

# **Lifeworks Charity Limited**

**(A Charitable Company Limited by Guarantee)**

## **Annual Report and Financial Statements**

**For the year ended 31 March 2020**

**Company Number: 03177139**

**Charity Registered in England and Wales Number: 1054167**

**Lifeworks Charity Limited**  
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For the year ended 31 March 2020

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**Lifeworks Charity Limited**  
Reference and Administrative Details  
For the year ended 31 March 2020

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<b>Trustee Directors</b>	P J J Clarkson – Chair B Avery M J Boon C Jenkins
<b>Chief Executive</b>	R Hanlon (until May 2019) B Harty (from May 2019)
<b>Charity Director</b>	J Parsons
<b>Charity Number</b>	1054167
<b>Company Number</b>	03177139
<b>Principal Address and Registered Office</b>	Blackers Park Road Dartington Hall Totnes Devon TQ9 6EQ
<b>Auditors</b>	Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX
<b>Bankers</b>	Lloyds Bank plc Fore Street Totnes Devon TQ9 5HH  National Westminster Bank plc Courtenay Street Newton Abbot Devon TQ12 2EE
<b>Solicitors</b>	Nash & Co Solicitors LLP Beaumont House Beaumont Park Plymouth PL4 9BD

The Trustees, who are also directors of the Charity for the purposes of the Companies Act, present their annual report (incorporating the directors report as required by company law) and audited financial statements For the year ended 31 March 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements, comply with the Charity's governing document, applicable law and the requirement of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP FRS 102) (implemented 1 January 2019), and are in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Lifeworks Charity Limited is a charity and a charitable company and is variously referred to throughout this report as either "the Charity" or "the Company". The Charity operates under the name of "Lifeworks". It was incorporated 25 March 1996 as a company limited by guarantee, governed by a memorandum and articles of association. The charity was previously named "The Bidwell Brook Foundation Limited" but changed its name on the 15 February 2013 to "Lifeworks Charity Limited". Its company number is 03177139 and its Charity registration number is 1054167. The registered office is Blacklers, Park Road, Dartington Hall, Totnes, Devon, TQ9 6EQ.

### **References and Administrative Details**

Administrative information is given in a separate section at the front of these accounts.

### **Directors and Trustees**

The directors of the Company are the Charity's trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the period and since the period end are as follows:

- Mr P J J Clarkson            Chair
- Ms B Avery                    (appointed 1 June 2020)
- Mr M J Boon
- Mr D Colliver                (appointed 24 March 2020 & resigned 22 September 2020)
- Ms M Devlin                 (resigned 09 September 2019)
- Mr C Jenkins                (appointed 1 June 2020)
- Mr J V E F O'Connell        (resigned 30 April 2019)
- Mr F Reed                    (resigned 19 June 2019)
- Mr I Thompson                (resigned 22 September 2020)

None of the Trustees have any beneficial interest in the Company. All of the Trustees are members of the Company and guarantee to contribute £10 in the event of a winding up.

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

The Board of Trustees ("BOT") oversees the administration of the Charity and meet formally a minimum of four times during the year. In addition, a number of strategy meetings took place during the year with Trustees and members of the Senior Lifeworks Team (considered to be the Key Management Personnel).

A Finance Sub-Committee reports to the Board and two Trustees attended its meetings during the year.

Day to day management of the Charity is delegated to the Chief Executive, who delivers this alongside the Senior Leadership Team. The Trustees take advice from external professionals dependant on the nature of the support that they need.

The charity uses a variety of methods for attracting Trustees which include recommendations and external and internal advertising. The charity mainly advertises in the volunteering community and on our website.

In terms of the process, the charity asks for a CV, from there it is usual for the candidate to meet on an informal basis with the Chief Executive (CEO). Once this has happened they would be asked to complete an application form and are invited to an interview which is usually attended by the CEO, HR Manager and representation from the BOT. Standard safer recruitment practices are applied in line with policy and procedure which includes obtaining 2 satisfactory references and an enhanced DBS check. In addition to this they are also required to complete a declaration of eligibility.

All new Trustees receive a Charity Induction which includes visiting the service areas and being introduced to staff. They also undertake a number of e-learning courses which include safeguarding, MCA & DOLS and GDPR. The most recent tranche of Trustees have also attended governance training which will become part of any new Trustees induction in the future.

As part of the Charity Induction they will meet with each Director so that they are able to gain an understanding of the role, this will include both financial and operational aspects.

#### The arrangements for setting the pay and remuneration of Key Management Personnel

Senior executive pay is linked to that of other directors and is set after considering organisation turnover, number of employees, in-job risk, pay of other directors and any other benefits and incentives and benchmarking within the charitable sector using identified pay surveys such as ACEVO.

Pay scales for managers, administration support staff, care team and ancillary staff are bench marked against comparable roles, level of relevant qualifications and ability to recruit within the locality.

#### **Public Benefit**

The Trustees have due regard for the Charity Commission's guidance on public benefit and have completed a public benefit review and concluded that the activities during the year are in accordance with the Charitable Objectives of the Charity and satisfy the requirements of identifiable benefit to the public.

## **Objectives & Activities**

The object of the Charity is to provide support to individuals with learning disabilities through the provision of services and advice aimed at improving the conditions of their lives, their families, and their futures.

Lifeworks' vision is to support people with learning disabilities to have a great life.

Lifeworks' mission is to create opportunities for people with learning disabilities and their families so that they can reach their full potential and are engaged with and be valued by their communities.

We achieve this by delivering aspirational activities and services and we work in partnership with others to ensure the right support is provided at the right time in the right way. We are a learning organisation so we invest in our staff and believe that everything we do must be outstanding for those who use our services, their families and those who invest in us. We deliver support through ambitious needs-led services in care, education, community projects and sport.

**Robins Respite and Life Skills Centre** opened in Dartington in 1999 and was funded and built by Lifeworks with full ownership of the freehold. It has full registration with The Office for Standards in Education (Ofsted). Its mission is to provide short breaks to children with learning disabilities up to 20 years of age, in a caring, welcoming and engaging environment. The aim is to develop independence, confidence and self-esteem and for families to have time off. It is open 7 days a week for 52 weeks of the year and offers overnight, 24 hour or short break stays. At present, it has 6 bedrooms for short breaks and supports families from all over the South West who, without this provision, would struggle to continue caring for their child. Robins gives carers the break that helps keep families together.

**Robins** also offers 4 full-time residential beds in two separate apartments. These beds are primarily offered to local children who cannot be cared for at home by their family. This allows them to stay in the area, continue at the same school, support their continuity and stability and keep them in touch with their family, friends and community.

Revenue funding for both the short breaks and longer term residential placements is mainly commissioned by the local authority placing the child, but we rely on fundraising to develop Robins and improve the facilities for the children staying with us.

**Sesame** is a residential house for adults with learning disabilities. It is situated in Torquay and has 4 bedrooms. The house was bought by Lifeworks and opened as a care home in September 2009 after a major refurbishment programme. It has full registration with the Care Quality Commission (CQC). Its mission is to continue the support we give families by providing full residential care for adults.

Sesame provides care in a safe and accessible home and aims to move these adults towards a more independent and fulfilling life by continuing their learning and engaging with a broad range of activities in the community.

Revenue funding is through the local authority placing the person but we fundraise to develop both the environment and the community involvement to enhance the independent outcomes of the people living with us.

