

**COGS PREPARES 4 LIFE CIO**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2019**

# COGS PREPARES 4 LIFE CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Mr T Wilkins  
Mr T V Finn  
Ms V Smart  
Mr I Clark  
Ms T K Blakey  
Ms R Flynn  
Ms L Cadman  
Mr W Griffiths  
Mr J Boyce

### Charity number

1154296

### Independent examiner

Baldwins  
Harance House  
Rumer Hill Road  
Cannock  
Staffordshire  
WS11 0ET

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# COGS PREPARES 4 LIFE CIO

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# COGS PREPARES 4 LIFE CIO

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 30 SEPTEMBER 2019**

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The trustees presents it's report and financial statements for the year ended 30 September 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

### **Objectives and activities**

The object of the CIO is to develop the capacity and skills of the members of the socially and economically disadvantaged community of Staffordshire, Walsall, and Stoke-on-Trent in such a way that they are better able to identify and help meet their needs and to participate more fully in society.

This report explains the activities that have been undertaken this year and shows what has been achieved from the funding received and the effort and energy given by the volunteers. It also explains where outcomes have been achieved by paying some support staff on occasions.

We are now a well-established charity, enabling new areas of activity and greater levels of support and dependency are now able to be accommodated by CP4L as funding has been made available through the charitable status to undertake exciting new ventures.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### **Achievements and performance**

#### **Financial review**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent of three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) governed by its constitution registered with the Charity Commission on 21 October 2013.

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership has indicated their agreement and acceptance of the duty of members to act in the best interests of the CIO.

The members of the trustees who served during the year and up to the date of signature of the financial statements were:

Mr T Wilkins  
Mr T V Finn  
Ms V Smart  
Mr I Clark  
Ms T K Blakey  
Ms R Flynn  
Ms L Cadman  
Mr W Griffiths  
Mr J Boyce



# COGS PREPARES 4 LIFE CIO

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2019**

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The CIO advertises for new trustees through CVS newsletters and on their website.

The board of trustees, which shall be a minimum of three with a maximum of twelve, administers the CIO.

At each Annual General Meeting one third of the trustees shall retire from office. The trustees to retire will be those who have been longest in office since their last appointment or reappointment. A trustee who has served for three consecutive terms may not be reappointed until an interval of at least three years.

On or before their first appointment, each trustee will receive copies of :

- \* the constitution of the CIO; and
- \* the latest trustee's annual report and financial statements

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by all the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of the charity trustees.

The trustees' report was approved by the Board of Trustees.

**Ms T K Blakey**

Trustee

Dated: 29 May 2020



# COGS PREPARES 4 LIFE CIO

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF COGS PREPARES 4 LIFE CIO

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I report to the trustees on my examination of the financial statements of COGS Prepares 4 Life CIO (the charity) for the year ended 30 September 2019.

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

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

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

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

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Baldwins

Harance House  
Rumer Hill Road  
Cannock  
Staffordshire  
WS11 0ET

Dated: 29 May 2020

# COGS PREPARES 4 LIFE CIO

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
<b><u>Income from:</u></b>							
Donations and legacies	3	1,500	10,895	12,395	-	11,437	11,437
Charitable activities	4	1,765	-	1,765	2,977	-	2,977
<b>Total income</b>		<b>3,265</b>	<b>10,895</b>	<b>14,160</b>	<b>2,977</b>	<b>11,437</b>	<b>14,414</b>
<b><u>Expenditure on:</u></b>							
Raising funds	5	240	-	240	579	-	579
Charitable activities	6	2,409	8,365	10,774	6,205	15,504	21,709
<b>Total resources expended</b>		<b>2,649</b>	<b>8,365</b>	<b>11,014</b>	<b>6,784</b>	<b>15,504</b>	<b>22,288</b>
<b>Net incoming/ (outgoing) resources before transfers</b>		<b>616</b>	<b>2,530</b>	<b>3,146</b>	<b>(3,807)</b>	<b>(4,067)</b>	<b>(7,874)</b>
Gross transfers between funds		2,462	(2,462)	-	-	-	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>3,078</b>	<b>68</b>	<b>3,146</b>	<b>(3,807)</b>	<b>(4,067)</b>	<b>(7,874)</b>
Fund balances at 1 October 2018		1,077	11,804	12,881	4,884	15,871	20,755
<b>Fund balances at 30 September 2019</b>		<b>4,155</b>	<b>11,872</b>	<b>16,027</b>	<b>1,077</b>	<b>11,804</b>	<b>12,881</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# COGS PREPARES 4 LIFE CIO

