



## Annual Report 2015 to 2016

This year has again seen a concerted effort to ensure the survival of the Scheme and the vital service it provides to the community of Stevenage.

Stevenage Furniture Recycling Scheme was set up with the aim of supporting those residents of Stevenage who are financially excluded and its object continues to be the relief of the hardship caused by financial exclusion.



Residents of Stevenage who are on a low income and who need to furnish all or part of their home can register with, or be referred to the Scheme, where they will be able to obtain good quality, legally compliant, affordable furniture and large electrical items.

All customers and donors are offered the same, caring, professional service. This year this locally unique service collected 2,200 items of donated furniture, electric cookers and white goods and redistributed them to 4,700 individuals.



The work of the Scheme also serves to protect the environment by encouraging the reuse of suitable unwanted furniture which is collected free of charge.



The service provided by the Scheme makes total sense in what was once described as a 'throw away' society. Furniture unwanted or no longer required in one household can so easily turn a house into a comfortable, socially acceptable home elsewhere - just as long as there is a service to bring these two elements together.

The Scheme's staff and volunteers are dedicated to their work, being aware of the positive benefit their efforts bring to the community.

Donors say that they want to help someone with their unwanted furniture and giving it to the Scheme will achieve this objective.



Customers say that they don't know what they would do without the Scheme. It's the only way that many can achieve a comfortable, well-furnished home.

Although Hertfordshire is considered a 'wealthy' county, the prosperity of Stevenage people varies widely from affluence to social deprivation. The 'Indices of Deprivation' states that Stevenage is rated as one of the most deprived districts in Hertfordshire where nearly 44% of residents are families on low income.

This fact makes the Scheme a most necessary, relevant and supportive service to the Stevenage community. Whilst there are many who can afford to replace furniture with some frequency there are many who need to acquire furniture affordably.

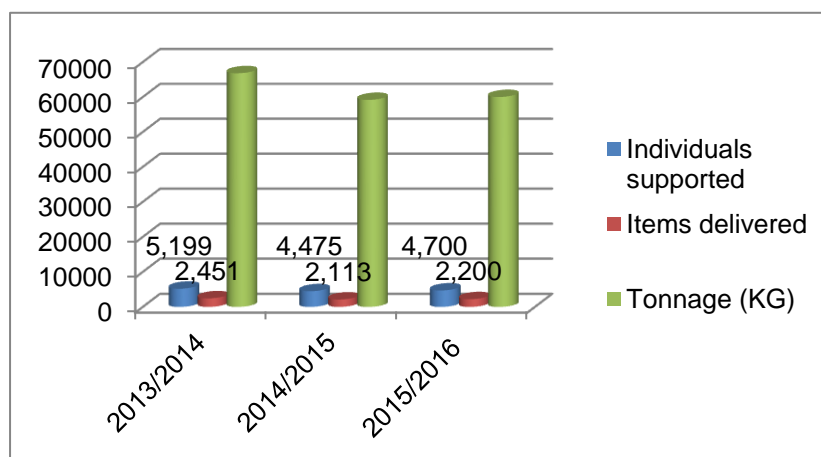
The challenge facing the Scheme year on year is to meet the demand for its service whilst covering running costs and at the same time ensuring that the furniture and electrical items customers need remain affordable.

Insurance, utilities and other costs are researched to find lower premiums or rates. This year preferable van insurance, a new utilities contract and fuel card provider have all served to reduce costs.

For customers, threats to levels of income via job losses, reduced hours and rising household costs makes the Scheme's service ever more necessary.

The surest means of maintaining affordability is to turn over more furniture and the Scheme is supported in this by the general awareness of reuse and the thoughtfulness of donors.

However, the activity represented in the column chart below shows the Scheme at a standstill. The service achieved is great, beneficial and considerable for a small, local, part time organization with one van.



Year on year the scheme supports over four and a half thousand individuals, delivers more than two thousand two hundred items and reduces the tonnage to landfill by approximately sixty tonnes.

To meet the increasing need for the service and to ensure viability with paid staff operating the van, shop, administration and volunteer support, the Scheme needs to develop and extend its service to include:

- Extend opening hours of the shop
- Offer sales of high end furniture
- Improve communication through social media and an active web site
- Provide a service of furniture restoration, upcycling and reupholstering through a partnership with a local training provider
- Sell a wider variety of household items and furniture
- Offer additional volunteering opportunities

However the Scheme currently works out of a shop of 88 square meters (955 square feet) with some additional storage space, office and an electrical test room and is operating to capacity.

