities					
Repayment of bank loans		<u>-</u>		<u>-</u>	
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(424,137)		870,353
Cash and cash equivalents at beginning of year	19		1,433,559		563,206
Cash and cash equivalents at end of year	19		<u>1,009,422</u>		<u>1,433,559</u>

The notes on pages 8 to 15 form part of these accounts.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2024

1 Principal Accounting Policies

Company Information

Watford Sheltered Workshop Limited is a private charitable company limited by guarantee, incorporated in England & Wales. The registered office and trading address is at Century Retail Park, Dalton Way, Watford, Herts, WD17 2SF.

Accounting Convention

The financial statements 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 United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2022. The accounts include the results of the company's operations, which are described in the Trustees' Annual Report, all of which are continuing.

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

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

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

Incoming Resources

All incoming resources are recognised in the Statement of Financial Activities when the company 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.

Income from grants and other donations which are of a voluntary nature are recognised when the charitable company has been notified in writing of both the amount and settlement date and receipt is probable. Grants received for future accounting periods are deferred. Endowment funds are recognised on the Statement of Financial Activities in the period the gift is made.

Income from grants, and similar income where conditions for payment are linked to performance, are recognised to the extent that the charity has met the recognition criteria.

Income from charitable trading activities is recognised when the related goods and services have been completed and dispatched.

Income from donated services and facilities are recognised when the charitable company utilises the facilities with the fair value being recognised as incoming resources and expended resources simultaneously, as appropriate.

Resources Expended

Expenditure is accounted for on an accruals basis, recognised when a liability is incurred, and classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held with banks and other short term liquid investments with maturities of three months or less.

Basic Financial Assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction cost and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2024

1 Principal Accounting Policies (Continued)

Derecognition of Financial Assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the company transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic Financial Liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Derecognition of Financial Liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

Fund Accounting

Unrestricted funds are those which are available for use at the discretion of the Trustees in the furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity and is to be spent in line with the conditions imposed.

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

Tangible Fixed Assets

Tangible fixed assets are held at cost less depreciation. Depreciation is recognised so as to write off the cost less estimated residual value of each asset over their useful lives on the following basis:

Plant and Machinery	20% on cost
Fixtures and fittings	between 20% and 25% on cost
Motor vehicles	10% on cost

Government Grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met, and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

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.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2024

2	Donations and legacies	2024	2023
		£	£
	Unrestricted donations and grants		
	Councillor's Locality	900	700
	Betty Messenger Charitable Foundation	-	250,000
	The Edward Gostling Foundation	-	25,000
	Ronnie Lubner Foundation	8,746	8,504
	Wenzels the bakers	-	5,000
	Hertfordshire Community Foundation re "springboard" project	36,734	37,765
	Simon Gibson Charitable Trust	-	3,000
	Other Organisations	28,828	11,284
	Other Individuals	20,725	16,692
		<u>95,933</u>	<u>357,945</u>
	Designated donations and grants		
	Betty Messenger Charitable Foundation	-	1,250,000
		<u>95,933</u>	<u>1,607,945</u>
	Restricted donations and grants		
	Garfield Weston Foundation	20,000	20,000
	Sir Robert McAlpine Foundation	-	10,000
	Baily Thomas Charitable Trust	10,000	-
	Watford & Three Rivers Trust	-	10,000
	Betty Messenger Charitable Foundation	-	195,000
	Watford Borough Council	-	15,000
	Other organisations	31,053	21,640
	HCF	11,000	-
	Watford Community Housing Trust	-	10,000
	HCF Police and Crime Commissioner	4,300	5,000
		<u>76,353</u>	<u>286,640</u>
	Endowment funds		
	The Edward Gostling Foundation	-	250,000
		<u>-</u>	<u>250,000</u>
		<u><u>-</u></u>	<u><u>250,000</u></u>
3	Income from charitable activities	2024	2023
		£	£
	Charitable trading	344,933	308,392
	Grants received for charitable trading purposes:		
	Employment Services Grant	133,964	117,440
	Training service payments	132,763	104,540
		<u>611,660</u>	<u>530,372</u>
		<u><u>611,660</u></u>	<u><u>530,372</u></u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2024

4 Resources Expended: Charitable Activities

	2024	2023
	£	£
Direct activity costs:		
Wages	546,227	496,750
Materials	8,349	8,055
Support costs:		
Staff salaries	250,083	203,477
Rent	6,429	39,264
Water rates	827	731
Electricity and gas	17,629	15,905
Printing, stationery and advertising	1,781	2,727
Postage and telephone	2,260	1,451
Motor and travelling expenses	4,257	5,781
Repairs and maintenance	28,220	43,173
General expenses	14,193	17,971
Insurance	12,341	11,701
Bank charges	3,833	2,248
Professional fees	21,364	6,498
Training, health and safety	44,942	44,405
Computer expenses	14,339	3,967
Depreciation of tangible fixed assets	3,174	3,174
<i>Governance</i>		
Independent examination	2,200	1,850
	<u>982,448</u>	<u>909,128</u>

5 Net movement in funds:

Net movement in funds is stated after charging:

	2024	2023
	£	£
Independent Examiner's remuneration	2,200	1,850
Depreciation of tangible fixed assets	3,174	3,174
	<u>5,374</u>	<u>5,024</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2024

6 Employees

The average monthly number of persons employed by the company during the year was:

	2024 Number	2023 Number
Administrative staff	9	8
Factory staff	44	42
	<u>53</u>	<u>50</u>
	=====	=====

The aggregate remuneration comprised:

	2024 £	2023 £
Wages	527,650	482,568
Salaries	219,058	178,156
Social security costs	37,317	29,507
Pension costs	12,285	9,996
	<u>796,310</u>	<u>700,227</u>
	=====	=====

No individual employee's total benefits exceeded £60,000 during the year (2023: None). No trustees' expenses have been incurred during the year (2023: None).

Total employee packages, including pension contributions, of the key management personnel were £114,895 (2023: £104,515).

7 Tangible fixed assets

	Plant and Machinery	Fixtures and Fittings	Motor Vehicles	Total
Cost				
At 1 April 2023	23,504	27,352	31,740	82,596
Additions in the year	-	-	-	-
Disposals in the year	-	-	-	-
At 31 March 2024	<u>23,504</u>	<u>27,352</u>	<u>31,740</u>	<u>82,596</u>
	=====	=====	=====	=====
Depreciation				
At 1 April 2023	23,504	27,352	6,348	57,204
Depreciation charged in the year	-	-	3,174	3,174
Depreciation eliminated on disposal	-	-	-	-
At 31 March 2024	<u>23,504</u>	<u>27,352</u>	<u>9,522</u>	<u>60,378</u>
	=====	=====	=====	=====
Carrying amount				
At 31 March 2024	<u>-</u>	<u>-</u>	<u>22,218</u>	<u>22,218</u>
	=====	=====	=====	=====
At 31 March 2023	<u>-</u>	<u>-</u>	<u>25,392</u>	<u>25,392</u>
	=====	=====	=====	=====

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2024

8	Debtors	2024	2023
		£	£
	Trade debtors	82,517	74,472
	Other debtors and prepayments	22,810	24,381
		<u>105,327</u>	<u>98,853</u>

9	Current Asset Investments	2024	2023
		£	£
	Listed investments	257,167	-
		<u>257,167</u>	<u>-</u>

Current asset investments are initially measured at transaction price excluding transaction costs and are subsequently measured at fair value at each reporting date. Transaction costs are expensed as incurred. Changes in fair value are recognised in investment income.

10	Creditors: amounts falling due within one year	2024	2023
		£	£
	Trade creditors	1,570	17,519
	Other creditors	11	781
	Taxation and social security costs	18,829	17,525
	Accruals and deferred income	8,166	65,776
		<u>28,576</u>	<u>101,601</u>

11	Unrestricted Funds	At 1	Net	At 31
		April	Movement in	March
		2023	Funds	2024
		£	£	£
	Unrestricted Funds – General Fund	778,063	-	778,063
	Unrestricted Funds – Designated Fund	1,250,000	(17,747)	1,232,253
		<u>2,028,063</u>	<u>(17,747)</u>	<u>2,010,316</u>

The designated fund is to be spent on expanding the workshop and incurring more service user costs.

12	Restricted Funds	At 1		At 31	
		April		March	
		2023	Income	2024	
	Restricted Use	£	£	£	
	Training and work skills	64,500	54,880	(57,971)	61,409
	Wages	100,000	-	(50,000)	50,000
	Premises maintenance and repairs	1,440	2,500	(3,940)	-
	Other support costs	9,200	18,973	(12,340)	15,833
		<u>175,140</u>	<u>76,353</u>	<u>(124,251)</u>	<u>127,242</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2024

13	Endowment Funds		
	Restricted Use	At 1 April 2023	At 31 March 2024
		£	£
	Support costs	250,000	225,000
		<u>250,000</u>	<u>225,000</u>
		<u>=====</u>	<u>=====</u>

Endowment funds were received in 2023 from The Edward Gostling Foundation. Income from the fund is to be spent on operating costs to support the charitable activities. The capital may be spent at a rate of £25,000 per year for a total of 10 years. Investment income earned each year can be spent in the following year.

14 Funds received as agent

During the year the charity received funds amounting to £4,856 (2023: £1,974) from Access to Work on behalf of individual staff to purchase specialised equipment and training. Resources expended in the year amounted to £4,856 (2023: £1,974) and there were no balances held as agent at the year end.

All equipment purchased remains the property of the individuals concerned.

