

# BOSS BUSINESS SUPPLIES CHARITY

England & Wales · Charity number 279029

## Details

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**Other names** BRITISH OFFICE SUPPLIES AND SERVICES FEDERATION BENEVOLENT FUND, BRITISH OFFICE SYSTEMS AND STATIONERY FEDERATION BENEVOLENT FUND, BRITISH STATIONERY AND OFFICE PRODUCTS FEDERATION BENEVOLENT FUND, BOSS BENEVOLENT FUND, BOSS Business Supplies Charity

**Status** Registered

**Legal form** Other

**Registered** 1980-04-01

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

## Contact

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**Address** Unit 2 Villiers Court  
Meriden Business Park  
Copse Drive  
West Midlands  
Coventry  
CV5 9RN

**Phone** 01924203338

**Email** [info@bosscharity.org](mailto:info@bosscharity.org)

**Website** <https://bosscharity.org>

## Activities

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**Objects:** THE OBJECTS OF THE CHARITY ARE TO RELIEVE CASES OF POVERTY, NEED, HARDSHIP OR DISTRESS OR TO PROVIDE FINANCIAL ASSISTANCE FOR EDUCATION OR TRAINING FOR INDIVIDUALS (AND THE WIDOWS AND DEPENDENTS OF SUCH PERSONS) WHO ARE OR HAVE PREVIOUSLY BEEN EMPLOYED IN THE INDUSTRY.

**Activities:** Issue grants for the welfare of former and current employees of the business supplies industry.

## Classification

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- **How:** Makes Grants To Individuals, Provides Other Finance
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups

## Geography

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- Scotland
- Throughout England And Wales

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£142,539	£181,356	-	-
2023-12-31	£160,188	£162,657	-	-
2022-12-31	£109,282	£100,277	-	-
2021-12-31	£72,064	£88,433	-	-
2020-12-31	£50,765	£99,904	-	-

## Trustees

Name	Role	Appointed
<b>Kelly Elizabeth Hilleard</b>	Chair	2020-08-04
Beverley Dawn Boden		2026-01-05
David Manfredi		2026-02-02
Elizabeth Whyte		2020-12-04
FRANCES STEPHEN		2011-09-29
Jade Wilson		2025-11-17
James Webb		2024-05-16
Katie Rebecca Metcalfe-Roberts		2025-05-13
Lawrence John Savage		2025-05-13
Philip Wesolowski		2022-06-14
Sally Williamson		2024-12-17
Sara Bennett		2015-10-08

**BOSS BUSINESS SUPPLIES CHARITY**

England & Wales - Charity number 279029

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# Accounts

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**BOSS BUSINESS SUPPLIES CHARITY**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

Registered Charity No: 279029

**BOSS BUSINESS SUPPLIES CHARITY**

**CHARITY INFORMATION**

**Charity name** BOSS Business Supplies Charity

**Registered Charity Number:** 279029

**Registered Office:** 2 Villiers Court  
Meriden Business Park  
Copse Drive  
Coventry  
CV5 9RN

**Bankers:** Barclays Bank plc  
1<sup>st</sup> Floor  
5 St Ann's Street  
East Quayside  
Newcastle  
NE1 2BH

**Fund Managers:** CCLA Investment Management Limited  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**Independent Examiner:** Luckmans Duckett Parker Limited  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

**BOSS BUSINESS SUPPLIES CHARITY**

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**BOSS BUSINESS SUPPLIES CHARITY**

**TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2024**

The trustees present their report and the financial statements for the year ended 31 December 2024. The financial statements have been prepared in accordance with the accounting policies and comply with the Charity's trust deed and applicable law.

**OBJECTIVES AND ACTIVITIES**

The BOSS Business Supplies Charity supports individuals facing financial hardship due to life's challenges leaving them struggling to make ends meet.

It helps in many ways, for example through giving quarterly grants to supplement income, giving one-off grants to help with immediate problems such as boiler repairs and replacement household items and future fund grants for those wanting or needing to further their training and career prospects. The Charity has a friendly group of volunteers who visit those seeking assistance.

Assistance is available to individuals who have worked, or are currently employed, in the UK Business Supplies Industry for at least two years, as well as their immediate family members

The objects of the charity are to apply the capital and income of the charitable funds for the purpose of providing financial relief (in case of need, hardship or distress) to persons who are or who have been employed in the business supplies industry and the widows and dependants of such persons. These objects have been met by providing grants to individuals. The trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities and setting the grant making policy in the year.

Specific requests for assistance are considered and awarded at the discretion of the trustees.

**ACHIEVEMENTS AND PERFORMANCE**

The Board has continued to provide support to regular beneficiaries and to help those with specific needs by means of one-off payments. Contact with beneficiaries is maintained by a panel of regionally based visitors who play a key role in assessing needs and advising the Board of changes in each individual's circumstances. A total of 153 grants (2023: 162) totalling £123,560 (2023: £117,028) were paid to individuals during the year. A total of 0 grants (2023:0) totalling £Nil (2023: £Nil) were paid to institutions during the year.

A significant achievement for 2024 was the retention of 11 Corporate Patrons and the recruitment of one new Corporate Patron, each of whom donated £5,000 for the year. The Patrons income has helped reduce the Charity's reliance on event income. It was encouraging to see continued support for the 2024 events organised by the Charity - The Patrons Dinner and The BOSS Charity Day. We continue to receive donations from individuals and industry organisations and continue with our plan to raise the profile of The Charity. 2 new trustees have been recruited in 2024 and we will continue to consider succession planning and introducing new skills to the team.

The financial position has seen a slight decline in 2024 which has been affected by the timing of Patrons income but the investment and dividend are stable and the Board of Trustees remains confident that The Charity is well placed to consider applications for assistance from people connected with the business supplies industry who are in need. Enquiries should be placed online at [www.bosscharity.org](http://www.bosscharity.org) or directed to the BOSS Business Supplies Charity Secretary at BPIF, Unit 2, Villiers Court, Meriden Business Park, Copse Drive, Coventry, CV5 9RN.

The Board wishes to place on record warmest appreciation for the efforts of all visitors, patrons and donors who have supported their efforts during the year.

**BOSS BUSINESS SUPPLIES CHARITY**

**TRUSTEES' REPORT**  
**(Continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2024**

**FINANCIAL REVIEW**

**Review of transactions and financial position**

Details of the investments held are set out in note 4 to the accounts.

The Statement of Financial Activities is presented on page 7. The trustees report a net decrease in funds of £1,511 (2023: £118,928 increase), which is due primarily to a combination of unrealised gains on investments and realised gains on investments in the year. Grants of £123,560 (2023: £117,028) were made to individuals in accordance with the objects of the Charity. Grants totalling £Nil (2023: £Nil) were paid to institutions.

**Reserves policy and risk management**

It is the trustees' policy to maintain sufficient reserves to ensure current levels of grant aid can be maintained for the foreseeable future regardless of donation or other income. At the year end the total unrestricted reserves amounted to £1,425,974 (2023: £1,427,485). The trustees have developed a risk register to identify risks and how they can be mitigated.

**Investment policy**

There are no restrictions on the Charity's power to invest. The investment strategy is set by the trustees who provide the investment manager with specific guidelines and restrictions if appropriate. The general investment objectives are for a balance of income and capital gains. Investments are vested in specialist fund managers who have invested all funds within a charity's investment fund. There is no policy to restrict investment in certain stocks for risk or ethical reasons.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing instrument**

The charity's objects and regulations were regulated by a trust deed dated 9 November 1993 and updated as at 3 August 2016, and under that deed the charity is constituted as an unincorporated association

The charity is organised so that the day to day running of the charity is carried out by Trustees with assistance from the finance department of the British Printing Industries Federation Limited.

The Trustees, as charity trustees, have overall control of the Charity and its property.

- A maximum of six Approved Trustees may be appointed, subject to the approval of the Executive Board of The British Office Supplies and Services Federation Limited ("the Federation").
- No more than six Co-opted Trustees may be appointed by resolution of the Board of Trustees.
- The Board of Trustees may, at its discretion, establish criteria from time to time for the appointment of Co-opted Trustees.

All new Trustees will follow an induction process, which includes meetings with existing Trustees and the provision of key information to support them in their role.

**BOSS BUSINESS SUPPLIES CHARITY**

**TRUSTEES' REPORT**

**(Continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2024**

**REFERENCE AND ADMINISTRATION DETAILS**

**Trustees and principal officers**

The trustees throughout the year and at the date of approval were:-

Graeme Chapman MBE (retired 31 March 2025)

Michael Gowen

Frances Stephen

Deborah Nice

Sara Bennett

Jonathan Morton (resigned 19 September 2024)

Kelly Hilleard

Elizabeth Whyte

Philip Wesolowski

James Webb (appointed 17 May 2024)

Eileen Ward (appointed 17 July 2024)

Katie Metcalfe Roberts (appointed 13 May 2025)

Lawrence Savage (appointed 13 May 2025)

The following officers of the Charity have held office for the whole of the year:-

Kelly Hilleard acted as Chair and served throughout the year.

Elizabeth Whyte acted as Secretary and served throughout the year.

Deborah Nice acted as Honorary Treasurer throughout the year.

Philip Wesolowski acted as Vice Chair and served throughout the year

**Plans for future periods**

The Charity's aims for 2025 are to continue to source funds and make grants in pursuance of the charitable objects. In addition, the Charity is looking to secure approval of its updated Constitution from the Charity Commission (this has been approved post YE on 13<sup>th</sup> August 2025 and we are now seeking approval by the BOSS Board). The Charity will also continue to strengthen the board of trustees by recruiting 2-3 new people in 2025

**Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- (a) Select suitable accounting policies and then apply them consistently;
- (b) Observe the methods and principles of the Charities SORP 2019;
- (c) Make judgements and estimates that are reasonable and prudent;
- (d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (e) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

**BOSS BUSINESS SUPPLIES CHARITY**

**TRUSTEES' REPORT**  
**(Continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2024**

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Trust Deed dated 1 March 2021, the Charity (Accounts and Reports) Regulations 2008 and the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In so far as the trustees are aware:

- there is no relevant independent examination information of which the charity's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant independent examination information and to establish that the independent examiner is aware of that information.