### **Objectives & Activities (continued)**

Our **Specialist College of Further Education** is based in Dartington and opened in September 2011. It is a specialist college for students aged 16 to 25 years with a range of learning disabilities. It is fully registered with The Department of Education, has been accredited by the Education and Skills Funding Agency (ESFA) and is inspected by Ofsted. It offers a comprehensive programme of personal, social and vocational education on a day basis. The college rents its own buildings but also accesses the community for activities and work placements. Staff work closely with the students' families, local businesses and outside agencies to deliver its main outcomes of independence, personal development, employment and community involvement.

Student places are funded through Local Authority FE commissioning, the ESFA and DWP funding for supported internships. We fundraise to develop the facilities and a growth plan so we can support more students in the future.

#### **Community Projects.**

Community projects is the umbrella title for all our community activities which brings together Kool Clubs, Holiday Projects, Breaking the Barrier and the Young Volunteers Programme. There is planned expansion and growth within these programmes and additional initiatives to allow young people greater access to community activities that link to transition and preparing for adulthood.

**Kool Club.** The first club opened in 1999. The Kool Club ethos is to provide a recreational and educational youth club for teenagers with learning disabilities by providing diverse opportunities for socialising, developing friendships, offering support for families and carers and progressing skills essential for independent living. The clubs run on Saturdays from a day centre and are staffed by experienced Lifeworks staff. The wide range of activities support the young people to access the community and bring together what has been learnt at school and home to support their transition into being an active member of their local community.

The clubs are funded through direct payments, commissioning, parental contributions and fundraising.

**The Holiday Project** is a programme of weekly activities during the school holidays. The programme is developed in partnership with young people aged 12-18 plus a wide network of activity providers and cultural venues across Devon. It provides recreational and leisure opportunities across each school holiday that enrich and extend experiences and offer young people with learning disabilities a sense of community, belonging and independence.

**Breaking the Barrier** is a sport inclusion project whose ethos can be used within any sport to break open opportunities for young people who find it difficult to access these sports because of their learning disabilities. Breaking the Barrier surf days are an annual programme in which we provide free surfing experiences. The aim is to encourage personal on-going surfing activities and support surf schools with the teaching of children with a learning disability through training, advice and equipment. We also offer other sport inclusion events, such as paddleboarding days, regular cycling events at Torbay Velopark and sailing on the River Dart, to enlarge the options and to empower young people with learning disabilities in sport.

The events are funded by a package of fundraising initiatives and sponsorship.

### **Objectives & Activities (continued)**

**Young Volunteers Programme** is an initiative in which Lifeworks provides mentorship and training to enable participants to develop their vocational interest, to undertake work experience placements as they progress towards employment, and for the organisations they are placed with to become Disability Confident employers.

The programme was funded during 2019 by the Department for Work and Pensions for 18+ and fundraising initiatives for under 18.

**Lifeworks Central Services** comprises operations management and administration including Finance, Fundraising and Human Resources. The central team supports the service managers with marketing, fundraising for existing and future programmes and events, plans and manages all the charity's activities with the support and scrutiny of the Senior Leadership Team.

That team has a strategic planning brief, overseeing all operational and financial activities and reporting to the Trustees. They are responsible for submitting bids to charitable trusts, foundations and corporate bodies as well as contracting with local authorities and government departments.

The base in Dartington also provides office accommodation for the Community Projects team.

### **Impact and achievements**

#### **ROBINS**

This continues to be the largest provider of residential respite over-night short breaks in the South West for children with learning disabilities. It continues to be well managed and have a highly motivated and expert caring staff team. Robins meets the needs of families by personalised respite planning and often by reacting to their requirements at short notice and being flexible. This year Robins provided full time residential placements for 4 young people within the two apartments and short breaks for 25 children and families. We have also been able to provide a number of crisis overnight short breaks. Many of the young people have additional needs to their learning disability, such as autism and life limiting conditions.

#### **Key Impacts**

- **Best possible care** - we cared for 4 residents who, despite all having personal challenges, grew in self-esteem, confidence and skills and gave Robins the opportunity to grow with each of them.
- **OFSTED** - we were inspected in December 2019, involving both our regular inspector but also by an inspector Her Majesties Inspectorate. This was a very thorough inspection but we were delighted to retain our "Good" rating as a children's home. This is very much deserved for the outstanding level of care given by the staff and a clear goal to maintain and improve – it's important to note that there is no "Outstanding" provider for this client group in the south west so we will strive to be the first!
- **Work experience** - two of our residents began work experience placements with a local garden centre. This is a great partnership that we will seek to develop so we can provide our young people with important and significant opportunities to grow in their lifeskills.
- **Communication** - the progress and achievements of our young people were noted by our independent inspector as Outstanding, particularly where our residents have grown in presentation, speech and ability. Young people who barely spoke and were unable to give eye contact are now walking tall, talking more and have grown remarkably in confidence and ability. The staff at Robins are to be congratulated for all their hard work and incredible support to these young people.



- **Champions** - we developed these roles, especially our communication champions who really excelled over this past year. Our young people have been further supported with their communication which ultimately improves their outcomes and experiences.
- **Community** - our young people developed new links in their local community including taking part in the Christmas "sing and sign" choir. Staff have developed links with the local residents association and Totnes Carnival Committee. Money was raised for our outdoor space and we hope to continue this to build a Summer House.
- **Holidays** - it is hugely important for our residents to experience Christmas and holidays as a family unit as, for most of them, there is no opportunity to go home for family time and we are their parents. This year we have had wonderful experiences at a local venue with a hot tub, at which our shortbreak young people could join in for the day, and Butlins at which a wonderful time was had by all!
- **Activities** - we continue to offer some amazing activities and the young people have enjoyed Sailability, Longleat, Rare Breeds, Woodlands, swimming and crazygolf. However, the children also enjoy the simple things like a walk with all the different sensory experiences that brings.
- **Staffing** – we have moved away from using agency staff to cover absences and the team has pulled together to ensure we provide a safe and positive home at all times. We have held team development days to build the skills and sense of belonging for the team and have been fully supported by both HR and SLT throughout the year.

## **SESAME**

This continues to be a happy and well managed home. There continues to be a committed and stable staff team who work together to achieve some excellent outcomes for the residents.

The service provides a safe and caring home for a maximum of 4 people. During the year one bed was vacant but the three residents received high quality, personalised support characterised by individual activities and a lot of fun.

## **Key Impacts**

- **CQC** – our inspector conducted a one-day inspection in May 2019. The experience was extremely positive and our report, which was recognised as 'glowing', rated the home "Good" in all areas. This was a major step forward over the previous inspection in 2018 and reflects the dedication and skills of the team and the quality of leadership from the Registered Manager.
- **Staffing** – through successful recruitment, retaining and utilising the staff team effectively, we no longer use agency staff to cover absences. The staff play a huge part in this consistent approach by covering shifts, supporting each other and their manager. Our reputation as a positive employer has reached the community as we have people phoning up or knocking at the door asking if there are any jobs, saying they have heard that Sesame is a lovely place to work!
- **Training** – the staff team have received ongoing training through the year with individual staff achieving the Care Certificate, Level 3 in Health and Social Care and the Registered Manager gaining Level 5 Leadership for Health and Social Care.