15 Called up share capital

The company is limited by guarantee and has no share capital. Under the provisions of the company's memorandum of association, each member would be required to contribute a sum not exceeding £1 for the payment of debts of the company in the event of a deficiency of assets on a winding up of the company.

16 Control

The charity has been controlled throughout the year by the trustees, who are identified in the company information.

17 Transactions with Trustees and Related Parties

None of the trustees have been paid any remuneration or received any other benefits from employment with the Charity or any related entity.

There have been no related party transactions during the year that require disclosure.

18 Cash Generated from Operations

	2024	2023
	£	£
Surplus/(Deficit) for the year	(90,645)	1,830,067
Adjustments for:		
Depreciation charges	3,174	3,174
Interest from investments	(65,407)	(13,751)
Gain on Investments	(17,167)	-
Movements in working capital:		
Increase in debtors	(6,474)	(3,955)
(Decrease)/increase in creditors	(73,025)	38,067
Cash (absorbed)/generated by operations	<u>(249,544)</u>	<u>1,853,602</u>
	<u>=====</u>	<u>=====</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2024

19 Analysis of Cash and Cash Equivalents

	2024 £	2023 £
Cash at bank and in hand	1,781,422	2,180,559
Endowment funds	225,000	250,000
	<u>2,006,422</u>	<u>2,430,559</u>
Adjustments for:		
Long term cash investments	(997,000)	(997,000)
Total cash and cash equivalents	<u><u>1,009,422</u></u>	<u><u>1,433,559</u></u>

In 2023 cash was received in relation to the Endowment Fund amounting to £250,000 and is held in trust. It is expendable as per the agreement at £25,000 plus interest earned in the prior year for 10 years after the cash is received.

20 Deferred Income

Grant income has been received which is subject to performance related conditions falling within the following year.

	Balance at 1 April 2023 £	Movement in the year £	Balance at 31 March 2024 £
Hertfordshire Community Foundation	36,734	(36,734)	-
	<u>36,734</u>	<u>(36,734)</u>	<u>-</u>

WATFORD SHELTERED WORKSHOP LIMITED

England & Wales - Charity number 229947

Accounts

Company Number: 00753764
Charity Number: 229947

WATFORD SHELTERED WORKSHOP LIMITED

Report and Accounts

for the year ended 31 March 2023

WATFORD SHELTERED WORKSHOP LIMITED

Report and Accounts

for the year ended 31 March 2023

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4	Independent Examiner's Report
5	Statement of Financial Activities
6	Balance Sheet
7	Statement of Cash Flows
8 to 15	Notes forming part of the Accounts

WATFORD SHELTERED WORKSHOP LIMITED

Company Information

Company Number: 00753764

Charity Number: 229947

Registered Office

Century Retail Park
Dalton Way
Watford
Herts
WD17 2SF

Trustees

Ms M Aylward-Jones
Ms G F Button
Mr R I Jacob
Mr J Solomons
Mr P A Trainor
Mr T J Williams
Ms S Edwards

Accountants

Dickinsons
Chartered Accountants
Brandon House
First Floor
90 The Broadway
Chesham
Buckinghamshire
HP5 1EG

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2023

Trustees' Annual Report

The trustees present their report and the unaudited accounts for the year ended 31 March 2023.

The accounts have been prepared in accordance with the Companies Act 2006, the Charities Act 2011, the Memorandum and Articles of Association and 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).

Structure, Governance and Management

Watford Sheltered Workshop Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18 March 1963 (amended 23 September 2019). The company became a registered charity with the Charities Commission for England and Wales on 17 August 1966.

Recruitment and appointment of new trustees/directors

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association are known as members of the charity. The board meets six times a year and considers such matters as the appointment of trustees, the financial position of the Charity, the approval of Annual Reports and Accounts and the appointment of the independent examiner. The quorum necessary for the transaction of business of the trustees is a minimum of three at the AGM and two at other times. As set out in the Articles of Association, trustees are elected to serve for three years.

We have 7 Trustees, including one nominated by Hertfordshire County Council (awaiting reappointment) and one nominated by Watford Borough Council respectively. All members give their time voluntarily and receive no benefits from the charity.

Governance

Staff

Day to day management is delegated to the Chief Executive Officer.

Volunteers

The Workshop has a number of volunteers who support the service users in different ways and bring other skills to support our work, including IT systems, Risk analysis and control, fund raising, accounting, health and safety and providing training. The trustees are grateful to them for all their assistance.

Objectives and Activities of the Charity

The trustees consider that the charity exists for the purpose of the local public benefit as defined in Section 4 of the Charities Act 2011. The charity's purpose as set out in the objectives contained within the company's Memorandum and Articles of Association is to provide supported employment, work experience and skills training to people who are disabled or disadvantaged, enabling them to contribute to the community and, where possible, progress into unsupported employment.

Risk Assessment

In order to comply with the Statement of Recommended Practice for Charity Accounts (FRS 102) a review of the major risks to which the charity is exposed and the systems that have to be established to mitigate those risks has been carried out. The review considered external factors and procedures have been put in place to rectify those areas of potential vulnerability. These are monitored on an ongoing basis by our risk committee.

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2023

Achievements and Performance

Adult Care Services

We continue to provide a Day Opportunities Service for service users referred to us by Hertfordshire County Council; Adult Care Services (ACS). The new Framework agreement runs to extended to September 2027, reflecting the value that we deliver to people with disability in what is the only facility of its kind in the area and indeed in Hertfordshire. The "Springboard" project by which we are able to bring in more service users who fall through the cracks in society and who do not have a care package, started in April 2022 and has been extended for a further year to March 2024.

TESG (DWP)

The Transitional Employer Support Grant (TESG) continues to be in place. This scheme is administered by Access to Work and includes all previous Work Choice Clients in our employ on 1st April 2019.

Future Developments and Strategies

The last two years have left us with some customers who have reduced activity, others who are going from strength to strength and some new customers coming on board. The branch in High Wycombe is doing very well. We actively encourage new business, and our team is to be congratulated on achieving an amazing sales figure in difficult times. We have set a realistic sales target of £330,000 for the next financial year. The trustees and managers are continuing their initiatives to expand the charity's sales and its visibility in the business community at what is a difficult time for everyone. Costs are continually rising, and we are grateful to our customers who have accepted the inevitable price rises in these inflationary times.

Fundraising, Designated Funds and Endowment Funds

Fundraising continues to be an essential part of core activities. It has been a very successful year for us in terms of fundraising from Trusts, Companies and Individuals. This activity is vital to support the day-to-day activities of the charity including the life skills and independent living skills training we offer our service users. We are grateful to all our funders for the continued support which resulted in a number of donations including a very generous donation from the Betty Messenger Charitable Foundation (BMCF) and a 10 year endowment fund from the Edward Gostling Foundation (EGF).

After careful consideration the Board of Directors have decided to designate £1,250,000 of the funds donated by BMCF for use in paying for the wages and related costs of our service users over a period of up to 10 years. The Board will keep this designation of funds under review. The endowment fund of £250,000 is to be spent over a period of 10 years as specified in the agreement with EGF on our charitable activities.

Financial Review

The Statement of Financial Activities for the year is set out on page 5 of the accounts.

The trustees have established a policy to build up unrestricted reserves to a level to support the charity's core expenditure for a period of six to twelve months. At the year-end unrestricted reserves amount to £2,028,063 (2022: £550,885) of which £1,250,000 (2022: £nil) has been Designated for particular use. Restricted reserves amounted to £175,140 (2022: £72,251). Endowment funds amounted to £250,000 (2022: £nil)

The result for the year is a surplus of £1,477,178 on unrestricted funds (2022: £13,221). The trustees consider the result for the year to be very satisfactory and take the view that the Charity is now properly capitalised. The funds have allowed us to bring the some rather worn facilities at the workshop up to date and will allow us to expand the number of service users coming to the workshop.

Investment Policy

Under the Memorandum and Articles of Association the charity has the power to invest as the trustees wish. The trustees, having regard to liquidity requirements, have, to date, operated a policy of keeping available funds in interest bearing deposit accounts. In view of the donations received during the year an investment sub-committee has been formed. This committee has developed a written investment policy and a rigorous process was carried out in order to appoint investment managers. Since the year end CCLA Investment Management Limited were appointed as investment managers and the board has approved investing part of the charity funds in investment funds designed for charities.

Statement of Trustees' Responsibilities

The trustees, who are also the directors of Watford Sheltered Workshop Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2023

Company law requires the trustees, to prepare accounts for each financial year, which 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 year.

In preparing these accounts 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;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and to enable them to ensure the accounts have been properly prepared in accordance with the provisions of the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Legal and Administrative Information

The company is limited by guarantee and has no share capital. Under the provisions of the company's memorandum of association, each member would be required to contribute a sum not exceeding £1 for the payment of the debts of the company in the event of a deficiency of assets on a winding up of the company.

The company is registered in England and Wales with company registration number 00753764 and is a registered charity under the Charities Act 2011 with registration number 229947.

Trustees and Directors

The trustees who served during the year were:

Michelle Aylward-Jones
Frances Button
Ronnie Jacob
Peter Jones (resigned 3 October 2022)
Jonah Solomons
Paul Trainor
Tim Williams
Sarah Edwards (appointed 31 January 2023)

Key Management Personnel

Linda McIntyre Chief Executive
Gill Nightingale Partnership Manager
Mussarat Parveen Workshop Manager
Hassan Javid Development Manager

The Directors have taken advantage of section 477(2) of the Companies Act 2006 which exempts the company from the requirement to have the accounts audited.