All prevailing laws and regulations have been complied with.

This report was approved by the trustees on 24/10/25.....

Signed on behalf of the trustees by:

*Deborah Nice*

.....  
**DEBORAH NICE**  
Treasurer

**BOSS BUSINESS SUPPLIES CHARITY**

**Independent examiner's report to the trustees of BOSS Business Supplies Charity**

I report to the charity trustees on my examination of the accounts of the BOSS Business Supplies Charity (the Charity) for the year ended 31 December 2024 which are set out on pages 7 to 13.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



.....  
Mark Spafford  
FCA FCCA  
Luckmans Duckett Parker Limited  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

Date: 27th OCTOBER 2025

**BOSS BUSINESS SUPPLIES CHARITY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

	Notes	Unrestricted Funds 2024 £	Unrestricted Funds 2023 £
<b>Income:</b>			
Voluntary Income:			
Donations - regions		-	-
Donations – other		2,420	130
Donations – patronage scheme		44,700	66,050
Other trading activities		55,764	54,907
Investment income		39,655	39,101
<b>Total income</b>		142,539	160,188
<b>Expenditure on:</b>			
Charitable activities	2	(181,356)	(162,657)
<b>Total operating deficit</b>		(38,817)	(2,469)
<b>Other recognised gains:</b>			
Net gains on investments	4	37,306	121,397
<b>Net (deficit) / surplus</b>		(1,511)	118,928
<b>Reconciliation of funds:</b>			
Total funds brought forward		1,427,485	1,308,557
<b>Total funds carried forward</b>		<b>£1,425,974</b>	<b>£1,427,485</b>

All funds are unrestricted.

All of the amounts included in the statement of financial activities derive from the continuing activities of the charity.

The notes on pages 9 to 13 form part of these financial statements.

**BOSS BUSINESS SUPPLIES CHARITY**

**BALANCE SHEET**

**AS AT 31 DECEMBER 2024**

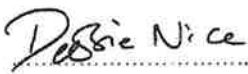
	Note	2024		2023	
		£	£	£	£
<b>Fixed Assets</b>					
Investments	4		1,375,805		1,358,499
<b>Current Assets</b>					
Debtors	5	54,239		59,518	
Cash at bank and in hand		38,999		32,513	
		<u>93,238</u>		<u>92,031</u>	
<b>Liabilities</b>					
Creditors: Amounts falling due within one year	6	(43,069)		(23,045)	
<b>NET CURRENT ASSETS</b>			50,169		68,986
<b>NET ASSETS</b>			<u><b>£1,425,974</b></u>		<u><b>£1,427,485</b></u>
<b>Represented by:</b>					
Unrestricted funds	7		<u><b>£1,425,974</b></u>		<u><b>£1,427,485</b></u>

The notes on pages 9 to 13 form part of these financial statements.

The financial statements on pages 7 to 13 were approved by the Board of Trustees on .....  
and signed on its behalf by:-



**KELLY HILLEARD**  
Chair



**DEBORAH NICE**  
Treasurer

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**1. ACCOUNTING POLICIES**

**1.a Charity Information**

The BOSS Business Supplies Charity is a charity registered in England and Wales. The registered office is Unit 2 Villiers Court, Meriden Business Park, Copse Drive, Coventry, CV5 9RN.

**1.b Accounting convention**

The financial statements have been prepared under the historical cost convention and in compliance with Accounting and Reporting by Charities: Statement of Recommended Practice 2019 applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and the Charities Act 2011.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity is a public benefit entity for the purposes of FRS 102

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

**1.c Critical Accounting Estimates and Judgements**

In the view of the trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements, nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

**1.d Funds Structure**

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

**1.e Income recognition**

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

Donations, are recognised when notification of both the amount and settlement date has been received. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included upon confirmation of the interest paid or payable by the Bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**1. ACCOUNTING POLICIES (continued)**

**1.f Recognition of expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

The allotments of grants are made at the discretion of the trustees and in accordance with the Trust Deed.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the Charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled conditions attaching to that grant are outside of the control of the Charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty as to the timing of the grant or the amount of grant payable.

The expenditure on charitable activities includes grants made, support costs and governance costs.

**1.g Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**1.h Fixed asset investments**

The investments are held by nominees and are managed by investment managers. Investments are initially recognised at their transaction value and subsequently measured at their market value as at the balance sheet date as determined by the investment managers.

The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Charity does not acquire or use put options, derivatives or other complex financial instruments.

**1.i Other recognised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sale proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later).

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**1. ACCOUNTING POLICIES (continued)**

**1.j Going concern**

The financial statements have been prepared on a going concern basis.

Having carried out a detailed review of the Charity's resources, and the current economic challenges facing the Charity, the Trustees are satisfied that the Charity has sufficient cash flows to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements, and there are no material uncertainties.

**1.k Cash and Cash Equivalents**

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

**1.l Debtors and Creditors**

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price. Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payment discounted at a market rate of interest.

**2. Charitable activities**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Grants	123,560	117,028
Expenditure on raising funds	43,237	27,604
Support and governance costs (see note 3)	14,559	18,025
	<b>181,356</b>	<b>162,657</b>

During the year the Charity made 153 grants to individuals (2023: 162) and no grants to institutions (2023:0).

**3. Support and governance costs**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Support costs</b>		
Secretarial Costs	5,976	7,150
Subscriptions	1,514	411
Bank charges	591	684
Postage	657	413
IT Costs	111	-
Bad Debts	650	-
<b>Governance costs</b>		
Independent examiners fees	714	672
Trustees' indemnity insurance	439	533
Legal fees	2,040	5,764
Travel and sundry expenses	1,867	2,398
	<b>14,559</b>	<b>18,025</b>

There were no employees of the charity during the year (2023: Nil).

**BOSS BUSINESS SUPPLIES CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2024**

4. **Fixed Asset Investments**

<b>Managed investments</b>	<b>2024</b> <b>£</b>	<b>2023</b> <b>£</b>
Market value at 1 January	1,358,459	1,247,102
Disposals	(19,441)	(10,101)
	<u>1,339,018</u>	<u>1,237,001</u>
Unrealised profit on investments	36,787	121,498
Market value at 31 December	<u><b>1,375,805</b></u>	<u><b>1,358,499</b></u>

All investments are held by fund managers based in the United Kingdom. Fixed asset investments are analysed as to:-

	<b>2024</b> <b>£</b>	<b>2023</b> <b>£</b>
Unit trusts	<u><b>1,375,805</b></u>	<u><b>1,358,499</b></u>

The charity held the following investments, which had a book value as at 31 December 2024 in excess of 5% of the Charity's total investment portfolio at that date. During the year the charity sold its entire investment holding in CCLA COIF Charities Investment Fund Income Units and replaced with investment holding in CCLA COIF Charities Ethical Investment Fund Income Units. This is represented as a disposal and addition in the years as shown in the Managed investments table above.

<b>Investments</b>	<b>Book value as at</b> <b>31 December 2024</b> <b>£</b>	<b>Percentage of</b> <b>Portfolio</b>
CCLA COIF Charities Ethical Investment Fund Income Units	<u><b>1,375,805</b></u>	<u><b>100%</b></u>

5. **Debtors**

	<b>2024</b> <b>£</b>	<b>2023</b> <b>£</b>
Prepayments	15,327	22,728
Accrued income	9,787	15,884
Other Debtors	29,125	20,906
	<u><b>54,239</b></u>	<u><b>59,518</b></u>

**BOSS BUSINESS SUPPLIES CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2024**

6. Creditors	2024 £	2023 £
Trade Creditors	3,510	14,836
Accruals	764	2,515
Deferred Income	38,339	4,651
Other Creditors	455	1,043
	<u>43,069</u>	<u>23,045</u>

Income relating to events taking place in the next financial year has been deferred.

7. Unrestricted funds	2024 £	2023 £
General funds	<u>1,425,974</u>	<u>1,427,485</u>

8. **Related Party Transactions**

None of the trustees have been remunerated in the year (2023: Nil). Travelling and other expenses totalling £3,963 (2023: £6,475) were reimbursed to seven trustees during the year and Trustee Indemnity Insurance of £439 (2023: £533) was paid. The trustees have concluded that they comprise the key management personnel of the charity and as such, no remuneration was paid to key management personnel (2023: Nil). The charity paid £3,051 (2023: £7,150) to British Printing industries federation for secretarial support during the year.

Other than the above, there are no related party transactions for disclosure.



**BOSS BUSINESS SUPPLIES CHARITY**

England & Wales - Charity number 279029

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# Accounts

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**BOSS BUSINESS SUPPLIES CHARITY**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

Registered Charity No: 279029

**BOSS BUSINESS SUPPLIES CHARITY**

**CHARITY INFORMATION**

**Charity name** BOSS Business Supplies Charity

**Registered Charity Number:** 279029

**Registered Office:** 2 Villiers Court  
Meriden Business Park  
Copse Drive  
Coventry  
CV5 9RN

**Bankers:** Barclays Bank plc  
1<sup>st</sup> Floor  
5 St Ann's Street  
East Quayside  
Newcastle  
NE1 2BH

**Fund Managers:** CCLA Investment Management Limited  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**Independent Examiner:** Luckmans Duckett Parker Limited  
1110 Elliott Court  
Coventry Business Park  
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**BOSS BUSINESS SUPPLIES CHARITY**

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## **BOSS BUSINESS SUPPLIES CHARITY**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 DECEMBER 2023**

The trustees present their report and the financial statements for the year ended 31 December 2023. The financial statements have been prepared in accordance with the accounting policies and comply with the Charity's trust deed and applicable law.

#### **OBJECTIVES AND ACTIVITIES**

The BOSS Business Supplies Charity supports individuals facing financial hardship due to life's challenges leaving them struggling to make ends meet.