- **Families** - we have continued to develop positive relationships with the families of the people we support and they are involved at all appropriate levels with the service. We work closely to ensure a robust Circle of Support and this has been a great success. Our regular newsletters are always popular, and is proving a good way for the families to stay connected.
- **Environment** – there have been vast improvements in the decor and soft furnishings. The dining room and lounge were decorated in September 2019. New sofas, dining table and soft furnishings have all helped to create a warm, welcoming home. Colours have been chosen for their recognised calming effect and light fittings have been upgraded to softer lighting. This has supported the wellbeing of residents with a reduction in mild seizures for one person and a positive effect on mood generally. The garden has evolved from a space that was rarely used to a beautiful, well developed sensory space for all to enjoy.
- **Person Centred Care** - everything is planned around the needs, preferences and aspirations of the people that live at Sesame. Our residents have flourished and clearly feel settled and safe in their home. There are respectful, trusting relationships with their support staff and we have seen communication develop along with their life skills. Sesame practices Positive Behaviour Support and we have seen a decline in incidents over the year. We work closely with IATT (Intensive Assessment Treatment Team), to ensure protocols, plans and processes are person centred and fully meet the needs of the people we support.
- **Activities** – during the year one of our residents, who has complex autism, went on his first holiday without his parents. With support, he had a long weekend at The Calvert Trust. This was a great success in which he loved every moment, took part in all the activities and the photos captured the joy and sense of achievement.
- Another resident has become more confident, using different areas of the house and garden and now has his own mobility car. This has enabled him to travel safely to places he loves such as the moors, Widecombe, the beach and parks.
- **Work experience** – another resident will be starting her job as a volunteer at the No Limits Community Café and Hub. She will be working one afternoon a week and this will give her an opportunity to develop relationships, and transferable employment skills.
- **Challenges** - the greatest challenge has been finding an appropriate 4th person to live at Sesame. Thankfully, we have found a positive match, for both the people that live at Sesame and the person coming to join the service, and we now await the start of transition process.

## **SPECIALIST COLLEGE OF FURTHER EDUCATION**

This continued to successfully support people aged 16 – 25 to prepare for adulthood. Our key goal as a College is to provide opportunities for learning so that students are confident and equipped to enter their adult lives with more independence and opportunity. We equip students to gain confidence across many areas, from sports to the arts as well as the world of work.

The 2018/19 academic year ended with all students achieving their outcomes and a very successful end-of year Celebration Day attended by parents and visitors. There were 15 students during the course of the year.

## Key Impacts

- **Work** - three students were placed with local employers through Supported Internships and these were partly funded by the Department for Work & Pensions. Students engaged with a wide range of individualised work placements to prepare them for employment.
- **Awards** – students gained a wide range of awards from Arts, Maths, English and Life Skills. All the students were involved in an end-of-year production at the Theatre Royal, Plymouth. Five students achieved their Duke of Edinburgh Silver Award, which involved camping for two nights twice!
- **Staffing** - due to recruitment difficulties in the autumn term, we used agency staff for the first time ever. The more experienced members of the team worked hard to ensure continuity and consistency in the education provision and, following further recruitment drives, we successfully filled all vacant posts in the following term.
- **External audit** - in November 2019 we invited the Plymouth City Council School-based Safeguarding Team to complete an audit of the College's safeguarding procedures. This raised a number of areas for improvement and the action plan which followed was completed by March 2020.
- **OFSTED** - Our rating from the last inspection is Good and we expect another inspection in the near future. We have a continuous improvement plan and the success is due to a talented staff team that are committed to the students. This is reflected in the giving of their own time to support Duke of Edinburgh awards and student activities.

## COMMUNITY PROJECTS

This continued to provide a wide range of programmes and activities to give young people the chance to make and meet up with friends, improve their health, try new activities and be enabled to achieve their best futures. These include our Kool Clubs, Breaking the Barrier events, The Young Volunteers programme and our Holiday Projects. Many of these are delivered in partnership with arts and leisure organisations.

## Key Impacts

- **Kool Clubs** – these two groups ran with 26 members in 2019/20 with average participation at 76% for the year. We provided a broad activity programme with much involvement in the community, keeping physically active and making connections with the arts and sport. Members of Kool Club joined with Inclusive Totnes to encourage local retailers to sign up to the Purple Tuesday shopping campaign. This is a national initiative to encourage shops/businesses to grow in their awareness of the value and needs of customers with disabilities. This activity was picked up by the Devon Live local news channel and was shared across social media. The Kool Club also made a trip to Belfast to attend the Cinemagic Film and Television Festival for Young People, a young film makers festival.
- **Breaking the Barrier** – there was a major increase in the number of participants over the previous year with 236 people with a learning disability and 129 family members. We provided over 10 days of events ranging from monthly Inclusive Cycle rides, family surf sessions and paddleboarding. We attracted 117 volunteers across the 10 events ranging from Devon CC Children's Service Managers, The Wave Project, The Turning Tides project, WESC Foundation course leaders to members of staff from Mercers, a corporate sponsor based in Exeter. We supported 23 young sports enablers to achieve vocational awards e.g. 5 x Sports Inclusion, 8 x Safeguarding in Sport; 7 x First Aid; 12 x Bikeability Level 1, 1 x Assistant Sports Coach Level 1.

- **Holiday Projects** – these were very popular with 98% take up of places over the school holidays and half term breaks. Activities ranged from arts, drama, Food in Community, adventure sports, Dart Sailability and swimming.

During the autumn half-term we ran the Ordinary Extraordinary Art Festival event. This was a great weekend of creative activities and performances focusing on Loneliness, which were curated, led and delivered by the young people with learning disabilities. The event was managed through a partnership comprising local arts organisations and other social care providers and included a morning workshop at which the Mayor of Totnes and Sarah Wollaston MP were in attendance.

The projects are evaluated through the Warwick and Edinburgh Mental Wellbeing Scale which demonstrated that of the participants involved:

- 71% tried something new
- 57% learnt new skills
- 85% experienced an increase in confidence
- 100% became more physically active

- **Young Volunteers Project** – this programme was designed to support young adults to develop vocational skills and gain work experience. 9 young adults completed the programme and are now working and/or volunteering in the public, private and charity sectors. 2 young adults with a vocational interest in catering secured work placements and are now in paid work in catering. Three organisations offering work placements gained Disability Confident Level 1, two undertook additional staff training to enable a successful work placement, and three indicated that when a post became available they would offer our young people paid work. In addition, 6 young adults participated as Sports Enablers on delivery of the Breaking the Barrier events.

All the above was only possible through the ongoing creativity and dedication of the staff team who enabled a total of 234 individual young people aged 8 - 25 to participate in Community Projects during the year.

## **COVID-19**

Obviously, the greatest challenge to our services and operations as a charity took place at the end of March 2020 with the national lockdown due to coronavirus.

As a result of government instruction and guidance, our services were affected as follows:

**Community Projects** – with all face to face meetings being prohibited, Kool Club and the Holiday Programmes had to be suspended. This meant that the young people who normally benefitted from these services were very isolated at home with no school and no weekend/holiday activities. Their families also had no short breaks provision which created pressure at home for some.

The Community Projects team developed a very creative and innovative new service, based entirely online, called Safe Space. This is a secure online platform through which the young people can participate in a range of sessions ranging from cookery, music, dance, arts/crafts to mindfulness. The activities are provided by accredited session leaders through the online platform and all the activities are moderated by members of the staff team to ensure our safeguarding policies and practice are upheld at all times.