To extend the service as described above a larger or additional site is required together with the necessary funds to secure it.

The Scheme is grateful for the grants and donations from Local Community Budgets and local residents which have supported operational upgrades and day to day operations.

In the past good quality applications for grants or funding could be submitted with some confidence of success. Today however the task of obtaining funding is much more difficult as a decreasing amount of money is available to an ever increasing number of worthy causes.

Because of this financial vacuum, the year has seen a good deal of research carried out viewing alternative sites in Stevenage; visiting other furniture projects operating the social enterprise model for information and inspiration and developing a comprehensive business plan.

The intent is to set up a training workshop where items of furniture could be upcycled or simply given a makeover. Many old, unfashionable but well-made items of furniture are going into landfill which could become suitable for the modern home. Many skills would be developed in such an environment and more furniture would be saved from landfill and returned to use thereby benefiting the whole community.

The UK government states <sup>1</sup> “We want to move towards a ‘zero waste economy’. This doesn’t mean that no waste exists - it’s a society where resources are fully valued, financially and environmentally. It means we reduce, reuse and recycle all we can, and throw things away only as a last resort”.

However by the end of 2015 it became clear that the Scheme’s bid to acquire a larger site would not succeed as a rent free period would be needed.

But it could be argued that a training workshop designed to support those who are out of work or who are unable to take on regular work would ultimately be of great value to the local community and potentially to the local economy.

This plan is achievable but to do it the Scheme needs to recruit the support of skilled volunteers, especially in the areas of Finance, IT – web design and social media – Marketing and Fundraising.

### Securing the financial position

The Scheme’s Management Committee hold monthly meetings at which the Treasurer’s report detailing the financial status of the Scheme is analysed.

2015/2016 was to be a make or break year as it opened with a balance of a little over £5,000, of which £1,500 was restricted fund.

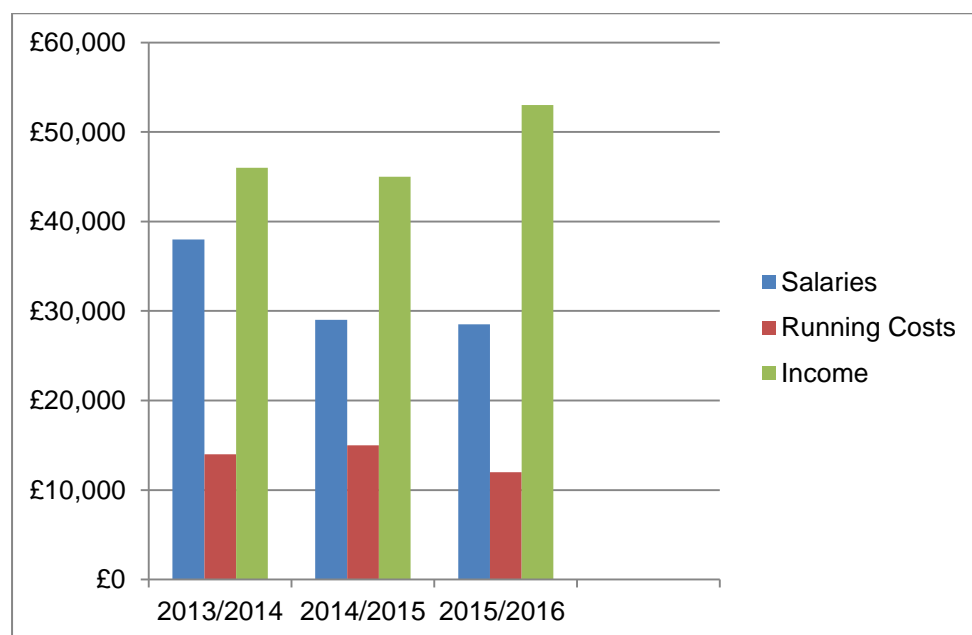
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<sup>1</sup> Source: <https://www.gov.uk/government/publications/2010-to-2015-government-policy-waste-and-recycling/2010-to-2015-government-policy-waste-and-recycling#issue>

Work to reduce running costs, including payroll through the Governments Employment Allowance and increased income from Handling Charges produced a year-end balance of £13,000.