It helps in many ways, for example through giving quarterly grants to supplement income, giving one-off grants to help with immediate problems such as boiler repairs and replacement household items and future fund grants for those wanting or needing to further their training and career prospects. The Charity has a friendly group of volunteers who visit those seeking assistance.

Assistance is available to individuals who have worked, or are currently employed, in the UK Business Supplies Industry for at least two years, as well as their immediate family members

The objects of the charity are to apply the capital and income of the charitable funds for the purpose of providing financial relief (in case of need, hardship or distress) to persons who are or who have been employed in the business supplies industry and the widows and dependants of such persons. These objects have been met by providing grants to individuals. The trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities and setting the grant making policy in the year.

Specific requests for assistance are considered and awarded at the discretion of the trustees.

#### **ACHIEVEMENTS AND PERFORMANCE**

The Board has continued to provide support to regular beneficiaries and to help those with specific needs by means of one-off payments. Contact with beneficiaries is maintained by a panel of regionally based visitors who play a key role in assessing needs and advising the Board of changes in each individual's circumstances. A total of 162 grants (2022: 166) totalling £117,028 (2022: £77,853) were paid to individuals during the year. A total of 0 grants (2022:0) totalling £Nil (2022: £Nil) were paid to institutions during the year.

A significant achievement at the start of FY 2023 was the recruitment of 12 Corporate Patrons, each of whom donated £5,000 for the year. Some of these funds were received in FY 2022. As a result of this, as well as income from regular fundraising activities, such as the BOSS Charity Day and the BOSS Industry Awards and donations from individuals and industry organisations, income has increased substantially this year.

The financial position overall has strengthened significantly during the year due to the increase in the value of the fund's investments. Indeed, due to the above increase in income and an expectation of further increases in the value of the fund's investments over time, the Board feel well placed to consider applications for assistance from people connected with the business supplies industry who are in need. Enquiries should be directed to the BOSS Business Supplies Charity Secretary at BPIF Northern Office, Hub 26, Hunsworth Lane, Cleckheaton, BD19 4LN.

The Board wishes to place on record warmest appreciation for the efforts of all visitors, patrons and donors who have supported their efforts during the year.

## **BOSS BUSINESS SUPPLIES CHARITY**

### **TRUSTEES' REPORT** **(Continued)**

#### **FOR THE YEAR ENDED 31 DECEMBER 2023**

#### **FINANCIAL REVIEW**

##### **Review of transactions and financial position**

Details of the investments held are set out in note 4 to the accounts.

The Statement of Financial Activities is presented on page 7. The trustees report a net increase in funds of £118,928 (2022: £170,937 decrease), which is due primarily to a combination of unrealised gains on investments and realised gains on investments in the year. Grants of £117,028 (2022: £77,853) were made to individuals in accordance with the objects of the Charity. Grants totalling £Nil (2022: £Nil) were paid to institutions.

##### **Reserves policy and risk management**

It is the trustees' policy to maintain sufficient reserves to ensure current levels of grant aid can be maintained for the foreseeable future regardless of donation or other income. At the year end the total unrestricted reserves amounted to £1,427,485 (2022: £1,308,557). The trustees have developed a risk register to identify risks and how they can be mitigated.

##### **Investment policy**

There are no restrictions on the Charity's power to invest. The investment strategy is set by the trustees who provide the investment manager with specific guidelines and restrictions if appropriate. The general investment objectives are for a balance of income and capital gains. Investments are vested in specialist fund managers who have invested all funds within a charities investment fund. There is no policy to restrict investment in certain stocks for risk or ethical reasons.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing instrument**

The charity's objects and regulations were regulated by a trust deed dated 9 November 1993 and updated as at 3 August 2016, and under that deed the charity is constituted as an unincorporated association

The charity is organised so that the day to day running of the charity is carried out by Trustees with assistance from the finance department of the British Printing Industries Federation.

The nomination of trustees and other officers of the charity are currently approved by the Executive Board of The British Office Supplies and Services Federation Limited (The Federation). There is a process of induction for new trustees, which includes meetings with current trustees and the provision of key information.

#### **REFERENCE AND ADMINISTRATION DETAILS**

##### **Trustees and principal officers**

The trustees throughout the year and at the date of approval were:-

Graeme Chapman MBE  
Michael Gowen  
Frances Stephen  
Deborah Nice  
Martin Wilde (resigned 31 March 2024)  
Sara Bennett  
Jonathan Morton  
Kelly Hilleard  
Elizabeth Whyte  
Leanne Gregg (resigned 22 February 2023)  
Philip Wesolowski

**BOSS BUSINESS SUPPLIES CHARITY**

**TRUSTEES' REPORT**  
**(Continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

The following officers of the Charity have held office for the whole of the year:-

Martin Wilde acted as Chair and served throughout the year before resigning on 31 March 2024.

Kelly Hilleard acted as Vice Chair and served throughout the year before becoming Chair on 31 March 2024.

Elizabeth Whyte acted as Secretary and served throughout the year.

Deborah Nice acted as Honorary Treasurer throughout the year.

**Plans for future periods**

The Charity's aims for 2024 are to continue to source funds and make grants in pursuance of the charitable objects. In addition, the Charity is looking to secure approval of its updated Constitution from the Charity Commission, and to finalise a formal shared resources agreement with the BOSS Federation.

**Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- (a) Select suitable accounting policies and then apply them consistently;
- (b) Observe the methods and principles of the Charities SORP 2019;
- (c) Make judgements and estimates that are reasonable and prudent;
- (d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (e) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Trust Deed dated 1 March 2021, the Charity (Accounts and Reports) Regulations 2008 and the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In so far as the trustees are aware:

- there is no relevant independent examination information of which the charity's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant independent examination information and to establish that the independent examiner is aware of that information.

All prevailing laws and regulations have been complied with.

This report was approved by the trustees on

5/10/2024

Signed on behalf of the trustees by:

*Deborah Nice*

**DEBORAH NICE**

Treasurer

**BOSS BUSINESS SUPPLIES CHARITY**

**Independent examiner's report to the trustees of BOSS Business Supplies Charity**

I report to the charity trustees on my examination of the accounts of the BOSS Business Supplies Charity (the Charity) for the year ended 31 December 2023 which are set out on pages 7 to 13.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



.....

Mark Spafford  
FCA FCCA  
Luckmans Duckett Parker Limited  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

Date: 14<sup>TH</sup> OCTOBER 2024

**BOSS BUSINESS SUPPLIES CHARITY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
<b>Income:</b>			
Voluntary Income:			
Donations - regions		-	4,289
Donations – other		130	150
Donations – patronage scheme		66,050	33,000
Other trading activities		54,907	32,100
Investment income		39,101	39,743
<b>Total income</b>		<u>160,188</u>	<u>109,282</u>
<b>Expenditure on:</b>			
Charitable activities	2	(162,657)	(100,277)
<b>Total operating (deficit) / surplus</b>		<u>(2,469)</u>	<u>9,005</u>
<b>Other recognised gains:</b>			
Net gains / (losses) on investments	4	121,397	(179,942)
<b>Net surplus / (deficit)</b>		<u>118,928</u>	<u>(170,937)</u>
<b>Reconciliation of funds:</b>			
Total funds brought forward		1,308,557	1,479,494
<b>Total funds carried forward</b>		<u>£1,427,485</u>	<u>£1,308,557</u>

All funds are unrestricted.

All of the amounts included in the statement of financial activities derive from the continuing activities of the charity.

The notes on pages 9 to 13 form part of these financial statements.

**BOSS BUSINESS SUPPLIES CHARITY**

**BALANCE SHEET**

**AS AT 31 DECEMBER 2023**

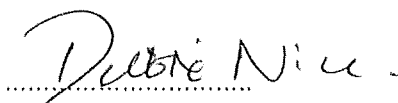
	Note	2023		2022	
		£	£	£	£
<b>Fixed Assets</b>					
Investments	4		1,358,499		1,247,102
<b>Current Assets</b>					
Debtors	5	59,518		32,793	
Cash at bank and in hand		32,513		36,399	
		<u>92,031</u>		<u>69,192</u>	
<b>Liabilities</b>					
Creditors: Amounts falling due within one year	6	(23,045)		(7,737)	
<b>NET CURRENT ASSETS</b>			68,986		61,455
<b>NET ASSETS</b>			<u>£1,427,485</u>		<u>£1,308,557</u>
<b>Represented by:</b>					
Unrestricted funds	7		<u>£1,427,485</u>		<u>£1,308,557</u>

The notes on pages 9 to 13 form part of these financial statements.

The financial statements on pages 7 to 13 were approved by the Board of Trustees on .....  
and signed on its behalf by:-



**KELLY HILLEARD**  
Chair



**DEBORAH NICE**  
Treasurer

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. ACCOUNTING POLICIES**

**1.a Charity Information**

The BOSS Business Supplies Charity is a charity registered in England and Wales. The registered office is Unit 2 Villiers Court, Meriden Business Park, Copse Drive, Coventry, CV5 9RN.

**1.b Accounting convention**

The financial statements have been prepared under the historical cost convention and in compliance with Accounting and Reporting by Charities: Statement of Recommended Practice 2019 applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and the Charities Act 2011.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity is a public benefit entity for the purposes of FRS 102

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

**1.c Critical Accounting Estimates and Judgements**

In the view of the trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements, nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

**1.d Funds Structure**

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

**1.e Income recognition**

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

Donations, are recognised when notification of both the amount and settlement date has been received. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included upon confirmation of the interest paid or payable by the Bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. ACCOUNTING POLICIES (continued)**

**1.f Recognition of expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

The allotments of grants are made at the discretion of the trustees and in accordance with the Trust Deed.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the Charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled conditions attaching to that grant are outside of the control of the Charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty as to the timing of the grant or the amount of grant payable.

The expenditure on charitable activities includes grants made, support costs and governance costs.