**Further Education College** - Along with other education providers, the College was closed when the government closed schools in March. Fortunately, this was very near to the Easter holidays so the impact of the closure on students was minimised. After the Easter break, the majority of the staff worked from home and students were provided at their homes with resources and work which could be completed to ensure they were still able to receive their academic awards.

**Robins** – the four residential beds were kept open but the short breaks provision had to be suspended. This was to protect the four residents for whom Robins is their only home and to protect the staff from working with different children where we were not able to verify if they were symptomatic or not. With appropriate risk management measures in place, the short breaks service was re- opened on a phased basis from May 2020.

**Sesame** – due to the health vulnerabilities of the residents, the service went into full lockdown. The staff team switched to a two weeks on/one week off rota providing the same staff team for the duration of these shift patterns. This was an entirely voluntary and commendable decision by the staff team themselves and ensured that the virus did not get into the home. This was gradually adapted in the summer of 2020 and the service has now returned to normal staffing patterns.

The charity implemented robust risk management measures and contingency plans to be able to continue to operate throughout the Covid-19 risks and the entire staff team needs to be honoured for their commitment, dedication, personal sacrifices and hard work to keep the services, the people we support and our colleagues safe during these unprecedented times.

## **WEBBERS YARD**

This is a site in Dartington which was purchased the previous year. This was for a new building development comprising an enlarged College facility and bringing Central Services and Community Projects onto the same site.

During the year a Building Working Group was formed, including representatives from the relevant teams, to develop a building brief. This was subsequently given to a local firm of architects commissioned to develop design options for the site. A planning consultant was also commissioned to start the process of a full planning application.

With Covid-19 the entire process was deferred until later in 2020.

## **FUNDRAISING**

Our fundraising efforts continue so that we are able to deliver projects that enable the people whom we support to access valuable activities that promote engagement with their local community and encourage transformation from social and economic disadvantage.

Our aim is to achieve complete confidence and public trust by demonstrating good stewardship of funds and demonstrating positive impact for our beneficiaries. To realise this, our approach is to ensure the key principles of honesty, respect, integrity, transparency and responsibility are embedded in all our fundraising activities. We are committed to ethical fundraising to encourage sustainable giving and fully comply with the Fundraising Regulator's Code of Fundraising Practice.

Lifeworks recognises the Fundraising Regulator's guidance designed to protect donors, charity supporters and the public from intrusive fundraising practices. Our fundraising activity does not involve working with any third party, commercial participators or professional fundraisers.

Lifeworks is enormously grateful on behalf of its beneficiaries for all of its wonderful volunteers, supporting organisations, trusts and foundations for the generosity, time and energy they commit to us as supporters, friends, and donors. Without this many of the invaluable opportunities we offer to our beneficiaries would not be possible.

Special thanks must also go out to Lifeworks staff and trustees who volunteer their spare time to be involved in our fundraising events and also to support the delivery of events such as Breaking the Barrier, ensuring their success.

## **OUR STAFF**

The trustees acknowledge that the greatest asset the charity has is its staff team. Lifeworks employs 105 contracted full and part time staff across all areas of the business. It supports the ongoing learning opportunities and career advancement of its staff through diplomas, the Care Certificate and individual and team training programmes.

During the year we became fully accredited as a Disabled Confident Leader, joining just 2% of employers across the UK. We strive to make the most of the talents people with disabilities can bring to the workplace and benefit from their diverse skills, experiences and views.

We believe that our staff deserve a fair day's pay for a hard day's work and, for that reason, we are one of over 5,000 businesses across the UK committed to paying the real Living Wage regardless of the job that people do or how old they are. Our rates of pay are higher than the governments minimum wage.

We are a committed Mindful Employer. By signing the 'Employers Positive about Mental Health' charter, we have made a public declaration of our ambition to support the mental wellbeing of our staff and not make assumptions about a person with a mental health condition and their ability to work.

We hope our objectives will help to improve our recruitment and retention, as well as demonstrating our commitment to all our staff, commissioners and beneficiaries as being an ethical employer.

Lifeworks also offers a wide range of volunteering opportunities for members of the local community. In addition, through our Young Volunteers Programme, we are able to offer volunteering opportunities to young people with learning disabilities as a pathway towards employment.

## **BOARD OF TRUSTEES**

As a charity, we seek to become learning disability champions by supporting, promoting, caring for, advocating for and giving a voice to people with learning disabilities. That is what we do and want to become known for.

We are pleased to have recruited a new Chief Executive, to have strengthened the Board with new trustees and we are excited about the new Strategic Plan. This sets the trajectory for the future direction of the charity with plans for growing and extending our profile and reach in the region.

Our motivation is to be able to offer access for all, increase the number of beneficiaries we support, further enhance the quality of all our services and to improve our financial sustainability in an increasingly challenging economic climate for the charitable sector. These ambitions have informed our Reserves Policy.

## **SUMMARY OF ACHIEVEMENTS IN 2019/20**

- Robins residential beds maintained at 100% occupancy. 25 young people and families used the short stay provision.
- Sesame maintained at 75% occupancy.
- 234 individuals supported through Community Projects.
- College student numbers were at 15.
- Lifeworks gained accreditation as a Disability Confident Leader.
- Sage People implemented within HR Team.
- Staff Survey conducted across all staff and findings actioned.
- Continued to pay at above Real Living wage levels.
- "Good" CQC rating achieved for Sesame.
- "Good" OFSTED rating maintained for Robins.
- All Robins support workers gained Level 3 Residential Childcare qualification.
- Recruited new Chief Executive Officer.
- Recruited two new trustees to the Board.
- Completed rebrand of charity website, colours/logo/strapline and all marketing products.
- 3 Year Strategic Plan reviewed and updated to 2022.
- Architects and planning consultant appointed for new building development in Dartington.

## **LIFEWORKS STRATEGIC PLAN OBJECTIVES APRIL 2020 – MARCH 2021**

Our key themes for the year ahead comprise the following:

- EXPAND
- EXTEND
- ENHANCE
- ENGAGE
- BUILD
- STRENGTHEN

### **Services**

- Expand new service provision to children/young people in new locations within new accommodation models being developed by commissioners
- Expand new service provision for young people after Robins and/or transitioning to adult services by working in partnership with a housing association
- Extend new services to Plymouth, Exeter, Cornwall, Somerset
- Successful registration with CQC as Supported Living provider
- 3 Year Fundraising plan in place for Community Projects
- Secure Outstanding inspection ratings for services
- Develop a consultation and evaluation process to ensure the voice of those who use our services, or invest in us, inform strategic planning
- Develop a co-ordinated Supported Employment service working across Lifeworks\*

### **Staff**

- Staff Development strategy in place to create opportunities for career progression
- Charity-wide celebration event and regular service visits by SLT & Trustees to create sense of one organisation

### **Central Services**

- Conduct and complete review of organisational structure
- Organisational Fundraising Strategy in place
- Full implementation of SAGE People in HR Team and with Service Managers

### **Marketing**

- Establish a network of ambassadors to promote the charity

### **Governance**

- Establish governance arrangements at College which meet OFSTED requirements
- Develop Vision & Values document to express organisational culture and implement across all teams
- Establish a review cycle to ensure our policies and procedures remain fit for purpose
- Develop a common system of reporting across all service areas\*
- Achieve external quality marker for Lifeworks charity\*
- Board of Trustees to adopt the Charity Governance Code\*

(\* = objectives which can/need to be deferred to 2021/22 due to CV19 impact and revised service priorities)

### **Financial Reserves and Review**

Results for the period show net income after depreciation of £142,844 (2019: net income £65,712). Total funds at 31 March 2020 stood at £2,297,734 of which £38,000 is restricted and £1,142,576 relates to fixed assets and can only be realised by disposing of the assets, this therefore leaves unrestricted free reserves at £1,117,158.