## BALANCE SHEET

AS AT 30 SEPTEMBER 2019

	Notes	2019 £	£	2018 £	£
<b>Current assets</b>					
Cash at bank and in hand		16,447		13,181	
<b>Creditors: amounts falling due within one year</b>	9	(420)		(300)	
Net current assets			16,027		12,881
<b>Income funds</b>					
Restricted funds	10		11,872		11,804
Unrestricted funds			4,155		1,077
			16,027		12,881

The financial statements were approved by the Trustees on 29 May 2020



Ms R Flynn  
Trustee



# COGS PREPARES 4 LIFE CIO

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2019

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### 1 Accounting policies

#### Charity information

COGS Prepares 4 Life CIO is a Charitable Incorporated Organisation governed by its constitution.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

#### 1.2 Going concern

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

#### 1.3 Charitable funds

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

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

#### 1.4 Income

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

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

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

#### 1.5 Cash and cash equivalents

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

# COGS PREPARES 4 LIFE CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2019

### 2 Critical accounting estimates and judgements

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

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

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Restricted funds
	2019 £	2019 £	2019 £	2018 £
<b>Grants receivable for core activities</b>				
Edgar Lawley Foundation	1,500	-	1,500	-
Grow Cook Eat	-	8,925	8,925	-
We Love Lichfield	-	987	987	-
Veolia	-	983	983	-
Other	-	-	-	11,437
	<u>1,500</u>	<u>10,895</u>	<u>12,395</u>	<u>11,437</u>

### 4 Charitable activities

	Project sales 2019 £	Project sales 2018 £
Sales within charitable activities	<u>1,765</u>	<u>2,977</u>

### 5 Raising funds

	Unrestricted funds 2019 £	Unrestricted funds 2018 £
<u>Fundraising and publicity</u>		
Advertising	240	579
	<u>240</u>	<u>579</u>

# COGS PREPARES 4 LIFE CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2019

### 5 Raising funds

(Continued)

### 6 Charitable activities

	Charitable expenditure 2019 £	Charitable expenditure 2018 £
Project expenditure	8,365	15,504
Printing, postage & stationery	160	216
Repairs & maintenance	1,814	5,689
	<u>10,339</u>	<u>21,409</u>
Share of support costs (see note )	435	300
	<u>10,774</u>	<u>21,709</u>
<b>Analysis by fund</b>		
Unrestricted funds	2,409	6,205
Restricted funds	8,365	15,504
	<u>10,774</u>	<u>21,709</u>

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 8 Employees

There were no employees during the year. The staff are seconded from Cherry Orchard Garden Services Community Interest Company (COGS CIC).

### 9 Creditors: amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	<u>420</u>	<u>300</u>



# COGS PREPARES 4 LIFE CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2019

### 10 Restricted funds

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

	Movement in funds				Balance at 30 September 2019
	Balance at 1 October 2018	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Grow-Cook-Eat	5,412	8,925	(3,792)	-	10,545
Groundworks	4,189	-	(2,616)	(246)	1,327
Cory Environmental Fund	2,064	-	-	(2,064)	-
CLR Terry Finn	139	-	-	(139)	-
We Love Lichfield	-	987	(987)	-	-
Veolia	-	983	(970)	(13)	-
	<u>11,804</u>	<u>10,895</u>	<u>(8,365)</u>	<u>(2,462)</u>	<u>11,872</u>

### 11 Analysis of net assets between funds

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
Fund balances at 30 September 2019 are represented by:						
Current assets/ (liabilities)	<u>4,155</u>	<u>11,872</u>	<u>16,027</u>	<u>1,077</u>	<u>11,804</u>	<u>12,881</u>
	<u>4,155</u>	<u>11,872</u>	<u>16,027</u>	<u>1,077</u>	<u>11,804</u>	<u>12,881</u>

### 12 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).