**1.g Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**1.h Fixed asset investments**

The investments are held by nominees and are managed by investment managers. Investments are initially recognised at their transaction value and subsequently measured at their market value as at the balance sheet date as determined by the investment managers.

The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Charity does not acquire or use put options, derivatives or other complex financial instruments.

**1.i Other recognised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sale proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later).

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

1. **ACCOUNTING POLICIES (continued)**

1.j **Going concern**

The financial statements have been prepared on a going concern basis.

Having carried out a detailed review of the Charity's resources, and the current economic challenges facing the Charity, the Trustees are satisfied that the Charity has sufficient cash flows to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements, and there are no material uncertainties.

1.k **Cash and Cash Equivalents**

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

1.l **Debtors and Creditors**

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price. Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payment discounted at a market rate of interest.

2. **Charitable activities**

	2023 £	2022 £
Grants	117,028	77,853
Expenditure on raising funds	27,604	10,916
Support and governance costs (see note 3)	18,025	11,508
	<b>162,657</b>	<b>100,277</b>

During the year the Charity made 162 grants to individuals (2022: 166) and no grants to institutions (2022:0).

3. **Support and governance costs**

	2023 £	2022 £
<b>Support costs</b>		
Secretarial Costs	7,150	6,964
Subscriptions	411	405
Bank charges	684	113
Postage	413	20
 <b>Governance costs</b>		
Independent examiners fees	672	678
Trustees' indemnity insurance	533	399
Legal fees	5,764	-
Travel and sundry expenses	2,398	2,929
	<b>18,025</b>	<b>11,508</b>

There were no employees of the charity during the year (2022: Nil).

**BOSS BUSINESS SUPPLIES CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

4. **Fixed Asset Investments**

<b>Managed investments</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Market value at 1 January	1,247,102	1,457,044
Disposals	(10,101)	(33,032)
	<u>1,237,001</u>	<u>1,424,012</u>
Unrealised loss on investments	121,498	(176,910)
Market value at 31 December	<u><b>1,358,499</b></u>	<u><b>1,247,102</b></u>

All investments are held by fund managers based in the United Kingdom. Fixed asset investments are analysed as to:-

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Unit trusts	<u><b>1,358,499</b></u>	<u><b>1,247,102</b></u>

The charity held the following investments, which had a book value as at 31 December 2023 in excess of 5% of the Charity's total investment portfolio at that date. During the year the charity sold its entire investment holding in CCLA COIF Charities Investment Fund Income Units and replaced with investment holding in CCLA COIF Charities Ethical Investment Fund Income Units. This is represented as a disposal and addition in the years as shown in the Managed investments table above.

<b>Investments</b>	<b>Book value as at</b>	<b>Percentage of</b>
	<b>31 December 2023</b>	<b>Portfolio</b>
	<b>£</b>	
CCLA COIF Charities Ethical Investment Fund Income Units	<u>1,358,499</u>	<u>100%</u>

5. **Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Prepayments	22,728	5,728
Accrued income	15,884	11,765
Other Debtors	20,906	15,300
	<u><b>59,518</b></u>	<u><b>32,793</b></u>

**BOSS BUSINESS SUPPLIES CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

6.	<b>Creditors</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	Trade Creditors	14,836	1,761
	Accruals	2,515	697
	Deferred Income	4,651	5,000
	Other Creditors	1,043	279
		<hr/> <b>23,045</b>	<hr/> <b>7,737</b>

Income relating to events taking place in the next financial year has been deferred.

7.	<b>Unrestricted funds</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	General funds	<b>1,427,485</b>	<b>1,308,557</b>
		<hr/> <b>1,427,485</b>	<hr/> <b>1,308,557</b>

8. **Related Party Transactions**

None of the trustees have been remunerated in the year (2022: Nil). Travelling and other expenses totalling £6,475 (2022: £6,172) were reimbursed to seven trustees during the year and Trustee Indemnity Insurance of £533 (2022: £399) was paid. The trustees have concluded that they comprise the key management personnel of the charity and as such, no remuneration was paid to key management personnel (2022: Nil). The charity paid £7,150 (2022: £6,964) to British Printing industries federation for secretarial support during the year.

Other than the above, there are no related party transactions for disclosure.

**BOSS BUSINESS SUPPLIES CHARITY**

England & Wales - Charity number 279029

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# Accounts

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**BOSS BUSINESS SUPPLIES CHARITY**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**Registered Charity No: 279029**

**BOSS BUSINESS SUPPLIES CHARITY**

**CHARITY INFORMATION**

<b>Charity name</b>	BOSS Business Supplies Charity
<b>Registered Charity Number:</b>	279029
<b>Registered Office:</b>	2 Villiers Court Meriden Business Park Cope Drive Coventry CV5 9RN
<b>Bankers:</b>	Barclays Bank plc 1 <sup>st</sup> Floor 5 St Ann's Street East Quayside Newcastle NE1 2BH
<b>Fund Managers:</b>	CCLA Investment Management Limited Senator House 85 Queen Victoria Street London EC4V 4ET
<b>Independent Examiner:</b>	Luckmans Duckett Parker Limited 1110 Elliott Court Coventry Business Park Herald Avenue Coventry West Midlands CV5 6UB

# **BOSS BUSINESS SUPPLIES CHARITY**

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Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 13

## **BOSS BUSINESS SUPPLIES CHARITY**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 DECEMBER 2022**

The trustees present their report and the financial statements for the year ended 31 December 2022. The financial statements have been prepared in accordance with the accounting policies and comply with the Charity's trust deed and applicable law.

#### **OBJECTIVES AND ACTIVITIES**

The BOSS Business Supplies Charity cares for those who are unable to work due to illness or disability and those who have retired and find it difficult to make ends meet.

It helps in many ways, for example through giving quarterly grants to supplement a pension, assistance with care fees, help with equipment costs, grants towards house maintenance, contributions towards utility bills, advice on State Benefits and has friendly volunteers who visit those seeking assistance.

Help is given to those, or their immediate family, who are or have been employed in the manufacturing, wholesaling, retailing or dealer groups in the Business Supplies Industry for a minimum of two years, and to their immediate family.

The objects of the charity are to apply the capital and income of the charitable funds for the purpose of providing financial relief (in case of need, hardship or distress) to persons who are or who have been employed in the business supplies industry and the widows and dependants of such persons. These objects have been met by providing grants to individuals. The trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities and setting the grant making policy in the year.

Specific requests for assistance are considered and awarded at the discretion of the trustees.

#### **ACHIEVEMENTS AND PERFORMANCE**

The Board has continued to provide support to regular beneficiaries and to help those with specific needs by means of one-off payments. Contact with beneficiaries is maintained by a panel of regionally based visitors who play a key role in assessing needs and advising the Board of changes in each individual's circumstances. A total of 162 grants (2021: 184) totalling £77,853 (2021: £74,004) were paid to individuals during the year. A total of 0 grants (2021:0) totalling £Nil (2021: £Nil) were paid to institutions during the year.

A significant achievement at the end of FY 2022 was the recruitment of 12 Corporate Patrons, each of whom donated £5,000 for the year. Some of these funds were received in FY 2022. As a result of this, as well as income from regular fundraising activities, such as the BOSS Charity Day and the BOSS Industry Awards and donations from individuals and industry organisations, income has exceeded outgoings during the year.

The financial position overall has weakened somewhat during the year due to the decrease in the value of the fund's investments. However, due to a continuing primary surplus and an expectation of an increase in the value of the fund's investments over time, the Board feel well placed to consider applications for assistance from people connected with the business supplies industry who are in need. Enquiries should be directed to the BOSS Business Supplies Charity Secretary at BPIF Northern Office, Hub 26, Hunsworth Lane, Cleckheaton, BD19 4LN.

The Board wishes to place on record warmest appreciation for the efforts of all visitors, contributors and fundraisers who have supported their efforts during the year.

# **BOSS BUSINESS SUPPLIES CHARITY**

## **TRUSTEES' REPORT** **(Continued)**

### **FOR THE YEAR ENDED 31 DECEMBER 2022**

#### **FINANCIAL REVIEW**

##### **Review of transactions and financial position**

Details of the investments held are set out in note 4 to the accounts.

The Statement of Financial Activities is presented on page 7. The trustees report a net decrease in funds of £170,937 (2021: £166,782 increase), which is due primarily to a combination of unrealised gains on investments and realised gains on investments in the year. Grants of £77,853 (2021: £74,004) were made to individuals in accordance with the objects of the Charity. Grants totalling £Nil (2021: £Nil) were paid to institutions.

##### **Reserves policy and risk management**

It is the trustees' policy to maintain sufficient reserves to ensure current levels of grant aid can be maintained for the foreseeable future regardless of donation or other income. At the year end the total unrestricted reserves amounted to £1,308,557 (2021: £1,479,494). The trustees are currently developing a risk register to identify risks and how they can be mitigated.

##### **Investment policy**

There are no restrictions on the Charity's power to invest. The investment strategy is set by the trustees who provide the investment manager with specific guidelines and restrictions if appropriate. The general investment objectives are for a balance of income and capital gains. Investments are vested in specialist fund managers who have invested all funds within a charities investment fund. There is no policy to restrict investment in certain stocks for risk or ethical reasons.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing instrument**

The charity's objects and regulations were regulated by a trust deed dated 9 November 1993 and updated as at 3 August 2016, and under that deed the charity is constituted as an unincorporated association

The charity is organised so that the day to day running of the charity is carried out by Trustees with assistance from the finance department of the British Printing Industries Federation.

The trustees and other officers of the charity are currently appointed by the Executive Board of The British Office Supplies and Services Federation Limited (the Federation). The Executive Board has the power to remove all or any of the charity's trustees. There is a process of induction for new trustees, which includes meetings with current trustees and the provision of key information.