### **Designated funds**

A formal review of our policy on reserves took place at the meeting of the trustees on 22 September 2020 our reserves policy focuses on the level of its 'free' reserves.

Our unrestricted free reserves which are not specifically designated against fixed assets at 31 March 2020 were £1,117,158.

The Trustees believe that establishing a designated fund equivalent to between a minimum of four and maximum of six months trading will provide sufficient resources to withstand any short term adverse economic conditions the charity may encounter. Trustees have designated £900,000 which is equivalent to four months trading income.

In addition to fulfil our capital and development requirements during the forthcoming twelve months £160,000 has been designated as detailed below;

- £120,000 for essential property maintenance and improvements
- £40,000 for vehicle acquisition

A maximum of £57,158 of 'free reserves' are available to be invested into Lifeworks projects at the discretion of the Board of Trustees.

As a separate matter and after adjusting for creditors and restricted funding should cash reserves fall below £900,000 that would trigger an immediate review of income and expenditure to ensure no further cash loss. Our plans to ensure the above objectives are maintained and our undesignated free reserves increased are reviewed as part of our Risk Register.



## **Risk**

The Board of Trustees takes seriously their duty to avoid exposing the charity to undue risk, however their approach to this is not becoming risk averse but instead to adopt responsible management of risks.

Lifeworks uses a model for assessing risk and to draw attention to the distinction between risks that arise from a financial situation and risks arising in other ways that can be seen as non-financial, even if ultimately they have a financial impact.

Our approach towards resolution to risk is to establish an atmosphere that empowers individuals to highlight uncertainty and raise risk as and when they observe them. Lifeworks acknowledges that risk management is a dynamic process and will ensure that new risks are addressed as they arise and monitoring will be cyclical so as to establish how previously identified risks may have changed.

## **Statement of Trustees' Responsibilities**

The trustees (who are directors of Lifeworks Charity Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report (incorporating the Directors' Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **Auditors**

The auditors, Albert Goodman LLP, are deemed to be re-appointed under Section 487(2) of the Companies Act 2006.

By order of the Trustees.

C Jenkins  
Trustee

Date: 7 January 2021

## **Lifeworks Charity Limited**

Independent Auditors' Report to the Trustees and Members

For the year ended 31 March 2020

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### **Opinion**

We have audited the financial statements of Lifeworks Charity Limited (the 'charitable company') For the year ended 31 March 2020, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs As at 31 March 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **Lifeworks Charity Limited**

Independent Auditors' Report to the Trustees and Members

For the year ended 31 March 2020

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### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report have been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

## **Lifeworks Charity Limited**

Independent Auditors' Report to the Trustees and Members

For the year ended 31 March 2020

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### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

P N Hake FCCA  
Senior Statutory Auditor  
for and on behalf of  
Albert Goodman LLP  
Chartered Accountants  
Statutory Auditor

Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Date: 24 January 2021

**Lifeworks Charity Limited**
**Statement of Financial Activities (including the Income and Expenditure Account)**

For the year ended 31 March 2020

		2020			2019		
	Note	Unres- tricted £	Res- tricted £	Total £	Unres- tricted £	Res-tricted £	Total £
<b>Income:</b>							
Donations	3	133	42,544	42,677	900	38,484	39,384
Charitable activities	4	2,497,091	192,056	2,689,147	2,296,666	162,215	2,458,881
Other trading activities	3	-	1,353	1,353	526	1,666	2,192
Investments	3	4,199	-	4,199	5,405	-	5,405
<b>Total income</b>		<b>2,501,423</b>	<b>235,953</b>	<b>2,737,376</b>	<b>2,303,497</b>	<b>202,365</b>	<b>2,505,862</b>
<b>Expenditure:</b>							
Expenditure on charitable activities	5	2,319,368	274,659	2,594,027	2,202,497	236,147	2,438,644
Interest payable		505	-	505	1,506	-	1,506
<b>Total expenditure</b>		<b>2,319,873</b>	<b>274,659</b>	<b>2,594,532</b>	<b>2,204,003</b>	<b>236,147</b>	<b>2,440,150</b>
<b>Net income before transfers</b>	2	<b>181,550</b>	<b>(38,706)</b>	<b>142,844</b>	<b>99,494</b>	<b>(33,782)</b>	<b>65,712</b>
<b>Transfers between funds</b>		<b>(26,967)</b>	<b>26,967</b>	<b>-</b>	<b>(27,811)</b>	<b>27,811</b>	<b>-</b>
<b>Net movement in funds</b>		<b>154,583</b>	<b>(11,739)</b>	<b>142,844</b>	<b>71,683</b>	<b>(5,971)</b>	<b>65,712</b>
<b>Reconciliation of funds</b>							
Total funds brought forward		2,105,151	49,739	2,154,890	2,033,468	55,710	2,089,178
<b>Total funds carried forward</b>		<b>2,259,734</b>	<b>38,000</b>	<b>2,297,734</b>	<b>2,105,151</b>	<b>49,739</b>	<b>2,154,890</b>

The statement of financial activities has been prepared on the basis that all operations are continuing operations. There were no gains or losses arising in the period that are not shown above.

The statement of financial activities incorporates the income and expenditure account.

**Lifeworks Charity Limited – Company Registration Number: 03177139****Balance Sheet**

As at 31 March 2020

			<b>2020</b>	<b>2019</b>
			<b>£</b>	<b>£</b>
	<b>Note</b>			
<b>Fixed assets</b>				
Tangible fixed assets	8		1,142,576	1,184,275
<b>Current assets</b>				
Debtors	9	196,314	121,290	
Cash at bank and in hand		1,176,603	1,227,023	
		<u>1,372,917</u>	<u>1,348,313</u>	
<b>Liabilities:</b>				
Creditors: falling due within one year	10	(217,759)	(327,495)	
Net current assets			<u>1,155,158</u>	<u>1,020,818</u>
<b>Total assets less current liabilities</b>			<u>2,297,734</u>	<u>2,205,093</u>
Creditors: amounts falling due after than one year	11		-	(50,203)
<b>Total net assets</b>			<u><u>2,297,734</u></u>	<u><u>2,154,890</u></u>
<b>The funds of the charity:</b>				
<b>Restricted funds</b>	12		38,000	49,739
<b>Unrestricted funds</b>				
Designated funds	12	2,202,576	1,970,905	
Unrestricted funds	12	<u>57,158</u>	<u>134,246</u>	
			<u>2,259,734</u>	<u>2,105,151</u>
<b>Total charity funds</b>			<u><u>2,297,734</u></u>	<u><u>2,154,890</u></u>

The financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board and authorised for issue on 15 December 2020 and signed on its behalf by:

C Jenkins  
Trustee Director

M J Boon  
Trustee Director

**Lifeworks Charity Limited**  
Statement of Cash Flows  
For the year ended 31 March 2020

		<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	<b>Notes</b>		
<b>Cash flows from operating activities</b>			
Net movements in funds for the year		142,844	65,712
Adjustments to cash flows from non-cash items			
Depreciation and amortisation	8	57,587	53,198
Loss on disposal of fixed assets		-	-
Finance expense		505	1,506
Finance Income	3	(4,199)	(5,405)
		<u>196,737</u>	<u>115,011</u>
Working capital adjustments			
(Increase) / decrease in debtors	9	(75,024)	23,508
(Decrease) / increase in creditors	10	(97,069)	96,593
		<u>24,644</u>	<u>235,112</u>
<b>Cash flows from investing activities</b>			
Interest received	3	4,199	5,405
Purchase of fixed assets	8	(15,888)	(313,604)
		<u>(11,689)</u>	<u>(308,199)</u>
<b>Cash flows from financing activities</b>			
Interest paid		(505)	(1,506)
Repayments of long term loans		(62,870)	(12,667)
		<u>(63,375)</u>	<u>(14,173)</u>
Net (decrease) / increase in cash and cash equivalents		<u>(50,420)</u>	<u>(87,260)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>1,227,023</u>	<u>1,314,283</u>
Cash and cash equivalents at the end of the reporting period		<u>1,176,603</u>	<u>1,227,023</u>



**1 Accounting policies**

The principle accounting policies adopted in the preparation of the financial statements are:

**1.1 Basis of accounting**

The Financial Statements have been prepared in accordance with 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) (effective 1 January 2019) – (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Lifeworks Charity Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). All amounts are presented in £ sterling.

**1.2 Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

**1.3 Income**

Donations and other voluntary income are recognised on receipt.

Income from grants, where 'capital' or 'revenue', is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Where no conditions are attached to grant income they are recognised within donations and gifts and where conditions relating to performance of services are attached, grant income is recognised within charitable activities in the Statement of Financial Activities.

Income from charitable activities is included in the period in which the charity is entitled to receipt, it is probable that economic benefits will flow to the entity and the amount can be reliably measured. Where income is received in advance of provision of services, income is deferred until the criteria for income recognition is met. Where income has not been received and services have been provided, income is accrued.

Income from other trading activities includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.

**1.4 Expenditure**

Resources expended are recognised on the accruals basis to match the period in which the expenditure was incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Certain expenditure is directly attributable to specific activities and has been included in those activity categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories as follows:

- The costs of the general office and the administration function that supports the Charity have been split between charitable activities on a percentage basis per project, and time apportioned where an activity has not occurred throughout the full period.
- Costs relating to wages are allocated between activities based on the proportion of time spent by fundraising and administration staff on those activities. However, any expenditure relating to small specific projects is borne by the general fund.

**1.5 Investment income**

Interest on funds held on deposit is included in the Statement of Financial Activities as investment income when receivable and the amount can be measured reliably by the charity; this is normally upon notification of interest paid or payable by the bank.

**1.6 Pensions**

The charity operates a defined contribution pension scheme. Contributions are recognised in the SOFA in the period in which they become payable in accordance with the rules of the scheme.

**1.7 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Leasehold land and buildings	Over term of the lease (125 years)
Freehold buildings	50 years straight line
Fixtures, fittings and equipment	5 years straight line
Motor vehicles	5 years straight line
Office equipment	4 years straight line

**1.8 Debtors**

Trade debtors and accrued income are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.10 Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**1.11 Deferred income**

Deferred income comprises income received in advance of the provision of charitable activities. Deferred income is recognised within income in the Statement of Financial Activities when the conditions for income from charitable activities recognition are met.

**1.12 Financial instruments**

The charity has financial assets and liabilities that qualify as basic financial instruments. The assets and liabilities include cash, debtors and creditors which have separate accounting policies above. A further financial instrument relates to bank loans which are initially recognised at transactions value and subsequently measured at amortised cost using effective interest method. Interest payable on bank loans are charged through the profit and loss account as interest payable.

**1.13 Fund accounting**

Funds held by the charitable company are one of the following types:-

- Unrestricted general funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated funds – these funds are set aside out of unrestricted general funds for specific future purposes, projects, or reserves.
- Restricted funds – these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when funds raised are for a specific purpose.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

**1.14 Taxation**

As a registered charity, the company is exempt from corporation tax and capital gains tax, but not Value Added Tax. Irrecoverable Value Added Tax is included in the costs of those items to which it relates.

**1.15 Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease. The charity has an operating lease for the head office and FE college premises. The title of the leased premises remains with the lessor.

**1.16 Covid-19**

The Trustees have considered the implication of the Covid-19 pandemic on the operations of the charity. A robust risk assessment was carried out adhering to Government guidance, at the outset of Covid-19. Safeguarding our beneficiaries being our number one priority, it has been necessary to restrict and adapt the delivery of some of our services, which has had substantial financial impact on the charity. However, through considered financial management, the assistance of COVID specific grants and Government COVID funding administered by LA Commissioning teams, the Trustees believe that the charity remains a financially sustainable business and no adjustments to the accounts are necessary.

**2 Net income/ (expenditure) before transfers**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Net incoming resources for the period are stated after charging		
Pension costs	67,146	48,666
Depreciation	57,587	53,198
Auditors' remuneration		
Audit fee	5,800	5,780
Other services	1,203	2,243
	<u>          </u>	<u>          </u>

**3 Income (excluding charitable activities income)**

	<b>Unres- tricted</b>	<b>Res- tricted</b>	<b>2020 Total</b>	<b>Unres- tricted</b>	<b>Res- tricted</b>	<b>2019 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>			<b>£</b>
<b>Donations</b>	133	42,544	42,677	900	38,484	39,384
<b>Other trading activities</b>						
Fundraising events	-	1,353	1,353	526	1,666	2,192
<b>Investments</b>						
Bank interest	4,199	-	4,199	5,405	-	5,405
	<u>4,332</u>	<u>43,897</u>	<u>48,229</u>	<u>6,831</u>	<u>40,150</u>	<u>46,981</u>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**4 Incoming resources from charitable activities**

	Unres- tricted £	Res- tricted £	2020 Total £	Unres- tricted £	Res- tricted £	2019 Total £
<b>Fees for care services</b>						
Robins Respite Centre	565,418	-	565,418	565,492	-	565,492
Robins Residential care	778,610	-	778,610	544,166	-	544,166
Sesame Residential care	440,636	-	440,636	498,185	-	498,185
	<u>1,784,664</u>	<u>-</u>	<u>1,784,664</u>	<u>1,607,843</u>	<u>-</u>	<u>1,607,843</u>
<b>Fees for college</b>						
Further Education College	709,778	-	709,778	683,707	-	683,707
	<u>709,778</u>	<u>-</u>	<u>709,778</u>	<u>683,707</u>	<u>-</u>	<u>683,707</u>
<b>Fees for other projects</b>						
Kool Club fees	-	37,250	37,250	795	32,524	33,319
Summer School fees	-	24,661	24,661	(285)	16,803	16,518
Community projects	2,650	240	2,890	4,126	1,240	5,366
	<u>2,650</u>	<u>62,151</u>	<u>64,801</u>	<u>4,636</u>	<u>50,567</u>	<u>55,203</u>
<b>Grants receivable</b>						
The Arts Council	-	17,200	17,200	-	-	-
BBC CIN	-	37,990	37,990	-	22,000	22,000
Sobell foundation	-	32,000	32,000	-	32,000	32,000
Lottery- Awards for all	-	10,000	10,000	-	10,000	10,000
Heritage Lottery Fund	-	-	-	-	10,000	10,000
Co-op Foundation	-	-	-	-	10,000	10,000
Daytrippers (Legacy grant)	-	10,000	10,000	-	-	-
Morrisons Foundation	-	-	-	-	9,739	9,739
Devon County Council	-	-	-	-	5,000	5,000
Small Grants Scheme	-	5,000	5,000	-	5,000	5,000
Edward Gosling	-	5,000	5,000	-	-	-
Santander Discovery	-	-	-	-	4,859	4,859
Norman Family Trust	-	-	-	-	1,000	1,000
Other (Under £2,000)	-	12,715	12,715	480	2,050	2,530
	<u>-</u>	<u>129,905</u>	<u>129,905</u>	<u>480</u>	<u>111,648</u>	<u>112,128</u>
<b>Total</b>	<u><u>2,497,091</u></u>	<u><u>192,056</u></u>	<u><u>2,689,147</u></u>	<u><u>2,296,666</u></u>	<u><u>162,215</u></u>	<u><u>2,458,881</u></u>