The Company is required to have an Independent Examination in accordance with the provisions in the Charities Act 2011. Accordingly, Natalie Spalton FCA of Dickinsons, Chartered Accountants, was appointed Independent Examiner.

By Order of the Board:


.....
Mr P Trainor
Trustee and Director

20 November 2023
.....
Date

WATFORD SHELTERED WORKSHOP LIMITED

Independent Examiner's Report to the Trustees of Watford Sheltered Workshop Limited for the year ended 31 March 2023

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees (who are also the directors of the company for the purpose 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 this year by way of audit dispensation from the accounts scrutiny section 144(2) of the Charities Act 2011 granted by the Charities Commission on 17 April 2023 and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of 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

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- The accounts do not accord with such records; or
- The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- The accounts have not been prepared in accordance with the charities SORP (FRS102).

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.



Natalie Spalton FCA
Dickinsons
Chartered Accountants
Brandon House
First Floor
90 The Broadway
Chesham
Buckinghamshire
HP5 1EG

Date: 22/11/2023

WATFORD SHELTERED WORKSHOP LIMITED

Statement of Financial Activities (Statement of Income and Retained Earnings)

for the year ended 31 March 2023

Incoming resources from:	Notes	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Endowment Funds £	2023 Total Funds £	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £
Donations and legacies	2	1,607,945	286,640	250,000	2,144,585	51,637	117,806	169,443
Charitable activities	3	530,372	-	-	530,372	554,397	-	554,397
Investments		13,751	-	-	13,751	1,438	-	1,438
Donated services		39,264	-	-	39,264	39,264	-	39,264
Adult Care clients		11,223	-	-	11,223	3,061	-	3,061
Total Incoming Resources		<u>2,202,555</u>	<u>286,640</u>	<u>250,000</u>	<u>2,739,195</u>	<u>649,797</u>	<u>117,806</u>	<u>767,603</u>
Resources expended from:								
Costs of charitable activities	4	(725,377)	(183,751)	-	(909,128)	(668,316)	(111,832)	(780,148)
Total resources expended		<u>(725,377)</u>	<u>(183,751)</u>	<u>-</u>	<u>(909,128)</u>	<u>(668,316)</u>	<u>(111,832)</u>	<u>(780,148)</u>
Net income/(expenditure)		1,477,178	102,889	250,000	1,830,067	(18,519)	5,974	(12,545)
Transfers between funds		-	-	-	-	31,740	(31,740)	-
Net movements in funds	10 - 12	<u>1,477,178</u>	<u>102,889</u>	<u>250,000</u>	<u>1,830,067</u>	<u>13,221</u>	<u>(25,766)</u>	<u>(12,545)</u>
Total Surplus at 1 April 2022		550,885	72,251	-	623,136	537,664	98,017	635,681
Total Surplus at 31 March 2023		<u>2,028,063</u>	<u>175,140</u>	<u>250,000</u>	<u>2,453,203</u>	<u>550,885</u>	<u>72,251</u>	<u>623,136</u>

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

The notes on pages 8 to 15 form part of these accounts.

Balance Sheet

as at 31 March 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	7		25,392		28,566
Current Assets					
Debtors	8	98,853		94,898	
Cash at bank and in hand		2,430,559		563,206	
		<u>2,529,412</u>		<u>658,104</u>	
Creditors:					
Amounts falling due within one year	9	(101,601)		(63,534)	
		<u></u>		<u></u>	
Net Current Assets			2,427,811		594,570
Total Assets Less Current Liabilities			<u>2,453,203</u>		<u>623,136</u>
Funds of the Charity					
Unrestricted Income Funds	10		2,028,063		550,885
Restricted Funds	11		175,140		72,251
Endowment Funds	12		250,000		-
Total Charity Funds			<u>2,453,203</u>		<u>623,136</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The company has been granted audit dispensation from the accounts scrutiny section 144(2) of the Charities Act 2011 for the year ended 31 March 2023 granted by the Charities Commission on 17 April 2023.

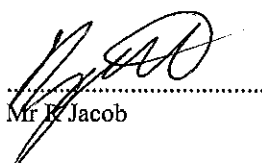
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 20 November 2023 and were signed on its behalf by:



 Mr R Jacob



 Mr P Trainor

The notes on pages 8 to 15 form part of these accounts.

WATFORD SHELTERED WORKSHOP LIMITED

Statement of Cash Flows

for the year ended 31 March 2023

	Notes	2023		2022	
		£	£	£	£
Cash flows from operating activities					
Cash generated by operations	17	<u>1,853,602</u>		<u>22,280</u>	
Net cash inflow from operating activities			1,853,602		22,280
Investing activities					
Interest from investments		13,751		1,438	
Proceeds on sale of tangible fixed assets		-		1,667	
Purchase of tangible fixed assets		-		(31,740)	
Purchase of investments	18	<u>(997,000)</u>		<u>-</u>	
Net cash used in investing activities			(983,249)		(28,635)
Financing activities					
Repayment of bank loans		<u>-</u>		<u>-</u>	
Net cash used in financing activities			<u>-</u>		<u>-</u>
Net (decrease)/increase in cash and cash equivalents			870,353		(6,355)
Cash and cash equivalents at beginning of year	18		563,206		569,561
Cash and cash equivalents at end of year	18		<u>1,433,559</u>		<u>563,206</u>

The notes on pages 8 to 15 form part of these accounts.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2023

1 Principal Accounting Policies

Company Information

Watford Sheltered Workshop Limited is a private charitable company limited by guarantee, incorporated in England & Wales. The registered office and trading address is at Century Retail Park, Dalton Way, Watford, Herts, WD17 2SF.

Accounting Convention

The financial statements 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 United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2022. The accounts include the results of the company's operations, which are described in the Trustees' Annual Report, all of which are continuing. The charity constitutes a public benefit entity as defined by FRS 102.

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

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

Incoming Resources

All incoming resources are recognised in the Statement of Financial Activities when the company 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.

Income from grants and other donations which are of a voluntary nature are recognised when the charitable company has been notified in writing of both the amount and settlement date and receipt is probable. Grants received for future accounting periods are deferred. Endowment funds are recognised on the Statement of Financial Activities in the period the gift is made.

Income from grants, and similar income where conditions for payment are linked to performance, are recognised to the extent that the charity has met the recognition criteria.

Income from charitable trading activities is recognised when the related goods and services have been completed and dispatched.

Income from donated services and facilities are recognised when the charitable company utilises the facilities with the fair value being recognised as incoming resources and expended resources simultaneously, as appropriate.

Resources Expended

Expenditure is accounted for on an accruals basis, recognised when a liability is incurred, and classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held with banks and other short term liquid investments with maturities of three months or less.

Basic Financial Assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction cost and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2023

1 Principal Accounting Policies (Continued)

Derecognition of Financial Assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic Financial Liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Derecognition of Financial Liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

Fund Accounting

Unrestricted funds are those which are available for use at the discretion of the Trustees in the furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity and is to be spent in line with the conditions imposed.

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

Tangible Fixed Assets

Tangible fixed assets are held at cost less depreciation. Depreciation is recognised so as to write off the cost less estimated residual value of each asset over their useful lives on the following basis:

Plant and Machinery	20% on cost
Fixtures and fittings	between 20% and 25% on cost
Motor vehicles	10% on cost

Government Grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met, and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

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.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2023

2 Donations and legacies

	2023	2022
	£	£
Unrestricted donations and grants		
Councillor's Locality	700	2,650
Childwick Trust	-	7,500
Sir Jules Thorn Trust	-	1,500
HCF	-	5,000
Watford Borough Mayor Fund	-	2,400
Betty Messenger Charitable Foundation	250,000	-
The Edward Gostling Foundation	25,000	-
Ronnie Lubner Foundation	8,504	-
Wenzels the bakers	5,000	-
Government covid job retention scheme grant	-	10,024
Hertfordshire Community Foundation re "springboard" project	37,765	-
Simon Gibson Charitable Trust	3,000	-
Other Organisations	11,284	1,720
Other Individuals	16,692	20,843
	<u>357,945</u>	<u>51,637</u>
Designated donations and grants		
Betty Messenger Charitable Foundation	1,250,000	-
	<u>1,607,945</u>	<u>51,637</u>
Restricted donations and grants		
Garfield Weston Foundation	20,000	-
Sir Robert McAlpine Foundation	10,000	-
Baily Thomas Charitable Trust	-	10,000
Watford & Three Rivers Trust	10,000	9,000
Betty Messenger Charitable Foundation	195,000	50,000
Watford Borough Council	15,000	-
Other organisations	21,640	25,806
Paradigm Housing	-	8,000
Watford Community Housing Trust	10,000	5,000
Peter Cruddas Foundation	-	5,000
HCF Police and Crime Commissioner	5,000	5,000
	<u>286,640</u>	<u>117,806</u>
Endowment funds		
The Edward Gostling Foundation	250,000	-
	<u>250,000</u>	<u>-</u>

3 Income from charitable activities

	2023	2022
	£	£
Charitable trading	308,392	353,285
Grants received for charitable trading purposes:		
Employment Services Grant	117,440	112,212
Training service payments	104,540	88,900
	<u>530,372</u>	<u>554,397</u>

WATFORD SHELTERED WORKSHOP LIMITED**Notes forming part of the Accounts****for the year ended 31 March 2023****4 Resources Expended: Charitable Activities**