#### **REFERENCE AND ADMINISTRATION DETAILS**

##### **Trustees and principal officers**

The trustees throughout the year and at the date of approval were:-

Graeme Chapman MBE

Edward Cheshire (resigned 10 October 2022)

Michael Gowen

Frances Stephen

Deborah Nice

Martin Wilde

Sara Bennett

Jonathan Morton

Kelly Hilleard

Elizabeth Whyte

Leanne Gregg (appointed 14 June 2022, resigned 22 February 2023)

Philip Wesolowski (appointed 14 June 2022)

## **BOSS BUSINESS SUPPLIES CHARITY**

### **TRUSTEES' REPORT** **(Continued)**

#### **FOR THE YEAR ENDED 31 DECEMBER 2022**

The following officers of the Charity have held office for the whole of the year:-

Martin Wilde acted as Chair and served throughout the year.

Kelly Hilleard acted as Vice Chair and served throughout the year.

Elizabeth Whyte acted as Secretary and served throughout the year.

Deborah Nice acted as Honorary Treasurer throughout the year.

#### **Plans for future periods**

The Charity's aims for 2023 are to continue to source funds and make grants in pursuance of the charitable objects. In addition, the Charity is looking to update its Constitution, subject to approval from the Charity Commission, and to agree a formal shared resources agreement with the BOSS Federation.

#### **Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- (a) Select suitable accounting policies and then apply them consistently;
- (b) Observe the methods and principles of the Charities SORP 2019;
- (c) Make judgements and estimates that are reasonable and prudent;
- (d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (e) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Trust Deed dated 1 March 2021, the Charity (Accounts and Reports) Regulations 2008 and the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In so far as the trustees are aware:

- there is no relevant independent examination information of which the charity's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant independent examination information and to establish that the independent examiner is aware of that information.

All prevailing laws and regulations have been complied with.

This report was approved by the trustees on ...*7/9/2023*

Signed on behalf of the trustees by:

*Deborah Nice*  
DEBORAH NICE  
Treasurer

**BOSS BUSINESS SUPPLIES CHARITY**

**Independent examiner's report to the trustees of BOSS Business Supplies Charity**

I report to the charity trustees on my examination of the accounts of the BOSS Business Supplies Charity (the Charity) for the year ended 31 December 2022 which are set out on pages 7 to 13.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



.....

Mark Spafford  
ACA FCCA  
Luckmans Duckett Parker Limited  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

Date: 27th September 2023

**BOSS BUSINESS SUPPLIES CHARITY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
<b>Income:</b>			
Voluntary Income:			
Donations - regions		4,289	-
Donations – other		150	488
Donations – patronage scheme		33,000	-
Other trading activities		32,100	32,851
Investment income		39,743	38,725
<b>Total income</b>		<b>109,282</b>	<b>72,064</b>
<b>Expenditure on:</b>			
Charitable activities	2	(100,277)	(88,433)
<b>Total expenditure</b>		<b>(100,277)</b>	<b>(88,433)</b>
<b>Other recognised gains:</b>			
Net (losses) / gains on investments	4	(179,942)	183,151
<b>Net (deficit) / surplus</b>		<b>(170,937)</b>	<b>166,782</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward		1,479,494	1,312,712
<b>Total funds carried forward</b>		<b>£1,308,557</b>	<b>£1,479,494</b>

All funds are unrestricted.

All of the amounts included in the statement of financial activities derive from the continuing activities of the charity.

The notes on pages 9 to 13 form part of these financial statements.

**BOSS BUSINESS SUPPLIES CHARITY**

**BALANCE SHEET**

**AS AT 31 DECEMBER 2022**


	Note	2022		2021	
		£	£	£	£
<b>Fixed Assets</b>					
Investments	4		1,247,102		1,457,044
<b>Current Assets</b>					
Debtors	5	32,793		14,749	
Cash at bank and in hand		36,399		12,251	
		<u>69,192</u>		<u>27,000</u>	
<b>Liabilities</b>					
Creditors: Amounts falling due within one year	6	(7,737)		(4,550)	
<b>NET CURRENT ASSETS</b>			<u>61,455</u>		<u>22,450</u>
<b>NET ASSETS</b>			<u><b>£1,308,557</b></u>		<u><b>£1,479,494</b></u>
<b>Represented by:</b>					
Unrestricted funds	7		<u><b>£1,308,557</b></u>		<u><b>£1,479,494</b></u>

The notes on pages 9 to 13 form part of these financial statements.

The financial statements on pages 7 to 13 were approved by the Board of Trustees on 7th September 2023 and signed on its behalf by:-



**MARTIN WILDE**  
Chairman



**DEBORAH NICE**  
Treasurer

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**1. ACCOUNTING POLICIES**

**1.a Charity Information**

The BOSS Business Supplies Charity is a charity registered in England and Wales. The registered office is Unit 2 Villiers Court, Meriden Business Park, Copse Drive, Coventry, CV5 9RN.

**1.b Accounting convention**

The financial statements have been prepared under the historical cost convention and in compliance with Accounting and Reporting by Charities: Statement of Recommended Practice 2019 applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and the Charities Act 2011.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity is a public benefit entity for the purposes of FRS 102

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

**1.c Critical Accounting Estimates and Judgements**

In the view of the trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements, nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

**1.d Funds Structure**

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

**1.e Income recognition**

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

Donations, are recognised when notification of both the amount and settlement date has been received. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included upon confirmation of the interest paid or payable by the Bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**1. ACCOUNTING POLICIES (continued)**

**1.f Recognition of expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

The allotments of grants are made at the discretion of the trustees and in accordance with the Trust Deed.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the Charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled conditions attaching to that grant are outside of the control of the Charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty as to the timing of the grant or the amount of grant payable.

The expenditure on charitable activities includes grants made, support costs and governance costs.

**1.g Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**1.h Fixed asset investments**

The investments are held by nominees and are managed by investment managers. Investments are initially recognised at their transaction value and subsequently measured at their market value as at the balance sheet date as determined by the investment managers.

The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Charity does not acquire or use put options, derivatives or other complex financial instruments.

**1.i Other recognised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sale proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later).

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**1. ACCOUNTING POLICIES (continued)**

**1.j Going concern**

The financial statements have been prepared on a going concern basis.

Having carried out a detailed review of the Charity's resources, and the current economic challenges facing the Charity, the Trustees are satisfied that the Charity has sufficient cash flows to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements, and there are no material uncertainties.

**1.k Cash and Cash Equivalents**

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

**1.l Debtors and Creditors**

Debtors and creditors receivable or payable within one year of the reporting date are carried at their at transaction price. Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payment discounted at a market rate of interest.

**2. Charitable activities**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Grants	77,853	74,004
Expenditure on raising funds	10,916	8,151
Support and governance costs (see note 3)	11,508	6,278
	<b>100,277</b>	<b>88,433</b>

During the year the Charity made 169 grants to individuals (2021: 184) and no grants to institutions (2021:0).

**3. Support and governance costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Support costs</b>		
Secretarial Costs	6,964	2,333
Subscriptions	405	398
Bank charges	113	219
Bad Debts	-	-
Postage	20	-
<b>Governance costs</b>		
Independent examiners fees	678	816
Trustees indemnity insurance	399	575
Travel and sundry expenses	2,929	1,937
	<b>11,508</b>	<b>6,278</b>

There were no employees of the charity during the year (2021: Nil).

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

4. **Fixed Asset Investments**

<b>Managed investments</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Market value at 1 January	1,457,044	1,293,893
Additions	-	1,381,735
Disposals	(33,032)	(1,303,457)
	<u>1,424,012</u>	<u>1,372,171</u>
Unrealised loss on investments	(176,910)	84,873
Market value at 31 December	<u><b>1,247,102</b></u>	<u><b>1,457,044</b></u>

All investments are held by fund managers based in the United Kingdom. Fixed asset investments are analysed as to:-

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Unit trusts	<u><b>1,247,102</b></u>	<u><b>1,457,044</b></u>

The charity held the following investments, which had a book value as at 31 December 2022 in excess of 5% of the Charity's total investment portfolio at that date. During the year the charity sold its entire investment holding in CCLA COIF Charities Investment Fund Income Units and replaced with investment holding in CCLA COIF Charities Ethical Investment Fund Income Units. This is represented as a disposal and addition in the years as shown in the Managed investments table above.

<b>Investments</b>	<b>Book value as at</b>	<b>Percentage of</b>
	<b>31 December 2022</b>	<b>Portfolio</b>
	<b>£</b>	
CCLA COIF Charities Ethical Investment Fund Income Units	<u><b>1,247,102</b></u>	<u><b>100%</b></u>

<b>5. Debtors</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Prepayments	5,728	1,919
Accrued income	11,765	9,870
Other Debtors	15,300	2,960
	<u><b>32,793</b></u>	<u><b>14,749</b></u>

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

<b>6. Creditors</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade Creditors	1,761	477
Accruals	697	3,020
Deferred Income	5,000	-
Other Creditors	279	1,053
	<u>7,737</u>	<u>4,550</u>

Income relating to events taking place in the next financial year has been deferred.

<b>7. Unrestricted funds</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
General funds	<u>1,308,557</u>	<u>1,479,494</u>

**8. Related Party Transactions**

None of the trustees have been remunerated in the year (2021: Nil). Travelling and other expenses totalling £6,172 (2021: £2,553) were reimbursed to Seven trustees during the year and Trustee Indemnity Insurance of £399 (2021: £575) was paid. The trustees have concluded that they comprise the key management personnel of the charity and as such, no remuneration was paid to key management personnel (2021: Nil). The charity paid £6,964 (2021: £2,333) to British Printing industries federation for secretarial support during the year.

Other than the above, there are no related party transactions for disclosure.