**Lifeworks Charity Limited**  
Notes to the Financial Statements  
For the year ended 31 March 2020

## 5 Charitable activities expenditure

	Direct staff costs	Other direct costs	Support costs	2020 Total
<u>2020</u>	£	£	£	£
Robins	603,931	389,228	98,581	1,091,740
Sesame	361,266	101,849	49,370	512,485
FE college	289,252	244,817	54,801	588,870
Other community and holiday projects	115,433	98,958	60,165	274,556
Premises costs	-	93,367	33,009	126,376
	<b>1,369,882</b>	<b>928,218</b>	<b>295,926</b>	<b>2,594,027</b>

	Direct staff costs	Other direct costs	Support costs	2019 Total
<u>2019</u>	£	£	£	£
Robins	508,170	285,275	103,201	896,646
Sesame	339,833	205,001	44,434	589,268
FE college	284,962	145,054	51,677	481,693
Other community and holiday projects	74,658	116,424	45,082	236,164
Premises costs	-	153,328	81,545	234,873
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>1,207,623</b>	<b>905,082</b>	<b>325,939</b>	<b>2,438,644</b>

## **5 Charitable activities expenditure (continued)**

### **Analysis of support costs**

The charity initially identifies the costs to its support functions. Having identified the support costs, they are then apportioned between the five (2019: five) key charitable activities undertaken (see above) in the year. Refer to the table below for the basis of apportionment and the analysis of the support costs.

	<b>Basis of apportionment</b>	<b>2020 £</b>	<b>2019 £</b>
Salaries, wages & related costs	Time spent	240,239	251,146
General office and administration	Turnover or time spent	48,684	66,770
Audit fees	Turnover	5,800	5,780
Accountancy fees	Turnover	1,203	2,243
		<b>295,926</b>	<b>325,939</b>

## **6 Trustee directors**

None of the Trustee Directors (or any persons connected) received any remuneration during the period, and none were reimbursed any expenses (2019 - £nil).

## **7 Employees**

### **Number of employees**

The average monthly head count of employees during the period was:

	<b>2020 £</b>	<b>2019 £</b>
Provision of care services	51	55
Fundraising, publicity and development of the charity	2	3
Operation of youth club	8	7
Administration	6	8
Education	16	14
	<b>83</b>	<b>87</b>

**7 Employees (continued)**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages and salaries	1,454,837	1,334,967
Social security costs	85,638	101,011
Pension costs	67,146	48,666
Termination payments	2,500	57,432
Redundancy payments	-	7,891
	<hr/>	<hr/>
	1,610,121	1,549,967
	<hr/> <hr/>	<hr/> <hr/>

No employee received remuneration of more than £60,000 in the period (2019 – nil).

During the prior year, total costs of £7,891 were paid in respect of two employee redundancies. The amounts were full and final with no outstanding amounts at the balance sheet date.

During the prior year, termination payments were accrued. £2,500 was accrued for one employee in respect of a settlement agreement and £54,932 was accrued for one employee in respect of redundancy and Payment In Lieu of Notice. The amounts are full and final and have been accrued at the prior year balance sheet date.

**Defined contribution pension scheme**

The company operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the company to the scheme and amounted to £67,146 (2019 - £48,666).

Contributions totalling £7,479 (2019 - £5,520) were payable to the scheme at the end of the period and are included in creditors.

**Key management personnel**

The key management personnel of the charity are considered to be the Chief Executive and the Charity Director (2019: the Chief Executive, the Charity Director and the Operations Director). The total costs to the charity of employee benefits for the key management personnel were £125,019 (2019: £219,294).



**8 Tangible fixed assets**

	<b>Leasehold Land &amp; Buildings £</b>	<b>Freehold Land &amp; Buildings £</b>	<b>Fixtures Fittings &amp; Equipment £</b>	<b>Office Equipment £</b>	<b>Motor Vehicles £</b>	<b>Total £</b>
<b>Cost</b>						
At 1 April 2019	250,500	1,142,909	100,630	37,221	139,867	1,671,127
Additions	4,835	-	11,053	-	-	15,888
At 31 March 2020	255,335	1,142,909	111,683	37,221	139,867	1,687,015
<b>Depreciation</b>						
At 1 April 2019	-	298,271	48,390	34,405	105,786	486,852
Charge for the year	850	22,258	18,628	5,658	10,193	57,587
Reclassification	-	-	7,910	(7,910)	-	-
At 31 March 2020	850	320,529	74,928	32,153	115,979	544,439
<b>Net book value</b>						
At 31 March 2020	254,485	822,380	36,755	5,068	23,888	1,142,576
At 31 March 2019	250,500	844,638	52,240	2,816	34,081	1,184,275

Freehold land and buildings includes land donated by Dartington Hall Trust and Devon County Council. This land was valued at £30,000 by the Trustees during the year ended 31 December 1998 as an estimate of its market value, and is not depreciated.

Leasehold land and buildings comprises land held under a 125 year lease.

**9 Debtors**

	<b>2020 £</b>	<b>2019 £</b>
Trade debtors-fees receivable	157,491	114,868
Other debtors and prepayments	38,823	6,422
	196,314	121,290

**10 Creditors: Amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	22,274	83,223
Other creditors	126,938	114,462
Accruals	6,780	64,212
Bank loans and overdrafts	-	12,667
Taxation and social security	61,767	52,931
	<hr/>	<hr/>
	217,759	327,495
	<hr/> <hr/>	<hr/> <hr/>

At the balance sheet date the charity was holding no funds received in advance (2019: none).

**11 Creditors: Amounts falling due after more than one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Bank loans	-	50,203
	<hr/> <hr/>	<hr/> <hr/>
<b>Loan maturity analysis</b>		
In less than one year	-	12,667
In more than one year but not more than five years	-	50,203
In more than five years	-	-
	<hr/> <hr/>	<hr/> <hr/>

The bank loan was repaid in full in August 2019.