	2023	2022
	£	£
Direct activity costs:		
Wages	496,750	427,855
Materials	8,055	2,954
Support costs:		
Staff salaries	203,477	217,758
Rent	39,264	39,264
Water rates	731	(171)
Electricity and gas	15,905	10,805
Printing, stationery and advertising	2,727	1,230
Postage and telephone	1,451	2,489
Motor and travelling expenses	5,781	4,901
Repairs and maintenance	43,173	7,535
General expenses	17,971	24,951
Insurance	11,701	10,159
Bank charges	2,248	1,631
Profit on disposal of tangible fixed asset	-	(1,667)
Professional fees	6,498	1,780
Training, health and safety	44,405	20,485
Computer expenses	3,967	3,515
Depreciation of tangible fixed assets	3,174	3,174
<i>Governance</i>		
Independent examination	1,850	1,500
	<u>909,128</u>	<u>780,148</u>

5 Net movement in funds:

Net movement in funds is stated after charging:

	2023	2022
	£	£
Independent Examiner's remuneration	1,850	1,500
Depreciation of tangible fixed assets	3,174	3,174
	<u>5,024</u>	<u>4,674</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2023

6 Employees

The average monthly number of persons employed by the company during the year was:

	2023	2022
	Number	Number
Administrative staff	8	9
Factory staff	42	38
	<u>50</u>	<u>47</u>
	<u>=====</u>	<u>=====</u>

The aggregate remuneration comprised:

	2023	2022
	£	£
Wages	482,568	415,034
Salaries	178,156	195,335
Social security costs	29,507	26,898
Pension costs	9,996	8,346
	<u>700,227</u>	<u>645,613</u>
	<u>=====</u>	<u>=====</u>

No individual employee's total benefits exceeded £60,000 during the year (2022: None). No trustees' expenses have been incurred during the year (2022: None).

Total employee benefits including pension contributions of the key management personnel were £104,515 (2022: £93,331).

7 Tangible fixed assets

	Plant and Machinery	Fixtures and Fittings	Motor Vehicles	Total
Cost				
At 1 April 2022	23,504	27,352	31,740	82,596
Additions in the year	-	-	-	-
Disposals in the year	-	-	-	-
At 31 March 2023	<u>23,504</u>	<u>27,352</u>	<u>31,740</u>	<u>82,596</u>
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>
Depreciation				
At 1 April 2022	23,504	27,352	3,174	54,030
Depreciation charged in the year	-	-	3,174	3,174
Depreciation eliminated on disposal	-	-	-	-
At 31 March 2023	<u>23,504</u>	<u>27,352</u>	<u>6,348</u>	<u>57,204</u>
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>
Carrying amount				
At 31 March 2023	<u>-</u>	<u>-</u>	<u>25,392</u>	<u>25,392</u>
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>
At 31 March 2022	<u>-</u>	<u>-</u>	<u>28,566</u>	<u>28,566</u>
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2023

8	Debtors			
			2023	2022
			£	£
	Trade debtors		74,472	76,335
	Other debtors and prepayments		24,381	18,563
			<u>98,853</u>	<u>94,898</u>
9	Creditors: amounts falling due within one year			
			2023	2022
			£	£
	Trade creditors		17,519	4,245
	Other creditors		781	351
	Taxation and social security costs		17,525	19,185
	Accruals and deferred income		65,776	39,753
			<u>101,601</u>	<u>63,534</u>
10	Unrestricted Funds			
		At 1	Net	At 31
		April	Movement	March
		2022	in Funds	2023
		£	£	£
	Unrestricted Funds – General Fund	550,885	227,178	778,063
	Unrestricted Funds – Designated Fund	-	1,250,000	1,250,000
		<u>550,885</u>	<u>1,477,178</u>	<u>2,028,063</u>

The trustees have designated funds this year amounting to £1,250,000 to be spent on expanding the workshop and incurring more service user costs.

11	Restricted Funds				
		At 1			At 31
		April			March
	Restricted Use	2022	Income	Expenditure	2023
		£	£	£	£
	Training and work skills	38,250	96,000	(69,750)	64,500
	Wages	27,501	165,000	(92,501)	100,000
	Premises maintenance and repairs	6,500	16,440	(21,500)	1,440
	Other support costs	-	9,200	-	9,200
		<u>72,251</u>	<u>286,640</u>	<u>(183,751)</u>	<u>175,140</u>

12	Endowment Funds				
		At 1			At 31
		April			March
	Restricted Use	2022	Funds	Expenditure	Investment
		£	Received	£	Income
		£	£	£	£
	Support costs	-	250,000	-	-
		<u>-</u>	<u>250,000</u>	<u>-</u>	<u>250,000</u>

Endowment funds were received in the year from The Edward Gostling Foundation. Income from the fund is to be spent on operating costs to support the charitable activities. The capital may be spent at a rate of £25,000 per year for a total of 10 years. Investment income earned each year can be spent in the following year.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2023

13 Funds received as agent

During the year the charity received funds amounting to £1,974 (2022: £6,153) from Access to Work on behalf of individual staff to purchase specialised equipment and training. Resources expended in the year amounted to £1,974 (2022: £6,153) and there were no balances held as agent at the year end.

All equipment purchased remains the property of the individuals concerned.

14 Called up share capital

The company is limited by guarantee and has no share capital. Under the provisions of the company's memorandum of association, each member would be required to contribute a sum not exceeding £1 for the payment of debts of the company in the event of a deficiency of assets on a winding up of the company.

15 Control

The charity has been controlled throughout the year by the trustees, who are identified in the company information.

16 Transactions with Trustees and Related Parties

None of the trustees have been paid any remuneration or received any other benefits from employment with the Charity or any related entity.

There have been no related party transactions during the year that require disclosure.

17 Cash Generated from Operations

	2023 £	2022 £
Surplus/(Deficit) for the year	1,830,067	(12,545)
Adjustments for:		
Depreciation charges	3,174	3,174
Interest from investments	(13,751)	(1,438)
Profit on disposal of tangible fixed assets	-	(1,667)
Movements in working capital:		
Increase in debtors	(3,955)	114
Increase in creditors	38,067	34,642
Cash generated by operations	<u>1,853,602</u>	<u>22,280</u>

18 Analysis of Cash and Cash Equivalents

	2023 £	2022 £
Cash at bank and in hand	2,180,559	563,206
Endowment funds	250,000	-
	<u>2,430,559</u>	<u>563,206</u>
Adjustments for:		
Long term cash investments	(997,000)	-
Total cash and cash equivalents	<u>1,433,559</u>	<u>563,206</u>

Cash received in relation to the Endowment Fund amounting to £250,000 is held in trust and is expendable as per the agreement at £25,000 plus interest earned in the prior year for 10 years after the cash is received.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2023

19 Deferred Income

Grant income has been received which is subject to performance related conditions falling within the following year.

	Balance at 1 April 2022 £	Movement in the year £	Balance at 31 March 2023 £
Hertfordshire Community Foundation	34,332	2,402	36,734
	<u>=====</u>	<u>=====</u>	<u>=====</u>

WATFORD SHELTERED WORKSHOP LIMITED

England & Wales - Charity number 229947

Accounts

Company Number: 00753764
Charity Number: 229947

WATFORD SHELTERED WORKSHOP LIMITED

Report and Accounts

for the year ended 31 March 2022

WATFORD SHELTERED WORKSHOP LIMITED

Report and Accounts

for the year ended 31 March 2022

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7	Statement of Cash Flows
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WATFORD SHELTERED WORKSHOP LIMITED

Company Information

Company Number: 00753764

Charity Number: 229947

Registered Office

Century Retail Park
Dalton Way
Watford
Herts
WD17 2SF

Trustees

Ms M Aylward-Jones
Ms G F Button
Mr R I Jacob
Mr P L Jones
Mr J Solomans
Mr P A Trainor
Mr T J Williams

Accountants

Dickinsons
Chartered Accountants
Enterprise House
Beeson's Yard
Bury Lane
Rickmansworth
Herts
WD3 1DS

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2022

Trustees' Annual Report

The trustees present their report and the unaudited accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the Companies Act 2006, the Charities Act 2011, the Memorandum and Articles of Association and 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).

Structure, Governance and Management

Watford Sheltered Workshop Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18 March 1963 (amended 23 September 2019). The company became a registered charity with the Charities Commission for England and Wales on 17 August 1966.

Recruitment and appointment of new trustees/directors

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association are known as members of the charity. The board meets six times a year and considers such matters as the appointment of trustees, the financial position of the Charity, the approval of Annual Reports and Accounts and the appointment of the independent examiner. The quorum necessary for the transaction of business of the trustees is a minimum of three at the AGM and two at other times. As set out in the Articles of Association, trustees are elected to serve for three years.

We have 9 Trustees, including one nominated by Hertfordshire County Council (awaiting reappointment) and one nominated by Watford Borough Council respectively. All members give their time voluntarily and receive no benefits from the charity.

Governance

Staff

Day to day management is delegated to the Chief Executive Officer.

Volunteers

The Workshop has a number of volunteers who support the service users in different ways and bring other skills to support our work, including IT systems, developing new procedures and processes and providing training. The trustees are grateful to them for all their assistance.

Objectives and Activities of the Charity

The trustees consider that the charity exists for the purpose of the local public benefit as defined in Section 4 of the Charities Act 2011. The charity's purpose as set out in the objectives contained within the company's Memorandum and Articles of Association is to provide supported employment, work experience and skills training to people who are disabled or disadvantaged, enabling them to contribute to the community and, where possible, progress into unsupported employment.