**BOSS BUSINESS SUPPLIES CHARITY**

England & Wales - Charity number 279029

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# Accounts

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**BOSS BUSINESS SUPPLIES CHARITY**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**Registered Charity No: 279029**

**BOSS BUSINESS SUPPLIES CHARITY**

**CHARITY INFORMATION**

**Charity name** BOSS Business Supplies Charity

**Registered Charity Number:** 279029

**Registered Office:** 2 Villiers Court  
Meriden Business Park  
Copse Drive  
Coventry  
CV5 9RN

**Bankers:** Barclays Bank plc  
1<sup>st</sup> Floor  
5 St Ann's Street  
East Quayside  
Newcastle  
NE1 2BH

**Fund Managers:** CCLA Investment Management Limited  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**Independent Examiner:** Luckmans Duckett Parker Limited  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

**BOSS BUSINESS SUPPLIES CHARITY**

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Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 13

## **BOSS BUSINESS SUPPLIES CHARITY**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 DECEMBER 2021**

The trustees present their report and the financial statements for the year ended 31 December 2021. The financial statements have been prepared in accordance with the accounting policies and comply with the Charity's trust deed and applicable law.

#### **OBJECTIVES AND ACTIVITIES**

The BOSS Business Supplies Charity cares for those who are unable to work due to illness or disability and those who have retired and find it difficult to make ends meet.

It helps in many ways, for example through giving quarterly grants to supplement a pension, assistance with care fees, help with equipment costs, grants towards house maintenance, contributions towards utility bills, advice on State Benefits and has friendly volunteers who visit those seeking assistance.

Help is given to those, or their immediate family, who are or have been employed in the manufacturing, wholesaling, retailing or dealer groups in the Business Supplies Industry for a minimum of two years, and to their immediate family.

The objects of the charity are to apply the capital and income of the charitable funds for the purpose of providing financial relief (in case of need, hardship or distress) to persons who are or who have been employed in the office products and stationery industry and the widows and dependants of such persons. These objects have been met by providing grants to individuals. The trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities and setting the grant making policy in the year.

Specific requests for assistance are considered and awarded at the discretion of the trustees.

#### **ACHIEVEMENTS AND PERFORMANCE**

The Board has continued to provide support to regular beneficiaries and to help those with specific needs by means of one-off payments. Contact with beneficiaries is maintained by a panel of regionally based visitors who play a key role in assessing needs and advising the Board of changes in individual's circumstances. A total of 184 grants (2020: 291) totalling £74,004 (2020: £96,056) were paid to individuals during the year. A total of 0 grants (2020:1) totalling £Nil (2020: £1,000) were paid to institutions during the year.

Income has been exceeded by outgoings during the year, with fundraising activities such as The BOSS Industry Awards and the BOSS Charity Day, as well as donations from individuals and industry organisations, continuing to provide funds. The financial position overall has strengthened somewhat during the year due to the increase in the value of the fund's investments. Due to this continuing primary surplus and an expectation of an increase in the value of the fund's investments, the Board feel well placed to consider applications for assistance from people connected with the industry who are in need. Enquiries should be directed to the BOSS Business Supplies Charity Secretary at BPIF Northern Office, Hub 26, Hunsworth Lane, Cleckheaton, BD19 4LN.

The Board wishes to place on record warmest appreciation for the efforts of all visitors, contributors and fundraisers who have supported their efforts during the year.

#### **FINANCIAL REVIEW**

##### **Review of transactions and financial position**

Details of the investments held are set out in note 4 to the accounts.

The Statement of Financial Activities is presented on page 7. The trustees report a net increase in funds of £166,782 (2020: £29,122 increase), which is due primarily to a combination of unrealised gains on investments and realised gains on investments in the year. Grants of £74,004 (2020: £96,056) were ade to individuals in accordance with the objects of the Charity. Grants totalling £Nil (2020: £1,000) were paid to institutions.

## **BOSS BUSINESS SUPPLIES CHARITY**

### **TRUSTEES' REPORT** **(Continued)**

#### **FOR THE YEAR ENDED 31 DECEMBER 2021**

##### **Reserves policy and risk management**

It is the trustees' policy to maintain sufficient reserves to ensure current levels of grant aid can be maintained for the foreseeable future regardless of donation or other income. At the year end the total unrestricted reserves amounted to £1,479,494 (2020: £1,312,712). The trustees are currently developing a risk register to identify risks and how they can be mitigated.

##### **Investment policy**

There are no restrictions on the Charity's power to invest. The investment strategy is set by the trustees who provide the investment manager with specific guidelines and restrictions if appropriate. The general investment objectives are for a balance of income and capital gains. Investments are vested in specialist fund managers who have invested all funds within a charities investment fund. There is no policy to restrict investment in certain stocks for risk or ethical reasons.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing instrument**

The charity's objects and regulations were regulated by a trust deed dated 9 November 1993 and updated as at 3 August 2016, and under that deed the charity is constituted as an unincorporated association

The charity is organised so that the day to day running of the charity is carried out by Trustees with assistance from the finance department of the British Printing Industries Federation.

The trustees and other officers of the charity are appointed by the Executive Board of The British Office Supplies and Services Federation Limited (the Federation). The Executive Board has the power to remove all or any of the charity's trustees. There is a process of induction for new trustees, which includes meetings with current trustees and the provision of key information.

#### **REFERENCE AND ADMINISTRATION DETAILS**

##### **Trustees and principal officers**

The trustees throughout the year and at the date of approval were:-

Graeme Chapman MBE  
Edward Cheshire  
Michael Gowen  
Frances Stephen  
Deborah Nice  
Martin Wilde  
Sara Bennett  
Jonathan Morton  
Kelly Hilleard  
Elizabeth Whyte  
Leanne Gregg (appointed 14 June 2022)  
Philip Wesolowski (appointed 14 June 2022)

The following officers of the Charity have held office for the whole of the year:-

Graeme Chapman MBE acted as Chairman of the Charity throughout the year. Martin Wilde was appointed to the role of Chairman to begin 1<sup>st</sup> January 2022, with Graeme Chapman MBE stepping down on that date and continuing as a trustee.

Deborah Nice acted as Honorary Treasurer throughout the year.

##### **Plans for future periods**

The Charity's aims for 2022 are to continue to make grants in pursuance of the charitable objects.

**BOSS BUSINESS SUPPLIES CHARITY**

**TRUSTEES' REPORT**  
**(Continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- (a) Select suitable accounting policies and then apply them consistently;
- (b) Observe the methods and principles of the Charities SORP 2019;
- (c) Make judgements and estimates that are reasonable and prudent;
- (d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (e) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Trust Deed dated 1 March 2021, the Charity (Accounts and Reports) Regulations 2008 and the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.


In so far as the trustees are aware:

- there is no relevant independent examination information of which the charity's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant independent examination information and to establish that the independent examiner is aware of that information.

All prevailing laws and regulations have been complied with.

This report was approved by the trustees on 26 September 2022.

Signed on behalf of the trustees by:



.....  
**DEBORAH NICE**

**Treasurer**

**BOSS BUSINESS SUPPLIES CHARITY**

**Independent examiner's report to the trustees of BOSS Business Supplies Charity**

I report to the charity trustees on my examination of the accounts of the BOSS Business Supplies Charity (the Charity) for the year ended 31 December 2021 which are set out on pages 7 to 13.

**Responsibilities and basis of report**

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

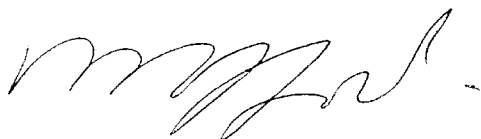
I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



.....  
Mark Spafford  
ACA FCCA  
Luckmans Duckett Parker Limited  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

Date: 29th September 2022

**BOSS BUSINESS SUPPLIES CHARITY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
<b>Income:</b>			
Voluntary Income:			
Donations – other		488	2,624
Other trading activities		32,851	9,989
Investment income		38,725	38,152
<b>Total income</b>		72,064	50,765
<b>Expenditure on:</b>			
Charitable activities	2	(88,433)	(99,904)
<b>Total expenditure</b>		(88,433)	(99,904)
<b>Other recognised gains:</b>			
Net gains / on investments	4	183,151	78,261
<b>Net surplus</b>		166,782	29,122
<b>Reconciliation of funds:</b>			
Total funds brought forward		1,312,712	1,283,590
<b>Total funds carried forward</b>		£1,479,494	£1,312,712

All funds are unrestricted.

All of the amounts included in the statement of financial activities derive from the continuing activities of the charity.

The notes on pages 9 to 13 form part of these financial statements.

**BOSS BUSINESS SUPPLIES CHARITY**

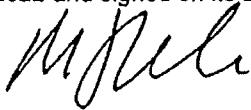
**BALANCE SHEET**

**AS AT 31 DECEMBER 2021**

	Note	2021		2020	
		£	£	£	£
<b>Fixed Assets</b>					
Investments	4		1,457,044		1,293,893
<b>Current Assets</b>					
Debtors	5	14,749		11,084	
Cash at bank and in hand		12,251		10,907	
		<u>27,000</u>		<u>21,991</u>	
<b>Liabilities</b>					
Creditors: Amounts falling due within one year	6	(4,550)		(3,172)	
<b>NET CURRENT ASSETS</b>			<u>22,450</u>		<u>18,819</u>
<b>NET ASSETS</b>			<u><b>£1,479,494</b></u>		<u><b>£1,312,712</b></u>
<b>Represented by:</b>					
Unrestricted funds	7		<u><b>£1,479,494</b></u>		<u><b>£1,312,712</b></u>


The notes on pages 9 to 13 form part of these financial statements.

The financial statements on pages 7 to 13 were approved by the Board of Trustees on 26 September 2022 and signed on its behalf by:-



**MARTIN WILDE**

Chairman



**DEBORAH NICE**

Treasurer

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. ACCOUNTING POLICIES**

**1.a Charity Information**

The BOSS Business Supplies Charity is a charity registered in England and Wales. The registered office is Unit 2 Villiers Court, Meriden Business Park, Copse Drive, Coventry, CV5 9RN.