Local Community Budget grants, money from the Mayors fund and donations from individuals amounting to £6,000 added to the fund required to up-date operating systems and support running costs.

Together with reduced running costs, this small amount of funding resulted in a healthier balance at year end.



The chart above clearly shows the result of work to reduce costs. To achieve the reduced salary costs however it was necessary to make one post of three redundant. This has resulted in an operating situation which is unsustainable in the long term. Therefore there is more work to do to realize the Scheme's development plans.

With the support of donors of furniture and large electrical goods together with additional volunteers' time and skills the Scheme's service will achieve its development plans and continue to provide an essential service to Stevenage residents.



## Chairs Report. 2015 to 2016

Firstly, I would like to say thank you to all the staff and volunteers either paid or unpaid, who contribute to the successful running of the Scheme that helps so many families that are in need within our town of Stevenage.

To a great degree the Scheme relies on unpaid volunteers who give of their time so freely for the Scheme to be a success in the way we help all those that we can in so many ways.

The demand for items we supply to those in need is always demanding and never stops and without a dedicated team to deliver those goods on a daily basis the scheme would struggle to survive.

Yet again I would like to thank everyone involved in the service we provide to those in need. You are all a wonderful team of people that are a joy to be part of and work with, yet another successful year.

There is one last thing I would like to say and that is a thank you to one of our long serving volunteers Shirley, who sadly, very suddenly passed away earlier this year. Shirley will be missed by us all for her major contribution to the Scheme over many years.

Thank you all for all you do to continue to make the Scheme a success.

Richard

07.12.2016



## **Stevenage Furniture Recycling Scheme**

Registered Charity No: 1058584

2-4 Willows Link

Stevenage

Herts, SG2 8AR

Telephone No: 01438 362900. Fax No: 01438 314420

Email: [info@stevenagefrs.org.uk](mailto:info@stevenagefrs.org.uk)

### **2015/2016**

#### **Trustees and Advisors**

David Kissane, Shirley Brown, Richard Brooks,  
Celia White, Jane Davis, John Lloyd,  
Lorraine Bell, Jan Braine, Mandy Williams, David Short,  
Tim Fitzsimons, Simon Nuttall,  
Lizzie Shepherd

#### **Financial**

Katia Partington

#### **Staff, volunteers and other contributors to the Scheme's success in 2015/2016**

Chris Akers, Penny Barltrop, Yvonne Batson,  
John Breckenridge, Vanessa Brindley, Barbara Cutler, Ruby Davey,  
Gary Gutteridge, Elaine Hamilton, James Hamilton,  
Helen Henry, Dawn Lindsell, Faye Lloyd, Nick Lloyd, Peggy Lyons,  
Barbara Nash, Helen Pickard, Ian Postles, Tahereh Salehi,  
Kerry Sharp, Jenny Wilson