Risk Assessment

In order to comply with the Statement of Recommended Practice for Charity Accounts (FRS 102) a review of the major risks to which the charity is exposed and the systems that have to be established to mitigate those risks has been carried out. The review considered external factors and procedures have been put in place to rectify those areas of potential vulnerability. These are monitored on an ongoing basis by our risk committee.

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2022

Achievements and Performance

Adult Care Services

We continue to provide a Day Opportunities Service for service users referred to us by Hertfordshire County Council; Adult Care Services (ACS). Our contract has been extended to October 2022, reflecting the value that we deliver to disabled people in what is the only facility of its kind in the area and indeed in Hertfordshire. We have successfully tendered for a new project, which we have named "Springboard" by which we will be able to bring in more service users who fall through the cracks in society and who do not have a care package. This project started in April 2022.

TESG (DWP)

The Transitional Employer Support Grant (TESG) continues to be in place. This scheme is administered by Access to Work and includes all previous Work Choice Clients in our employ at 1st April 2019.

Future Developments and Strategies

Covid-19 is still around and affects us from time to time with absences for staff and service users while they recover. We have strategies in place to monitor infections and staff are very diligent in observing the set rules.

The last two years have left us with some customers who have reduced activity, others who are going from strength to strength and some new customers coming on board. The branch in High Wycombe is doing very well. We actively encourage new business and our team is to be congratulated on achieving an amazing sales figure in very difficult times. We have set a realistic sales target of £300,000 for the next financial year. The trustees and managers are continuing their initiatives to expand the charity's sales and its visibility in the business community at what is a difficult time for everyone.

Fundraising

This continues to be a core activity. It has been a successful year for us in terms of fundraising from Trusts, events and sponsorship. This activity is vital to support the day to day activities of the charity including the life and independent living skills training we offer.

Financial Review

The Statement of Financial Activities for the year is set out on page 5 of the accounts.

The trustees have established a policy to build up unrestricted reserves to a level to support the charity's core expenditure for a period of six to twelve months. At the year-end unrestricted reserves amount to £550,885 (2021: £537,664). Restricted reserves amounted to £72,251 (2021: £98,017).

The result for the year is a surplus of £13,221 on unrestricted funds (2021: £268,119). The trustees consider the result for the year to be satisfactory and take the view that the Charity is now properly capitalised.

Investment Policy

Under the Memorandum and Articles of Association the charity has the power to invest as the trustees wish. The trustees, having regard to liquidity requirements, have, to date, operated a policy of keeping available funds in interest bearing deposit accounts.

Statement of Trustees' Responsibilities

The trustees, who are also the directors of Watford Sheltered Workshop Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2022

Company law requires the trustees, to prepare accounts for each financial year, which 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 year.

In preparing these accounts 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;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and to enable them to ensure the accounts have been properly prepared in accordance with the provisions of the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Legal and Administrative Information

The company is limited by guarantee and has no share capital. Under the provisions of the company's memorandum of association, each member would be required to contribute a sum not exceeding £1 for the payment of the debts of the company in the event of a deficiency of assets on a winding up of the company.

The company is registered in England and Wales with company registration number 00753764, and is a registered charity under the Charities Act 2011 with registration number 229947.

Trustees and Directors

The trustees who served during the year were:

Michelle Aylward-Jones

Frances Button

Ronnie Jacob

Peter Jones

Paul Marsh (resigned 29 March 2022)

Jonah Solomons

Nuttan Tanna (resigned 21 February 2022)

Paul Trainor

Tim Williams

Key Management Personnel

Linda McIntyre Chief Executive

Gill Nightingale Partnership Manager

Mussarat Parveen Workshop Manager

Hassan Javid Development Manager

The Directors have taken advantage of section 477(2) of the Companies Act 2006 which exempts the company from the requirement to have the accounts audited.

The Company is required to have an Independent Examination in accordance with the provisions in the Charities Act 2011. Accordingly, Natalie Spalton FCA of Dickinsons, Chartered Accountants, was appointed Independent Examiner.

By Order of the Board:



Mr P Trainor

Trustee and Director

24/8/2022
Date

WATFORD SHELTERED WORKSHOP LIMITED

**Independent Examiner's Report to the Trustees of Watford Sheltered Workshop Limited
for the year ended 31 March 2022**

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees (who are also the directors of the company for the purpose 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 for this year under part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of 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

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- The accounts do not accord with such records; or
- The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- The accounts have not been prepared in accordance with the charities SORP (FRS102).

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.



Natalie Spalton FCA
Dickinsons
Chartered Accountants
Enterprise House
Beeson's Yard
Bury Lane
Rickmansworth
Herts
WD3 1DS

Date: 30/05/22

WATFORD SHELTERED WORKSHOP LIMITED

Statement of Financial Activities (Statement of Income and Retained Earnings)

for the year ended 31 March 2022

Incoming resources from:	Notes	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £
Donations and legacies	2	51,637	117,806	169,443	324,356	107,245	431,601
Charitable activities	3	554,397	-	554,397	490,576	-	490,576
Investments		1,438	-	1,438	1,689	-	1,689
Donated services		39,264	-	39,264	39,264	-	39,264
Adult Care clients		3,061	-	3,061	3,014	-	3,014
Total Incoming Resources		<u>649,747</u>	<u>117,806</u>	<u>767,603</u>	<u>858,899</u>	<u>107,245</u>	<u>966,144</u>
Resources expended from:							
Costs of charitable activities	4	(668,316)	(111,832)	(780,148)	(590,780)	(103,030)	(693,810)
Total resources expended		<u>(668,316)</u>	<u>(111,832)</u>	<u>(780,148)</u>	<u>(590,780)</u>	<u>(103,030)</u>	<u>(693,810)</u>
Net income/(expenditure)		(18,519)	5,974	(12,545)	268,119	4,215	272,334
Transfers between funds	6	31,740	(31,740)	-	-	-	-
Net movements in funds	11 & 12	<u>13,221</u>	<u>(25,766)</u>	<u>(12,545)</u>	<u>268,119</u>	<u>4,215</u>	<u>272,334</u>
Total Surplus at 1 April 2021		537,664	98,017	635,681	269,545	93,802	363,347
Total Surplus at 31 March 2022		<u>550,885</u>	<u>72,251</u>	<u>623,136</u>	<u>537,664</u>	<u>98,017</u>	<u>635,681</u>

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

The notes on pages 8 to 13 form part of these accounts.

Balance Sheet

as at 31 March 2022

	Notes	2022		2021	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	8		28,566		-
Current Assets					
Debtors	9	94,898		95,012	
Cash at bank and in hand		563,206		569,561	
		<u>658,104</u>		<u>664,573</u>	
Creditors:					
Amounts falling due within one year	10	(63,534)		(28,892)	
Net Current Assets			594,570		635,681
Total Assets Less Current Liabilities			<u>623,136</u>		<u>635,681</u>
Funds of the Charity					
Unrestricted Income Funds	11		550,885		537,664
Restricted Funds	12		72,251		98,017
			<u>623,136</u>		<u>635,681</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

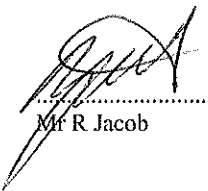
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:


- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 24.5.22 and were signed on its behalf by:



 Mr R Jacob



 Mr P Trainor

The notes on pages 8 to 13 form part of these accounts.

WATFORD SHELTERED WORKSHOP LIMITED

Statement of Cash Flows

for the year ended 31 March 2022

	Notes	2022		2021	
		£	£	£	£
Cash flows from operating activities					
Cash generated by operations	17	<u>22,280</u>		<u>282,340</u>	
Net cash inflow from operating activities			22,280		282,340
Investing activities					
Interest from investments		1,438		1,689	
Proceeds on sale of tangible fixed assets		1,667		-	
Purchase of tangible fixed assets		<u>(31,740)</u>		<u>-</u>	
Net cash used in investing activities			(28,635)		1,689
Financing activities					
Repayment of bank loans		<u>-</u>		<u>-</u>	
Net cash used in financing activities			<u>-</u>		<u>-</u>
Net (decrease)/increase in cash and cash equivalents			(6,355)		284,029
Cash and cash equivalents at beginning of year			569,561		285,532
Cash and cash equivalents at end of year			<u>563,206</u>		<u>569,561</u>

The notes on pages 8 to 13 form part of these accounts.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2022

1 Principal Accounting Policies

Company Information

Watford Sheltered Workshop Limited is a private charitable company limited by guarantee, incorporated in England & Wales. The registered office and trading address is at Century Retail Park, Dalton Way, Watford, Herts, WD17 2SF.

Accounting Convention

The accounts have been prepared under the historical cost convention, the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with; the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011. The accounts include the results of the company's operations, which are described in the Trustees' Annual Report, all of which are continuing. The charity constitutes a public benefit entity as defined by FRS 102.

Going Concern

The accounts have been prepared on a going concern basis which assumes that the charitable company will continue to operate for the foreseeable future. This is based on the Trustees and Directors opinion that the activity will continue to grow with increased publicity and support of their charitable activities.

If the charitable company were unable to continue to operate adjustments would be made to provide for any further liabilities which may arise.

Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income from grants and other donations which are of a voluntary nature are recognised when the charitable company has been notified in writing of both the amount and settlement date and receipt is probable. Grants received for future accounting periods are deferred.

Income from grants, and similar income where conditions for payment are linked to performance, are recognised to the extent that the charity has met the recognition criteria.

Income from charitable trading activities is recognised when the related goods and services have been completed and dispatched.