**1.b Accounting convention**

The financial statements have been prepared under the historical cost convention and in compliance with Accounting and Reporting by Charities: Statement of Recommended Practice 2019 applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and the Charities Act 2011.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity is a public benefit entity for the purposes of FRS 102

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

**1.c Critical Accounting Estimates and Judgements**

In the view of the trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements, nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

**1.d Funds Structure**

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

**1.e Income recognition**

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

Donations, are recognised when notification of both the amount and settlement date has been received. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included upon confirmation of the interest paid or payable by the Bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. ACCOUNTING POLICIES (continued)**

**1.f Recognition of expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

The allotments of grants are made at the discretion of the trustees and in accordance with the Trust Deed.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the Charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled conditions attaching to that grant are outside of the control of the Charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty as to the timing of the grant or the amount of grant payable.

The expenditure on charitable activities includes grants made, support costs and governance costs.

**1.g Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**1.h Fixed asset investments**

The investments are held by nominees and are managed by investment managers. Investments are initially recognised at their transaction value and subsequently measured at their market value as at the balance sheet date as determined by the investment managers.

The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Charity does not acquire or use put options, derivatives or other complex financial instruments.

**1.i Other recognised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sale proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later).

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. ACCOUNTING POLICIES (continued)**

**1.j Going concern**

The financial statements have been prepared on a going concern basis.

Having carried out a detailed review of the Charity's resources, and the current economic challenges facing the Charity, the Trustees are satisfied that the Charity has sufficient cash flows to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements, and there are no material uncertainties.

**1.k Cash and Cash Equivalents**

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

**1.l Debtors and Creditors**

Debtors and creditors receivable or payable within one year of the reporting date are carried at their at transaction price. Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payment discounted at a market rate of interest.

**2. Charitable activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Grants	74,004	97,056
Expenditure on raising funds	8,151	-
Support and governance costs (see note 3)	6,278	2,848
	<b>88,433</b>	<b>99,904</b>

During the year the Charity made 184 grants to individuals (2020: 291) and no grants to institutions (2020:1).

**3. Support and governance costs**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Support costs</b>		
Secretarial Costs	2,333	-
Subscriptions	398	395
Bank charges	219	334
Bad Debts	-	-
Postage	-	66
<b>Governance costs</b>		
Independent examiners fees	816	492
Trustees indemnity insurance	575	570
Travel and sundry expenses	1,937	991
	<b>6,278</b>	<b>2,848</b>

There were no employees of the charity during the year (2020: Nil).

**BOSS BUSINESS SUPPLIES CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**4. Fixed Asset Investments**

<b>Managed investments</b>	<b>2021 £</b>	<b>2020 £</b>
Market value at 1 January	1,293,893	1,265,632
Additions	1,381,735	-
Disposals	(1,303,457)	(50,000)
	<u>1,372,171</u>	<u>1,215,632</u>
Unrealised gain on investments	84,873	78,105
Gain on investment disposals	-	156
	<u>1,457,044</u>	<u>1,293,893</u>

All investments are held by fund managers based in the United Kingdom. Fixed asset investments are analysed as to:-

	<b>2021 £</b>	<b>2020 £</b>
Unit trusts	<u>1,457,044</u>	<u>1,293,893</u>

The charity held the following investments, which had a book value as at 31 December 2021 in excess of 5% of the Charity's total investment portfolio at that date. During the year the charity sold its entire investment holding in CCLA COIF Charities Investment Fund Income Units and replaced with investment holding in CCLA COIF Charities Ethical Investment Fund Income Units. This is represented as a disposal and addition in the years as shown in the Managed investments table above.

<b>Investments</b>	<b>Book value as at 31 December 2021 £</b>	<b>Percentage of Portfolio</b>
CCLA COIF Charities Ethical Investment Fund Income Units	<u>1,457,044</u>	<u>100%</u>

**5. Debtors**

	<b>2021 £</b>	<b>2020 £</b>
Prepayments	1,919	1,734
Accrued income	9,870	9,350
Other Debtors	2,960	-
	<u>14,749</u>	<u>11,084</u>

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

6.	<b>Creditors</b>	<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
	Trade Creditors	477	-
	Accruals	3,020	663
	Deferred Income	-	870
	Other Creditors	1,053	1,639
		<b>4,550</b>	<b>3,172</b>

Income relating to events taking place in the next financial year has been deferred.

7.	<b>Unrestricted funds</b>	<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
	General funds	<b>1,479,494</b>	<b>1,312,712</b>

8. **Related Party Transactions**

None of the trustees have been remunerated in the year (2020: Nil). Travelling and other expenses totalling £2,553 (2020: £1,234) were reimbursed to Seven trustees during the year and Trustee Indemnity Insurance of £575 (2019: £570) was paid. The trustees have concluded that they comprise the key management personnel of the charity and as such, no remuneration was paid to key management personnel (2020: Nil). The charity paid £2,333 (2020: £Nil) to British Printing industries federation for secretarial support during the year.

Other than the above, there are no related party transactions for disclosure.

**BOSS BUSINESS SUPPLIES CHARITY**

England & Wales - Charity number 279029

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# Accounts

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**BOSS BUSINESS SUPPLIES CHARITY**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Registered Charity No: 279029**

**BOSS BUSINESS SUPPLIES CHARITY**

**CHARITY INFORMATION**

**Charity name** BOSS Business Supplies Charity

**Registered Charity Number:** 279029

**Registered Office:** 2 Villiers Court  
Meriden Business Park  
Copse Drive  
Coventry  
CV5 9RN

**Bankers:** Barclays Bank plc  
Dominus Way  
Meridian Business Park  
Leicester  
LE19 1RP

**Fund Managers:** CCLA Investment Management Limited  
80 Cheapside  
London  
EC2V 6DZ

**Independent Examiner:** Luckmans Duckett Parker Limited  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

**BOSS BUSINESS SUPPLIES CHARITY**

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Trustees' report	3 - 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 13

## **BOSS BUSINESS SUPPLIES CHARITY**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 DECEMBER 2020**

The trustees present their report and the financial statements for the year ended 31 December 2020. The financial statements have been prepared in accordance with the accounting policies and comply with the Charity's trust deed and applicable law.

#### **OBJECTIVES AND ACTIVITIES**

The BOSS Business Supplies Charity cares for those who are unable to work due to illness or disability and those who have retired and find it difficult to make ends meet.

It helps in many ways, for example through giving quarterly grants to supplement a pension, assistance with care fees, help with equipment costs, grants towards house maintenance, contributions towards utility bills, advice on State Benefits and has friendly volunteers who visit those seeking assistance.

Help is given to those, or their immediate family, who are or have been employed in the manufacturing, wholesaling, retailing or dealer groups in the Business Supplies Industry for a minimum of two years.

The objects of the charity are to apply the capital and income of the charitable funds for the purpose of providing financial relief (in case of need, hardship or distress) to persons who are or who have been employed in the office products and stationery industry and the widows and dependants of such persons. These objects have been met by providing grants to individuals. The trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities and setting the grant making policy in the year.

Specific requests for assistance are considered and awarded at the discretion of the trustees.

#### **ACHEIVEMENTS AND PERFORMANCE**

The Board has continued to provide support to regular beneficiaries and to help those with specific needs by means of one-off payments. Contact with beneficiaries is maintained by a panel of regionally based visitors who play a key role in assessing needs and advising the Board of changes in individual's circumstances. A total of 291 grants (2019: 189) totalling £96,057 (2019: £74,243) were paid to individuals during the year. A total of 1 grant (2019:0) totalling £1,000 (2019: £Nil) were paid to institutions during the year.

Largely as a result of the increase in grants, income has been exceeded by outgoings during the year, although fundraising activities such as The BOSS Industry Awards and Charity Day and the work of the BOSS regions continue to attract donations. The financial position overall has strengthened somewhat during the year due primarily to unrealised gains on investments in the year. The Charity's overall position remains strong, and the Board feel well placed to consider applications for assistance from people connected with the industry who are in need. Enquiries should be directed to the BOSS Business Supplies Charity Secretary at BPIF Northern Office, 2<sup>nd</sup> Floor Parkview House, Woodvale Office Park, Woodvale Road, Brighouse, West Yorkshire, HD6 4AB.

The Board wishes to place on record warmest appreciation for the efforts of all visitors, contributors and fundraisers who have supported their efforts during the year.

#### **FINANCIAL REVIEW**

##### **Review of transactions and financial position**

Details of the investments held are set out in note 4 to the accounts.

The Statement of Financial Activities is presented on page 7. The trustees report a net increase in funds of £29,122 (2019: £172,533 increase), which is due primarily to unrealised gains on investments in the year. Grants of £96,057 (2019: £74,243) were made to individuals in accordance with the objects of the Charity. Grants totalling £1,000 (2019: £Nil) were paid to institutions.

## **BOSS BUSINESS SUPPLIES CHARITY**

### **TRUSTEES' REPORT** **(Continued)**

#### **FOR THE YEAR ENDED 31 DECEMBER 2020**

##### **Reserves policy and risk management**

It is the trustees' policy to maintain sufficient reserves to ensure current levels of grant aid can be maintained for the foreseeable future regardless of donation or other income. At the year end the total unrestricted reserves amounted to £1,312,712 (2019: £1,283,590). The trustees are currently developing a risk register to identify risks and how they can be mitigated.

##### **Investment policy**

There are no restrictions on the Charity's power to invest. The investment strategy is set by the trustees who provide the investment manager with specific guidelines and restrictions if appropriate. The general investment objectives are for a balance of income and capital gains. Investments are vested in specialist fund managers who have invested all funds within a charities investment fund. There is no policy to restrict investment in certain stocks for risk or ethical reasons.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing instrument**

The charity's objects and regulations were regulated by a trust deed dated 9 November 1993 and updated as at 3 August 2016, and under that deed until a new constitution was adopted on 1 March 2021, the charity is constituted as an unincorporated association.

The charity is organised so that an honorary treasurer administers the day to day running of the charity, this person is responsible to and controlled by the trustees.

The trustees and other officers of the charity are appointed by the Executive Board of The British Office Supplies and Services Federation Limited (the Federation). The Executive Board has the power to remove all or any of the charity's trustees. There is a process of induction for new trustees, which includes meetings with current trustees and the provision of key information.

