

2021-22 Annual Trustee Report

The 2021-22 financial year was marked by the continuation of the Covid-19 pandemic of the previous year and its continuation for a further 9 months till Xmas 2021.

Consequently, the bulk of the year has been marked by a financial pattern similar to the financial year 2020-21. As might be expected the unrestricted state grant support was substantially less, reducing from £24000 in the previous year to £2500 but we received grants for specific equipment and project purchases, increasing from £9000 in the previous year to £27000. The increased project support, assisted by the closing of our premises, enabled further widespread development of SCW, specifically in the multi-functional (pottery) studio and the front of the premises.

It was expected that the Covid-19 pandemic would continue after Xmas 2021. However, this was not the case and the charity came out of lockdown with the Winter of Wellness course programme to help aged 50+ citizens to come out of domestic isolation and to relive communal socialising.

**Swansea Community Workshops
2021-22 Income & Expenditure**

	£
INCOME	
Grants - Unrestricted	2,500.00
Grants - Restricted	27,450.00
Members' Fees	-
Members' Donations	-
Cash Sales	-
Online Sales (Ebay)	3,436.40
Hire of Facilities	1,260.00
Course fees	-
Commissions Fees for specific work	-
Service contracts	-
Cash Donations	257.00
Online Donations (Paypal)	-
	34,903.40
EXPENDITURE	
Rent	-
Sub-Contract	
Heat and light	957.66
Insurance	1,402.00
Packing & Delivery	551.34
Ebay/ Paypal Fees	50.37
Telephone and broadband	-
Administrative costs	1,171.90
Security	482.42
Publicity	-
Training	730.00
Trustee expenses	-
Equipment - office	-
Equipment - wood work	6,132.96
Equipment - metal work	375.96
Equipment - glass work	32.62
Equipment service and replacement	11,468.16
Materials/ Supplies	1,903.32
Purchases for resale	-
	25,258.71
Surplus (+)/ Deficit(-)	9,644.69

**Harris Bassett Ltd
5 New Mill Court, Phoenix way
Enterprise Park
SWANSEA
SA7 9FG**

04/12/2022

Dear Sirs,

This representation letter is provided in connection with your independent examination of the financial statements of the charity for the year ended 31 March 2022, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material aspects, (or give a true and fair view) in accordance with the FRS102 Charity SORP and the Charities Act 2011.

We confirm that the following representations are made on the basis of enquiries of the trustees, management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you:

- 1. We have fulfilled our responsibilities as trustees under the Charities Act 2011 for preparing financial statements, in accordance with the applicable financial reporting framework FRS 102 and the FRS 102 Charity SORP.**

We confirm that in our opinion the financial statements give a true and fair view and in particular that where any additional information must be disclosed in order to give a true and fair view that information has in fact been disclosed. We confirm that the selection and application of the accounting policies used in the

preparation of the financial statements are appropriate, and we approve these accounts for the year ended 31 March 2022.

- 2. We confirm that all accounting records have been made available to you for the purpose of your independent examination, in accordance with your terms of engagement, and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, trustees' and members' meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain independent examination evidence and have provided any additional information that you have requested for the purposes of your independent examination.**
- 3. We confirm the charity has satisfactory title to all assets and there are no liens or encumbrances on the assets, except for those disclosed in the financial statements.**
- 4. We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.**
- 5. We confirm that we have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.**
- 6. We confirm that the charity has no liabilities or contingent liabilities other than those disclosed in the financial statements.**
- 7. We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the FRS102 Charity SORP.**
- 8. We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.**

- 9. We confirm that we are aware of the definition of a related party for the purpose of the accounting framework being applied in the preparation of the accounts. We confirm that there have been no material transactions with related parties.**
- 10. We confirm that the charity neither had, at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including advances and credits granted by the charity) for trustees, nor provided guarantees of any kind on behalf of the trustees.**
- 11. We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.**
- 12. We confirm that the charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.**
- 13. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its activities and which are central to the charity's ability to conduct its activities.**
- 14. We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our risk assessment of the risk of fraud in the organisation. There have been no deficiencies in internal control of which we are aware.**
- 15. We confirm that there have been no actual or suspected instances of fraud involving trustees, management or employees who have a significant role in internal control or that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by trustees, former trustees, analysts, employees, former employees, regulators, or others.**
- 16. We confirm that, in our opinion, the charity's financial statements should be prepared on the going concern basis on the grounds that current and future**

sources of funding or support will be more than adequate for the charity's needs. In reaching this conclusion, we have taken into account all relevant matters of which we are aware, and have considered a period of at least one year from the date on which the financial statements will be approved.

- 17. We confirm that in our opinion the effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole.**
- 18. We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.**
- 19. We acknowledge our legal responsibilities regarding disclosure of information to you as examiners and confirm that:**
- so far as each trustee is aware, there is no relevant independent examination information of which you as examiners are unaware; and**
 - each trustee has taken all the steps that they ought to have taken as a trustee to make themselves aware of any relevant independent examination information and to establish that you are aware of that information.**
 - recharges are made from Glanmor, a company owned by trustee, John O'Brien, in respect of delivery charges, and overheads. Delivery charges are recharged on an actual basis, and overheads are apportioned.**

Yours faithfully,

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Signed on behalf of the board of trustees

Trustee.....

Date..... 2022