Income from donated services and facilities are recognised when the charitable company utilises the facilities with the fair value being recognised as incoming resources and expended resources simultaneously, as appropriate.

Resources Expended

Expenditure is accounted for on an accruals basis, recognised when a liability is incurred, and classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

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

Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held with banks.

Basic Financial Assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction cost and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2022

Basic Financial Liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Fund Accounting

Unrestricted funds are those which are unrestricted and are available for use at the discretion of the Trustees in the furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

Tangible Fixed Assets

Tangible fixed assets are held at cost less depreciation. Depreciation is recognised so as to write off the cost less estimated residual value of each asset over their useful lives on the following basis:

Plant and Machinery	20% on cost
Fixtures and fittings	between 20% and 25% on cost
Motor vehicles	10% on cost

Government Grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met, and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

2 Donations and legacies

	2022	2021
	£	£
Donations		
Councillor's Locality	2,650	8,000
HCC	-	2,640
Waitrose	-	1,000
Wenzel the Baker	-	5,000
My Local	-	2,000
Childwick Trust	7,500	-
Sir Jules Thorn Trust	1,500	-
Watford Borough Mayors Fund	2,400	-
Warner Brothers	-	10,000
HCF	5,000	24,000
Betty Messenger Charitable Foundation	-	60,000
National Lottery	-	7,460
RBS/Natwest	-	28,000
Julia & Hans Rausing Trust	-	20,000
John Lewis Foundation	-	14,250
Government covid job retention scheme grant	10,024	90,539
Other organisations	1,720	28,047
Individuals	20,843	23,420
	<u>51,637</u>	<u>324,356</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2022

2	Donations and legacies (Continued)	2022	2021
		£	£
	Grants from institutions:		
	Baily Thomas Charitable Trust	10,000	-
	Vinci Foundation	-	6,150
	Thrive Homes	-	2,000
	Watford & Three Rivers Trust	9,000	-
	ERNST Trust	-	5,000
	Betty Messenger Charitable Foundation	50,000	60,000
	Other organisations	25,806	6,800
	Paradigm Housing	8,000	-
	Watford Community Housing Trust	5,000	4,795
	Peter Cruddas Foundation	5,000	-
	HCF Police and Crime Commissioner	5,000	-
	West Herts Golf Society	-	7,500
	LH&E Cost Consultancy	-	5,000
	Edward Gostling Foundation	-	10,000
		<u>117,806</u>	<u>107,245</u>
3	Income from charitable activities	2022	2021
		£	£
	Charitable trading	353,285	303,637
	Grants received for charitable trading purposes:		
	Employment Services Grant	112,212	107,585
	Training service payments	88,900	79,354
		<u>554,397</u>	<u>490,576</u>
4	Resources Expended: Charitable Activities	2022	2021
		£	£
	Direct activity costs:		
	Wages	427,855	383,958
	Materials	2,954	4,239
	Support costs:		
	Staff salaries	217,758	202,980
	Rent	39,264	39,264
	Water rates	(171)	1,106
	Electricity and gas	10,805	6,904
	Printing, stationery and advertising	1,230	455
	Postage and telephone	2,489	2,625
	Motor and travelling expenses	4,901	3,820
	Repairs and maintenance	7,535	23,769
	General expenses	24,951	6,972
	Insurance	10,159	8,022
	Bank charges	1,631	1,482
	Profit on disposal of tangible fixed asset	(1,667)	-
	Professional fees	1,780	554
	Training, health and safety	20,485	771
	Computer expenses	3,515	3,205
	Depreciation of tangible fixed assets	3,174	-
	Mezzanine costs	-	2,309
	<i>Governance</i>		
	Independent examination	1,500	1,375
		<u>780,148</u>	<u>693,810</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

5 Net movement in funds:

Net movement in funds is stated after charging:

	2022	2021
	£	£
Independent Examiner's remuneration	1,500	1,375
Depreciation of tangible fixed assets	3,174	-
	<u> </u>	<u> </u>

6 Transfers between funds

Donations restricted for the purchase of a new van have been brought forward within restricted reserves. In the current year the van was purchased and, as supported by the Charities SoRP (para.2.26), has been transferred to unrestricted reserves. The transfer amounts to £31,740 and is the only transfer in the current financial year.

7 Employees

The average monthly number of persons employed by the company during the year was:

	2022	2021
	Number	Number
Administrative staff	9	10
Factory staff	38	35
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

The aggregate remuneration comprised:

	2022	2021
	£	£
Wages	415,034	373,917
Salaries	195,335	182,218
Social security costs	26,898	23,071
Pension costs	8,346	7,732
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

No individual employee's total benefits exceeded £60,000 during the year (2021: None). No trustees' expenses have been incurred during the year (2021: None).

Total employee benefits including pension contributions of the key management personnel were £84,814 (2021: £95,723).

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

8 Tangible fixed assets

	Plant and Machinery	Fixtures and Fittings	Motor Vehicles	Total
Cost				
At 1 April 2021	23,504	27,352	23,535	74,391
Additions in the year	-	-	31,740	31,740
Disposals in the year	-	-	(23,535)	(23,535)
At 31 March 2022	<u>23,504</u>	<u>27,352</u>	<u>31,740</u>	<u>82,596</u>
Depreciation				
At 1 April 2021	23,504	27,352	23,535	73,391
Depreciation charged in the year	-	-	3,174	3,174
Depreciation eliminated on disposal	-	-	(23,535)	(23,535)
At 31 March 2022	<u>23,504</u>	<u>27,352</u>	<u>3,174</u>	<u>54,030</u>
Carrying amount				
At 31 March 2022	<u>-</u>	<u>-</u>	<u>28,566</u>	<u>28,566</u>
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

9 Debtors

	2022	2021
	£	£
Trade debtors	76,335	75,308
Other debtors and prepayments	18,563	19,704
	<u>94,898</u>	<u>95,012</u>

10 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	4,245	543
Other creditors	351	707
Taxation and social security costs	19,185	24,173
Accruals and deferred income	39,753	3,469
	<u>63,534</u>	<u>28,892</u>

11 Unrestricted Funds

	At 1 April 2021	Net Movement in Funds	At 31 March 2022
	£	£	£
Unrestricted Funds – General Fund	<u>537,664</u>	<u>13,221</u>	<u>550,885</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

12 Restricted Funds

Restricted Use	At 1 April 2021 £	Income £	Expenditure £	Expenditure on fixed assets £	At 31 March 2022 £
Training and work skills	39,667	35,500	(36,917)	-	38,250
Wages	25,001	60,000	(57,500)	-	27,501
Premises maintenance and repairs	5,849	18,066	(17,415)	-	6,500
New van	27,500	4,240	-	(31,740)	-
	<u>98,017</u>	<u>117,806</u>	<u>(111,832)</u>	<u>(31,740)</u>	<u>72,251</u>

13 Funds received as agent

During the year the charity received funds amounting to £6,153 (2021: £4,330) from Access to Work on behalf of individual staff to purchase specialised equipment and training. Resources expended in the year amounted to £6,153 (2021: £4,330) and there were no balances held as agent at the year end.

All equipment purchased remains the property of the individuals concerned.

14 Called up share capital

The company is limited by guarantee and has no share capital. Under the provisions of the company's memorandum of association, each member would be required to contribute a sum not exceeding £1 for the payment of debts of the company in the event of a deficiency of assets on a winding up of the company.

15 Control

The charity has been controlled throughout the year by the trustees, who are identified in the company information.

16 Transactions with Trustees and Related Parties

None of the trustees have been paid any remuneration or received any other benefits from employment with the Charity or any related entity.

There have been no related party transactions during the year that require disclosure.

17 Cash Generated from Operations

	2022 £	2021 £
(Deficit)/surplus for the year	(12,545)	272,334
Adjustments for:		
Depreciation charges	3,174	-
Interest from investments	(1,438)	(1,689)
Profit on disposal of tangible fixed assets	(1,667)	-
Movements in working capital:		
Decrease in debtors	114	920
Increase in creditors	34,642	10,775
Cash generated by operations	<u>22,280</u>	<u>282,340</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

18 Deferred Income

Grant income has been received which is subject to performance related conditions falling within the following year.

	Balance at 1 April 2021 £	Movement in the year £	Balance at 31 March 2022 £
Hertfordshire County Council	-	34,332	34,332
	<u> </u>	<u> </u>	<u> </u>

WATFORD SHELTERED WORKSHOP LIMITED

England & Wales - Charity number 229947

Accounts

Company Number: 00753764
Charity Number: 229947

WATFORD SHELTERED WORKSHOP LIMITED

Report and Accounts

for the year ended 31 March 2021

WATFORD SHELTERED WORKSHOP LIMITED

Report and Accounts

for the year ended 31 March 2021

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5	Statement of Financial Activities
6	Balance Sheet
7 to 13	Notes forming part of the Accounts

WATFORD SHELTERED WORKSHOP LIMITED

Company Information

Company Number: 00753764

Charity Number: 229947

Registered Office

Century Retail Park
Dalton Way
Watford
Herts
WD17 2SF

Trustees

Ms M Aylward-Jones
Ms G F Button
Mr R I Jacob
Mr P L Jones
Mr P R Marsh
Mr J Solomans
Dr N K Tanna
Mr P A Trainor
Mr T J Williams

Accountants

Dickinsons
Chartered Accountants
Enterprise House
Beeson's Yard
Bury Lane
Rickmansworth
Herts
WD3 1DS

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2021

Trustees' Annual Report

The trustees present their report and the unaudited accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the Companies Act 2006, the Charities Act 2011, the Memorandum and Articles of Association and 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).