#### **REFERENCE AND ADMINISTRATION DETAILS**

##### **Trustees and principal officers**

The trustees throughout the year and at the date of approval were:-

Graeme Chapman MBE  
Edward Cheshire  
Mike Gowen  
Frances Stephen  
Deborah Nice  
Martin Wilde  
Sara Bennett  
Jonathan Morton  
Elizabeth Whyte (Appointed 4 December 2020)

The following officers of the Charity have held office for the whole of the year:-

Graeme Chapman MBE acted as Chairman of the Charity throughout the year.

Deborah Nice acted as Honorary Treasurer throughout the year.

##### **Plans for future periods**

The Charity's aims for 2021 are to continue to make grants in pursuance of the charitable objects.

**BOSS BUSINESS SUPPLIES CHARITY**

**TRUSTEES' REPORT**  
**(Continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- (a) Select suitable accounting policies and then apply them consistently;
- (b) Observe the methods and principles of the Charities SORP 2019;
- (c) Make judgements and estimates that are reasonable and prudent;
- (d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (e) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Trust Deed dated 1 March 2021, the Charity (Accounts and Reports) Regulations 2008 and the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

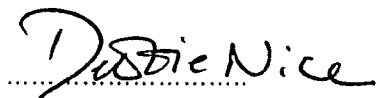
In so far as the trustees are aware:

- there is no relevant independent examination information of which the charity's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant independent examination information and to establish that the independent examiner is aware of that information.

All prevailing laws and regulations have been complied with.

This report was approved by the trustees on 20/8/2021

Signed on behalf of the trustees by:



**DEBORAH NICE**

**Treasurer**

## **BOSS BUSINESS SUPPLIES CHARITY**

### **Independent examiner's report to the trustees of BOSS Business Supplies Charity**

I report to the charity trustees on my examination of the accounts of the BOSS Business Supplies Charity (the Charity) for the year ended 31 December 2020 which are set out on pages 7 to 13.

#### **Responsibilities and basis of report**

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

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

#### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



.....

Mark Spafford  
ACA FCCA  
LDP Luckmans  
1110 Elliott Court  
Coventry Business Park  
Herald Avenue  
Coventry  
West Midlands  
CV5 6UB

Date: 8th September 2021

**BOSS BUSINESS SUPPLIES CHARITY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
<b>Income:</b>			
Voluntary Income:			
Donations – BOSS regions		-	550
Donations – other		2,624	2,100
Legacies received		-	-
Other trading activities		9,989	29,435
Investment income		38,152	38,698
<b>Total income</b>		<u>50,765</u>	<u>70,783</u>
<b>Expenditure on:</b>			
Charitable activities	2	(99,904)	(89,102)
<b>Total expenditure</b>		<u>(99,904)</u>	<u>(89,102)</u>
<b>Other recognised gains:</b>			
Net gains / on investments	4	78,261	190,852
<b>Net surplus</b>		<u>29,122</u>	<u>172,533</u>
<b>Reconciliation of funds:</b>			
Total funds brought forward		1,283,590	1,111,057
<b>Total funds carried forward</b>		<u>£1,312,712</u>	<u>£1,283,590</u>

All funds are unrestricted.

All of the amounts included in the statement of financial activities derive from the continuing activities of the charity.

The notes on pages 9 to 13 form part of these financial statements.

**BOSS BUSINESS SUPPLIES CHARITY**


**BALANCE SHEET**

**AS AT 31 DECEMBER 2020**

	Note	2020		2019	
		£	£	£	£
<b>Fixed Assets</b>					
Investments	4		1,293,893		1,265,632
<b>Current Assets</b>					
Debtors	5	11,084		12,134	
Cash at bank and in hand		10,907		6,776	
		<u>21,991</u>		<u>18,910</u>	
<b>Liabilities</b>					
Creditors: Amounts falling due within one year	6	(3,172)		(952)	
<b>NET CURRENT ASSETS</b>			<u>18,819</u>		<u>17,958</u>
<b>NET ASSETS</b>			<u><b>£1,312,712</b></u>		<u><b>£1,283,590</b></u>
<b>Represented by:</b>					
Unrestricted funds	7		<u><b>£1,312,712</b></u>		<u><b>£1,283,590</b></u>

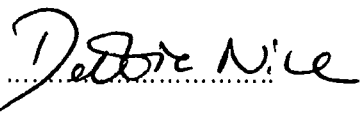
The notes on pages 9 to 13 form part of these financial statements.

The financial statements on pages 7 to 13 were approved by the Board of Trustees on 20/8/2021 and signed on its behalf by:-



**GRAEME CHAPMAN MBE**

**Chairman**



**DEBORAH NICE**

**Treasurer**

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. ACCOUNTING POLICIES**

**1.a Charity Information**

The BOSS Business Supplies Charity is a charity registered in England and Wales. The registered office is Unit 2 Villiers Court, Meriden Business Park, Copse Drive, Coventry, CV5 9RN.

**1.b Accounting convention**

The financial statements have been prepared under the historical cost convention and in compliance with Accounting and Reporting by Charities: Statement of Recommended Practice 2019 applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and the Charities Act 2011.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity is a public benefit entity for the purposes of FRS 102

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

**1.c Critical Accounting Estimates and Judgements**

In the view of the trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements, nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

**1.d Funds Structure**

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

**1.e Income recognition**

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

Donations, are recognised when notification of both the amount and settlement date has been received. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included upon confirmation of the interest paid or payable by the Bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

**BOSS BUSINESS SUPPLIES CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. ACCOUNTING POLICIES (continued)**

**1.f Recognition of expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

The allotments of grants are made at the discretion of the trustees and in accordance with the Trust Deed.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the Charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled conditions attaching to that grant are outside of the control of the Charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty as to the timing of the grant or the amount of grant payable.

The expenditure on charitable activities includes grants made, support costs and governance costs.

**1.g Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**1.h Fixed asset investments**

The investments are held by nominees and are managed by investment managers. Investments are initially recognised at their transaction value and subsequently measured at their market value as at the balance sheet date as determined by the investment managers.

The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Charity does not acquire or use put options, derivatives or other complex financial instruments.

**1.i Other recognised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sale proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later).

**BOSS BUSINESS SUPPLIES CHARITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. ACCOUNTING POLICIES (continued)**

**1.j Going concern**

The financial statements have been prepared on a going concern basis.

Having carried out a detailed review of the Charity's resources, and the current economic challenges facing the Charity, the Trustees are satisfied that the Charity has sufficient cash flows to meet its liabilities as they fall due for at least one year from the date of approval of the financial statements, and there are no material uncertainties.

**1.k Cash and Cash Equivalents**

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

**1.l Debtors and Creditors**

Debtors and creditors receivable or payable within one year of the reporting date are carried at their at transaction price. Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payment discounted at a market rate of interest.

**2. Charitable activities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Grants	97,056	74,243
Expenditure on raising funds	-	8,871
Support and governance costs (see note 3)	2,848	5,988
	<b>99,904</b>	<b>89,102</b>

During the year the Charity made 291 grants to individuals (2019: 189).

**3. Support and governance costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Support costs</b>		
Subscriptions	395	388
Bank charges	334	399
Bad Debts	-	-
Postage	66	-
<b>Governance costs</b>		
Independent examiners fees	492	600
Trustees indemnity insurance	570	524
Travel and sundry expenses	991	4,077
	<b>2,848</b>	<b>5,988</b>

There were no employees of the charity during the year (2019: Nil).

**BOSS BUSINESS SUPPLIES CHARITY**

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**4. Fixed Asset Investments**

<b>Managed investments</b>	<b>2020</b> <b>£</b>	<b>2019</b> <b>£</b>
Market value at 1 January	1,265,632	1,084,780
Additions	-	-
Disposals	(50,000)	(10,000)
	<u>1,215,632</u>	<u>1,074,780</u>
Unrealised gain on investments	78,105	189,561
Gain on investment disposals	156	1,291
Market value at 31 December	<u><b>1,293,893</b></u>	<u><b>1,265,632</b></u>

All investments are held by fund managers based in the United Kingdom. Fixed asset investments are analysed as to:-

	<b>2020</b> <b>£</b>	<b>2019</b> <b>£</b>
Unit trusts	<u><b>1,293,893</b></u>	<u><b>1,265,632</b></u>

The charity held the following investments, which had a book value as at 31 December 2020 in excess of 5% of the Charity's total investment portfolio at that date.

<b>Investments</b>	<b>Book value as at</b> <b>31 December 2020</b> <b>£</b>	<b>Percentage of</b> <b>Portfolio</b>
CCLA COIF Charities Investment Fund Income Units	<u><b>1,293,893</b></u>	<u><b>100%</b></u>

**5. Debtors**

	<b>2020</b> <b>£</b>	<b>2019</b> <b>£</b>
Prepayments	1,734	1,965
Accrued income	9,350	10,169
	<u><b>11,084</b></u>	<u><b>12,134</b></u>

**BOSS BUSINESS SUPPLIES CHARITY**  
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6.	<b>Creditors</b>	<b>2020</b> £	<b>2019</b> £
	Accruals	663	806
	Deferred Income	870	-
	Other creditors	1639	146
		<b>3,172</b>	<b>952</b>

Income relating to events taking place in the next financial year has been deferred.

7.	<b>Unrestricted funds</b>	<b>2020</b> £	<b>2019</b> £
	General funds	<b>1,312,712</b>	<b>1,283,590</b>

8. **Related Party Transactions**

None of the trustees have been remunerated in the year (2019: Nil). Travelling and other expenses totalling £961 (2019: £3,368) were reimbursed to Three trustees during the year and Trustee Indemnity Insurance of £570 (2019: £524) was paid. The trustees have concluded that they comprise the key management personnel of the charity and as such, no remuneration was paid to key management personnel (2019: Nil).

Other than the above, there are no related party transactions for disclosure.