**12 Summary of movement in funds**

	<b>Opening Balance 01.04.19 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Closing Balance 31.03.20 £</b>
<b>2019</b>					
<b>Restricted funds</b>					
Community					
Projects Development	-	160,763	(154,730)	26,967	33,000
Extraordinary Young People	40,000	-	(40,000)	-	-
Morrisons Foundation	9,739	-	(9,739)	-	-
BBC CIN	-	37,990	(37,990)	-	-
Lottery- Awards for all	-	10,000	(5,000)	-	5,000
The Arts Council	-	17,200	(17,200)	-	-
Daytrippers	-	10,000	(10,000)	-	-
<b>Total Restricted funds</b>	<b>49,739</b>	<b>235,953</b>	<b>(274,659)</b>	<b>26,967</b>	<b>38,000</b>
<b>Unrestricted funds</b>					
<u>Designated:</u>					
Robins respite centre	498,926	-	-	47,680	546,606
Sesame	282,227	-	-	(7,055)	275,172
Other fixed assets	340,252	-	-	(19,454)	320,798
Premises fund	49,500	-	-	70,500	120,000
Vehicle acquisition	-	-	-	40,000	40,000
Operational reserve	800,000	-	-	100,000	900,000
	1,970,905	-	-	231,671	2,202,576
<u>General</u>	134,246	2,501,423	(2,319,873)	(258,638)	57,158
<b>Total Unrestricted funds</b>	<b>2,105,151</b>	<b>2,501,423</b>	<b>(2,319,873)</b>	<b>(26,967)</b>	<b>2,259,734</b>
<b>Total funds</b>	<b>2,154,890</b>	<b>2,737,376</b>	<b>(2,594,532)</b>	<b>-</b>	<b>2,297,734</b>

**12 Summary of movement in funds (continued)**

<b>2019</b>	<b>Opening Balance 01.04.18 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Closing Balance 31.03.19 £</b>
<b>Restricted funds</b>					
Community					
Projects Development	22,120	108,626	(158,557)	27,811	-
Extraordinary Young People	32,000	32,000	(24,000)	-	40,000
Hedley Foundation	1,590	-	(1,590)	-	-
Morrisons Foundation	-	9,739	-	-	9,739
BBC CIN	-	22,000	(22,000)	-	-
Lottery- Awards for all	-	10,000	(10,000)	-	-
Heritage Lottery Fund	-	10,000	(10,000)	-	-
Co-op Foundation	-	10,000	(10,000)	-	-
<b>Total Restricted funds</b>	<b>55,710</b>	<b>202,365</b>	<b>(236,147)</b>	<b>27,811</b>	<b>49,739</b>
<b>Unrestricted funds</b>					
<u>Designated:</u>					
Robins respite centre	501,448	-	-	(2,522)	498,926
Sesame	289,283	-	-	(7,056)	282,227
Other fixed assets	57,601	-	-	282,651	340,252
Premises fund	300,000	-	-	(250,500)	49,500
Capital replacements	40,000	-	-	(40,000)	-
Operational reserve	800,000	-	-	-	800,000
	<b>1,988,332</b>	<b>-</b>	<b>-</b>	<b>(17,427)</b>	<b>1,970,905</b>
<u>General</u>	<b>45,136</b>	<b>2,303,497</b>	<b>(2,204,003)</b>	<b>(10,384)</b>	<b>134,246</b>
<b>Total Unrestricted funds</b>	<b>2,033,468</b>	<b>2,303,497</b>	<b>(2,204,003)</b>	<b>(27,811)</b>	<b>2,105,151</b>
<b>Total funds</b>	<b>2,089,178</b>	<b>2,505,862</b>	<b>(2,440,150)</b>	<b>-</b>	<b>2,154,890</b>

## **12 Summary of movement in funds (continued)**

The restricted funds are:

- Community Projects Development is for the delivery of the Branchline Partnership Project funded by the Real Ideas Organisation- Challenge Fund and other small grants.
- Extraordinary Young People is funding provided by the Sobell Foundation towards a new project entitled 'Extraordinary Young People' launched in June 2018.
- Hedley Foundation is funding for specialist cycles for students at the Further Education College.
- Morrisons Foundation is funding received towards the purchase of Breaking the Barrier bikes for the monthly cycle.
- BBC CIN has been received towards the Young Volunteers project to fund a Volunteers Coordinator, two Young Volunteer Support Workers and funding for recruitment and training.
- Lottery- Awards for all funding was received towards the Holiday Project.
- Heritage Lottery Fund is funding received towards the All Aboard Holiday Project.
- Co-op Foundation is funding received towards Building Connections in the Young Volunteers Programme.
- The Arts Council funding was restricted for the Ordinary Arts Project and Festival.
- Day Trippers funding was restricted for Breaking the Barrier Legacy Project involving Young Volunteers.

The designated funds are:

- The Respite Centre designated fund represents the net book value of the freehold property for the Respite Centre, less the value of any loans secured against the building
- The Sesame designated fund represents the net book value of the freehold property for Sesame.
- The Other Fixed Assets designated fund from the general fund represents the net book value of the other fixed assets held.
- The Premises fund is for the purchase of land on which the charity is considering the purchase to build a facility to base its Head Office, FE College and Community Projects provisions, and associated project management costs.
- The capital replacement designated funds sets aside funds to fulfil capital requirements; i.e. modernisation of property, and replacements of specialist equipment, vehicles, IT and furnishings.
- The vehicle acquisition fund sets aside funds to fulfil vehicle replacements.
- The Operational reserve designated funds sets aside funds which approximate to 4 months running costs for the charity, as described in the Trustees Report. This ensures that the Charity will be able to continue to meet liabilities as they fall due, and allow for better financial planning.

The unrestricted general fund consists of funds which the charity may use for its charitable purposes at its discretion.

### 13 Analysis of assets between funds

	Unres- tricted £	Res- tricted £	2020 Total £	Unres- tricted £	Res- tricted £	2019 Total £
Tangible fixed assets	1,142,576	-	1,142,576	1,184,275	-	1,184,275
Current assets	1,117,158	38,000	1,155,158	971,079	49,739	1,020,818
Non-current liabilities	-	-	-	(50,203)	-	(50,203)
	<u>2,259,734</u>	<u>38,000</u>	<u>2,297,734</u>	<u>2,105,151</u>	<u>49,739</u>	<u>2,154,890</u>

### 14 Financial commitments

At 31 March 2020 the charity was committed to making the following future minimum rental payments under non-cancellable leases as follows:

	2020 £	2019 £
<u>Operating leases:</u>		
Premises:		
Within one year	70,271	72,283
2-5 years	48,134	118,126
	<u>118,406</u>	<u>190,409</u>

**15 Financial instruments**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Financial assets that are debt instruments measured at	1,360,804	1,341,891
	<u>1,360,804</u>	<u>1,341,891</u>
	<u><u>1,360,804</u></u>	<u><u>1,341,891</u></u>
Financial liabilities measured at amortised cost	155,992	324,767
	<u>155,992</u>	<u>324,767</u>
	<u><u>155,992</u></u>	<u><u>324,767</u></u>

	<b>Income</b>	<b>Expense</b>	<b>Net gains</b>	<b>Net losses</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2020</b>				
Financial assets measured at amortised cost	-	-	-	-
Financial liabilities measured at amortised cost	-	505	-	-
	<u>-</u>	<u>505</u>	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>505</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
<b>2019</b>				
Financial assets measured at amortised cost	-	-	-	-
Financial liabilities measured at amortised cost	-	1,506	-	-
	<u>-</u>	<u>1,506</u>	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>1,506</u></u>	<u><u>-</u></u>	<u><u>-</u></u>