Structure, Governance and Management

Watford Sheltered Workshop Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18 March 1963 (amended 23 September 2019). The company became a registered charity with the Charities Commission for England and Wales on 17 August 1966.

Recruitment and appointment of new trustees/directors

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association are known as members of the charity. The board meets six times a year and considers such matters as the appointment of trustees, the financial position of the Charity, the approval of Annual Reports and Accounts and the appointment of the independent examiner. The quorum necessary for the transaction of business of the trustees is a minimum of three at the AGM and two at other times. As set out in the Articles of Association, trustees are elected to serve for three years.

We have 9 Trustees, including one nominated by Hertfordshire County Council and one nominated by Watford Borough Council respectively. All members give their time voluntarily and receive no benefits from the charity.

Governance

Staff

Day to day management is delegated to the Chief Executive Officer.

Volunteers

The Workshop has a number of volunteers who support the service users in different ways and bring other skills to support our work, including IT systems, developing new procedures and processes and providing training. The trustees are grateful to them for all their assistance.

Objectives and Activities of the Charity

The trustees consider that the charity exists for the purpose of the local public benefit as defined in Section 4 of the Charities Act 2011. The charity's purpose as set out in the objectives contained within the company's Memorandum and Articles of Association is to provide supported employment, work experience and skills training to people who are disabled or disadvantaged, enabling them to contribute to the community and, where possible, progress into unsupported employment.

Risk Assessment

In order to comply with the Statement of Recommended Practice for Charity Accounts (FRS 102) a review of the major risks to which the charity is exposed and the systems that have to be established to mitigate those risks has been carried out. The review considered external factors and procedures have been put in place to rectify those areas of potential vulnerability. These are monitored on an ongoing basis by our risk committee.

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2021

Achievements and Performance

Adult Care Services

We continue to provide a Day Opportunities Service for service users referred to us by Hertfordshire County Council; Adult Care Services (ACS). Our contract has been extended to October 2021, reflecting the value that we deliver to disabled people in what is the only facility of its kind in Hertfordshire and indeed this area. We have been invited to tender to ACS for a future contract.

TESG (DWP)

The Transitional Employer Support Grant (TESG) continues to be in place. This scheme is administered by Access to Work and includes all previous Work Choice Clients in our employ at 1st April 2019.

Future Developments and Strategies

Covid-19 hit us all in the UK on 23 March 2020 which was just before the previous financial year end. We did not know how this would affect us as we learnt to live with it and all the new terminology and ways of going about our daily and business lives. There has certainly been some impact on the Charity. At first many of our service users were furloughed and quite quickly some of our customers had to suspend their businesses because of the sectors they work in. We were lucky enough to be working on two "essential" products for the food supply chain and this kept us busy. The management team needs to be thanked for the incredible effort they put in to ensure that we fulfilled all the orders we were getting. Gradually orders have returned and we brought back all the furloughed staff and we are currently busy. While service users were furloughed we set up a support line to keep in contact and support their needs at this unprecedented time. We are proud to say that we have not closed for one single day since lockdown began and that is a tribute to Linda and her team. The branch in High Wycombe is busy too with local recruitment now in place.

As we now prepare for the "new normal" we constantly assess the full impact of Covid-19. We hope that all our customer businesses survive intact and continue to use our services and at the same time we are welcoming new customers. We have set a realistic sales target of £250,000 for the next financial year. The trustees and managers are continuing their initiatives to expand the charity's sales and its visibility in the business community at what is a difficult time for everyone.

Fundraising

This continues to be a core activity. It has been a very successful year for us in terms of fundraising from Trusts, events and sponsorship. This activity is vital to support the day to day activities of the charity including the life and independent living skills training we offer.

Financial Review

The Statement of Financial Activities for the year is set out on page 5 of the accounts.

The trustees have established a policy to build up unrestricted reserves to a level to support the charity's core expenditure for a period of six to twelve months. At the year-end unrestricted reserves amount to £537,664 (2020: £269,545). Restricted reserves amounted to £98,017 (2020: £93,802).

The result for the year is a surplus of £268,119 on unrestricted funds (2020: £42,071). The trustees consider the result for the year to be satisfactory and take the view that the Charity is now properly capitalised.

Investment Policy

Under the Memorandum and Articles of Association the charity has the power to invest in any way the trustees wish. The trustees, having regard to liquidity requirements, have, to date, operated a policy of keeping available funds in interest bearing deposit accounts.

Statement of Trustees' Responsibilities

The trustees, who are also the directors of Watford Sheltered Workshop Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

WATFORD SHELTERED WORKSHOP LIMITED

Trustees' (Directors') Annual Report

For the year ended 31 March 2021

Company law requires the trustees, to prepare accounts for each financial year, which 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 year.

In preparing these accounts 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;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and to enable them to ensure the accounts have been properly prepared in accordance with the provisions of the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Legal and Administrative Information

The company is limited by guarantee and has no share capital. Under the provisions of the company's memorandum of association, each member would be required to contribute a sum not exceeding £1 for the payment of the debts of the company in the event of a deficiency of assets on a winding up of the company.

The company is registered in England and Wales with company registration number 00753764, and is a registered charity under the Charities Act 2011 with registration number 229947.

Trustees and Directors

The trustees who served during the year were:

Michelle Aylward-Jones
Frances Button
Ronnie Jacob
Peter Jones
Paul Marsh
Jonah Solomons
Nuttan Tanna
Paul Trainor
Tim Williams

Key Management Personnel

Linda McIntyre	Chief Executive
Gill Nightingale	Partnership Manager
Mussarat Parveen	Workshop Manager
Hassan Javid	Development Manager

The Directors have taken advantage of section 477(2) of the Companies Act 2006 which exempts the company from the requirement to have the accounts audited.

The Company is required to have an Independent Examination in accordance with the provisions in the Charities Act 2011. Accordingly, Natalie Spalton FCA of Dickinsons, Chartered Accountants, was appointed Independent Examiner.

By Order of the Board:



.....
Mr P Jones
Trustee and Director

.....
Date

13 September 2021

Independent Examiner's Report to the Trustees of Watford Sheltered Workshop Limited
for the year ended 31 March 2021

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees (who are also the directors of the company for the purpose 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 for this year under part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of 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).

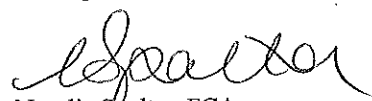
Independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- Accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- The accounts do not accord with such records; or
- The accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- The accounts have not been prepared in accordance with the charities SORP (FRS102).

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.



Natalie Spalton FCA
Dickinsons
Chartered Accountants
Enterprise House
Beeson's Yard
Bury Lane
Rickmansworth
Herts
WD3 1DS

Date: 14 September 2021

WATFORD SHELTERED WORKSHOP LIMITED

Statement of Financial Activities (Statement of Income and Retained Earnings)

for the year ended 31 March 2021

Incoming resources from:	Notes	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £
Donations and legacies	2	324,356	107,245	431,601	51,343	235,223	286,566
Charitable activities	3	490,576	-	490,576	487,037	-	487,037
Investments		1,689	-	1,689	1,708	-	1,708
Donated services		39,264	-	39,264	39,264	-	39,264
Adult Care clients		3,014	-	3,014	5,383	-	5,383
Total Incoming Resources		<u>858,899</u>	<u>107,245</u>	<u>966,144</u>	<u>584,735</u>	<u>235,223</u>	<u>819,958</u>
Resources expended from:							
Costs of charitable activities	4	(590,780)	(103,030)	(693,810)	(542,664)	(211,838)	(754,502)
Total resources expended		<u>(590,780)</u>	<u>(103,030)</u>	<u>(693,810)</u>	<u>(542,664)</u>	<u>(211,838)</u>	<u>(754,502)</u>
Net movements in funds	10 & 11	268,119	4,215	272,334	42,071	23,385	65,456
Total Surplus at 1 April 2020		269,545	93,802	363,347	227,474	70,417	297,891
Total Surplus at 31 March 2021		<u>537,664</u>	<u>98,017</u>	<u>635,681</u>	<u>269,545</u>	<u>93,802</u>	<u>363,347</u>

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

The notes on pages 7 to 13 form part of these accounts.

Balance Sheet

as at 31 March 2021

	Notes	2021		2020	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	7		-		-
Current Assets					
Debtors	8	95,012		95,932	
Cash at bank and in hand		569,561		285,532	
		<u>664,573</u>		<u>381,464</u>	
Creditors:					
Amounts falling due within one year	9	(28,892)		(18,117)	
Net Current Assets			635,681		363,347
Total Assets Less Current Liabilities			<u>635,681</u>		<u>363,347</u>
Funds of the Charity					
Unrestricted Income Funds	10		537,664		269,545
Restricted Funds	11		98,017		93,802
Total Charity Funds			<u>635,681</u>		<u>363,347</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

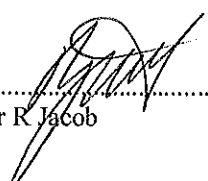
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 13 September 2021 and were signed on its behalf by:


.....
Mr R Jacob


.....
Mr P Jones

The notes on pages 7 to 13 form part of these accounts.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

1 Principal Accounting Policies

Company Information

Watford Sheltered Workshop Limited is a private charitable company limited by guarantee, incorporated in England & Wales. The registered office and trading address is at Century Retail Park, Dalton Way, Watford, Herts, WD17 2SF.

Accounting Convention

The accounts have been prepared under the historical cost convention, the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with; the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011. The accounts include the results of the company's operations, which are described in the Trustees' Annual Report, all of which are continuing. The charity constitutes a public benefit entity as defined by FRS 102.

Going Concern

The accounts have been prepared on a going concern basis which assumes that the charitable company will continue to operate for the foreseeable future. This is based on the Trustees and Directors opinion that the activity will continue to grow with increased publicity and support of their charitable activities.

Having considered the current and anticipated economic impact of Coronavirus on the company's activities the directors have adopted the going concern basis of accounting in preparing the financial statements; the directors are satisfied the company has sufficient reserves and access to the financial support necessary to meet working capital requirements and enable the company to remain in operational existence for the foreseeable future.

If the charitable company were unable to continue to operate adjustments would be made to provide for any further liabilities which may arise.

Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income from grants and other donations which are of a voluntary nature are recognised when the charitable company has been notified in writing of both the amount and settlement date and receipt is probable. Grants received for future accounting periods are deferred.

Income from grants, and similar income where conditions for payment are linked to performance, are recognised to the extent that the charity has met the recognition criteria.

Income from charitable trading activities is recognised when the related goods and services have been completed and dispatched.

Income from donated services and facilities are recognised when the charitable company utilises the facilities with the fair value being recognised as incoming resources and expended resources simultaneously, as appropriate.

Resources Expended

Expenditure is accounted for on an accruals basis, recognised when a liability is incurred, and classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

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

Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held with banks.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

Basic Financial Assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction cost and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic Financial Liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Fund Accounting

Unrestricted funds are those which are unrestricted and are available for use at the discretion of the Trustees in the furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

Tangible Fixed Assets

Tangible fixed assets are held at cost less depreciation. Depreciation is recognised so as to write off the cost less estimated residual value of each asset over their useful lives on the following basis:

Plant and Machinery	20% on cost
Fixtures and fittings	between 20% and 25% on cost
Motor vehicles	20% on cost

Government Grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met, and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

2 Donations and legacies

	2021	2020
	£	£
Donations		
Councillor's Locality	8,000	-
HCC	2,640	-
Waitrose	1,000	-
Wenzel the Baker	5,000	-
My Local	2,000	-
West Watford Golfing Society	-	2,500
Murrill Construction Limited	-	6,500
Merchant Taylors School	-	2,500
Warner Brothers	10,000	8,000
HCF	24,000	-
Betty Messenger Charitable Foundation	60,000	-
National Lottery	7,460	-
RBS/Natwest	28,000	-
Julia & Hans Rausing Trust	20,000	-
John Lewis Foundation	14,250	-
Government covid job retention scheme grant	90,539	-
Other organisations	28,047	5,944
Individuals	23,420	25,899
	<u>324,356</u>	<u>51,343</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

2 Donations and legacies (Continued)

	2021	2020
	£	£
Grants from institutions:		
Murrill Construction Limited	-	8,500
Vinci Foundation	6,150	-
Thrive Homes	2,000	3,000
ACT Foundation	-	12,500
ERNST Trust	5,000	7,500
Betty Messenger Charitable Foundation	60,000	138,000
Other organisations	11,595	9,580
Investec	-	5,000
Co-op	-	2,143
29 th May 1961 Charitable Trust	-	4,000
Garfield Weston	-	45,000
West Herts Golf Society	7,500	-
LH&E Cost Consultancy	5,000	-
Edward Gostling Foundation	10,000	-
	<u>107,245</u>	<u>235,223</u>

3 Income from charitable activities

	2021	2020
	£	£
Charitable trading	303,637	283,452
Grants received for charitable trading purposes:		
Employment Services Grant	107,585	127,357
Training service payments	79,354	76,228
	<u>490,576</u>	<u>487,037</u>

4 Resources Expended: Charitable Activities

	2021	2020
	£	£
Direct activity costs:		
Wages	383,958	348,665
Materials	4,239	3,993
Support costs:		
Staff salaries	202,980	180,571
Rent	39,264	39,264
Water rates	1,106	919
Electricity and gas	6,904	7,558
Printing, stationery and advertising	455	1,698
Postage and telephone	2,625	2,489
Motor and travelling expenses	3,820	2,463
Repairs and maintenance	23,769	4,240
General expenses	6,972	9,002
Insurance	8,022	7,247
Bank charges	1,482	503
Bad debt	-	7,163
Professional fees	554	4,947
Training, health and safety	771	35,158
Computer expenses	3,205	3,537
Depreciation of tangible fixed assets	-	893
Mezzanine costs	2,309	92,842

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

4 Resources Expended: Charitable Activities (Continued)

Governance

Independent examination

1,375

1,350

693,810

754,502

5 Net movement in funds:

Net movement in funds is stated after charging:

2021

2020

£

£

Independent Examiner's remuneration

1,375

1,350

Depreciation of tangible fixed assets

-

893

=====

=====

6 Employees

The average monthly number of persons employed by the company during the year was:

2021

2020

Number

Number

Administrative staff

10

10

Factory staff

35

35

45

45

=====

=====

The aggregate remuneration comprised:

2021

2020

£

£

Wages

373,917

341,970

Salaries

182,218

162,206

Social security costs

23,071

18,321

Pension costs

7,732

6,739

586,938

529,236

=====

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No individual employee's total benefits exceeded £60,000 during the year (2020: None). No trustees' expenses have been incurred during the year (2020: None).

Total employee benefits including pension contributions of the key management personnel were £95,723 (2020: £93,331).

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

7 Tangible fixed assets

	Plant and Machinery	Fixtures and Fittings	Motor Vehicles	Total
Cost				
At 1 April 2020	23,504	27,352	23,535	74,391
At 31 March 2021	<u>23,504</u>	<u>27,352</u>	<u>23,535</u>	<u>74,391</u>
Depreciation				
At 1 April 2020	23,504	27,352	23,535	73,391
Depreciation charged in the year	-	-	-	-
At 31 March 2021	<u>23,504</u>	<u>27,352</u>	<u>23,535</u>	<u>74,391</u>
Carrying amount				
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

8 Debtors

	2021 £	2020 £
Trade debtors	75,308	77,524
Other debtors and prepayments	19,704	18,408
	<u>95,012</u>	<u>95,932</u>

9 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	543	2,310
Other creditors	707	6,808
Taxation and social security costs	24,173	6,349
Accruals and deferred income	3,469	2,650
	<u>28,892</u>	<u>18,117</u>

10 Unrestricted Funds

	At 1 April 2020 £	Net Movement in Funds £	At 31 March 2021 £
Unrestricted Funds – General Fund	<u>269,545</u>	<u>268,119</u>	<u>537,664</u>

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

11 Restricted Funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
Watford Community Housing Trust	-	4,795	(4,795)	-
Vinci Foundation	-	6,150	(6,150)	-
Screwfix Foundation	-	4,800	(4,800)	-
West Watford Golf Society	-	7,500	-	7,500
LH&E Cost Consultancy	-	5,000	-	5,000
Edward Gostling Foundation	-	10,000	-	10,000
Thrive Homes	-	2,000	(1,000)	1,000
Shanly Foundation	-	2,000	(833)	1,167
Betty Messenger Charitable Foundation	43,159	60,000	(62,309)	40,850
The Neighbourly Charitable Trust	583	-	(583)	-
Garfield Weston	42,500	-	(15,000)	27,500
Ganett Foundation	2,560	-	(2,560)	-
ERNST Trust	5,000	5,000	(5,000)	5,000
	<u>93,802</u>	<u>107,245</u>	<u>(103,030)</u>	<u>98,017</u>

The charity received £14,000 (2020: £65,330) from various organisations during the year, restricted for use in training and work skills. Of these funds, £17,416 was utilised during the year £15,583 of which was bought forward, with the remaining £12,167 being carried forward to the next financial year.

The charity received £50,000 (2020: £55,000) during the year from various organisations, restricted for funding wages. Of these funds, £65,000 was utilised during the year £40,000 of which was bought forward, with the remaining £25,000 being carried forward to the next financial year.

The charity received £Nil (2020: £74,000) during the year from various organisations, restricted for the installation of a mezzanine floor. Of the funds brought forward, £2,309 was utilised during the year, with the remaining £5,849 being carried forward to the next financial year.

The charity received £15,745 (2020: £Nil) during the year from various organisations, restricted for the maintenance of the charity's premises. Of these funds all were utilised during the year in addition to £2,560 brought forward from the prior year.

The charity received £27,500 (2020: £Nil) during the year from various organisations, restricted for the purchase of a new van. Of these funds, none were utilised during the year as a result £27,500 is carried forward to the next financial year.

12 Funds received as agent

During the year the charity received funds amounting to £4,330 (2020: £26,521) from Access to Work on behalf of individual staff to purchase specialised equipment and training. Resources expended in the year amounted to £4,330 (2020: £26,521) and there were no balances held as agent at the year end.

All equipment purchased remains the property of the individuals concerned.

WATFORD SHELTERED WORKSHOP LIMITED

Notes forming part of the Accounts

for the year ended 31 March 2021

13 Called up share capital

The company is limited by guarantee and has no share capital. Under the provisions of the company's memorandum of association, each member would be required to contribute a sum not exceeding £1 for the payment of debts of the company in the event of a deficiency of assets on a winding up of the company.

14 Control

The charity has been controlled throughout the year by the trustees, who are identified in the company information.

15 Transactions with Trustees and Related Parties

None of the trustees have been paid any remuneration or received any other benefits from employment with the Charity or any related entity.

There have been no related party transactions during the year that require disclosure.