Stevenage Residents and Referral Agents

Stevenage Borough Council

Stevenage Borough Councillors

Stevenage Community Trust

Asda Stores Limited

Steve Smithson, Restore - IT Efficient

**We wish to express our thanks to all those who have supported the Scheme in  
2015/2016**



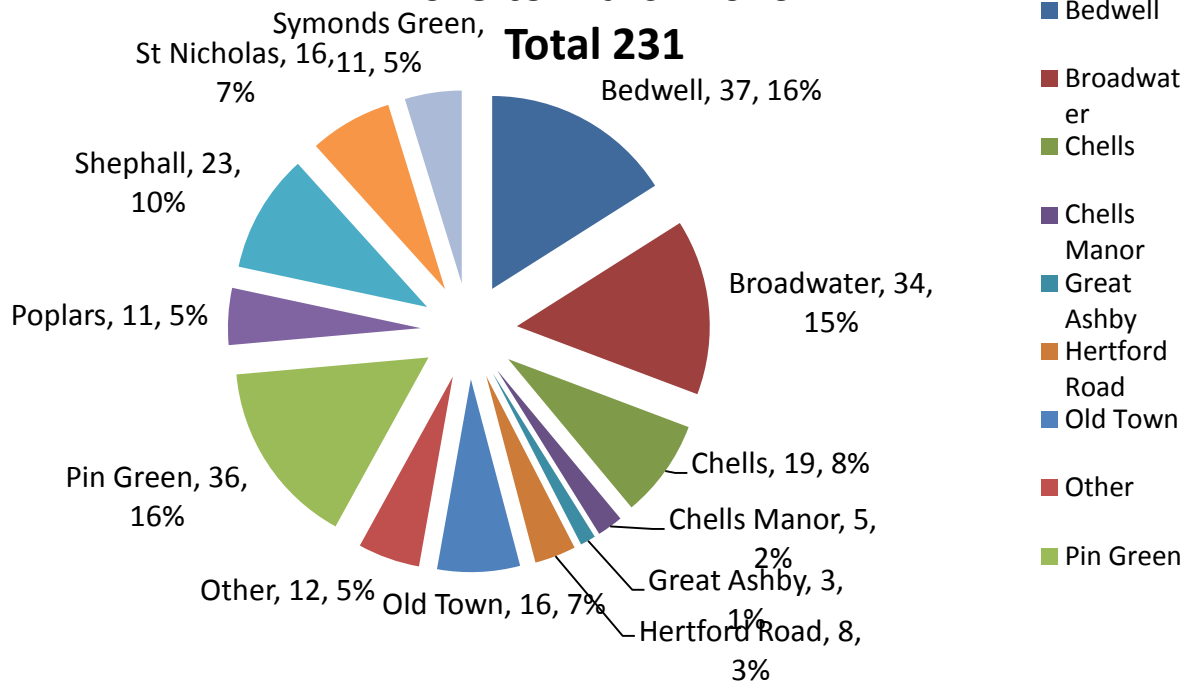
# Stevenage Furniture Recycling Scheme

## General Information

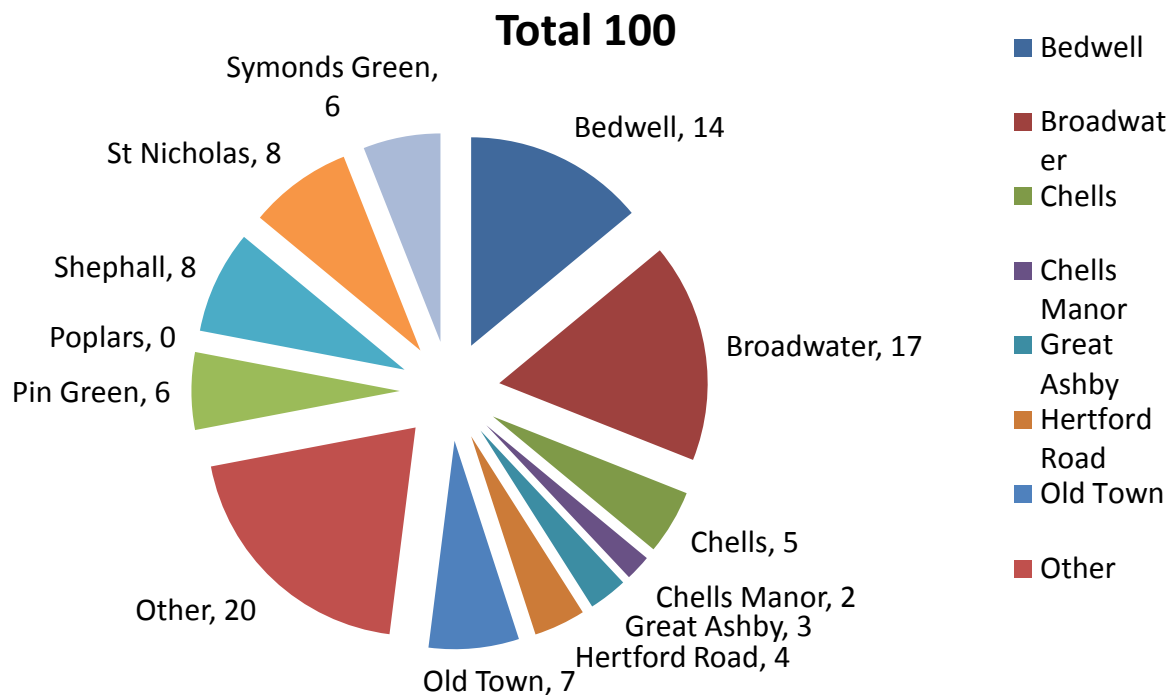
2015 - 2016

Number of Individuals Supported	4700
Number of items delivered	2200
Number of new registrations	330
Tonnage of furniture supplied	60.25
Referrals to Herts Fire & Rescue	7

## New Customers On Benefits Registering April 2015 to March 2016

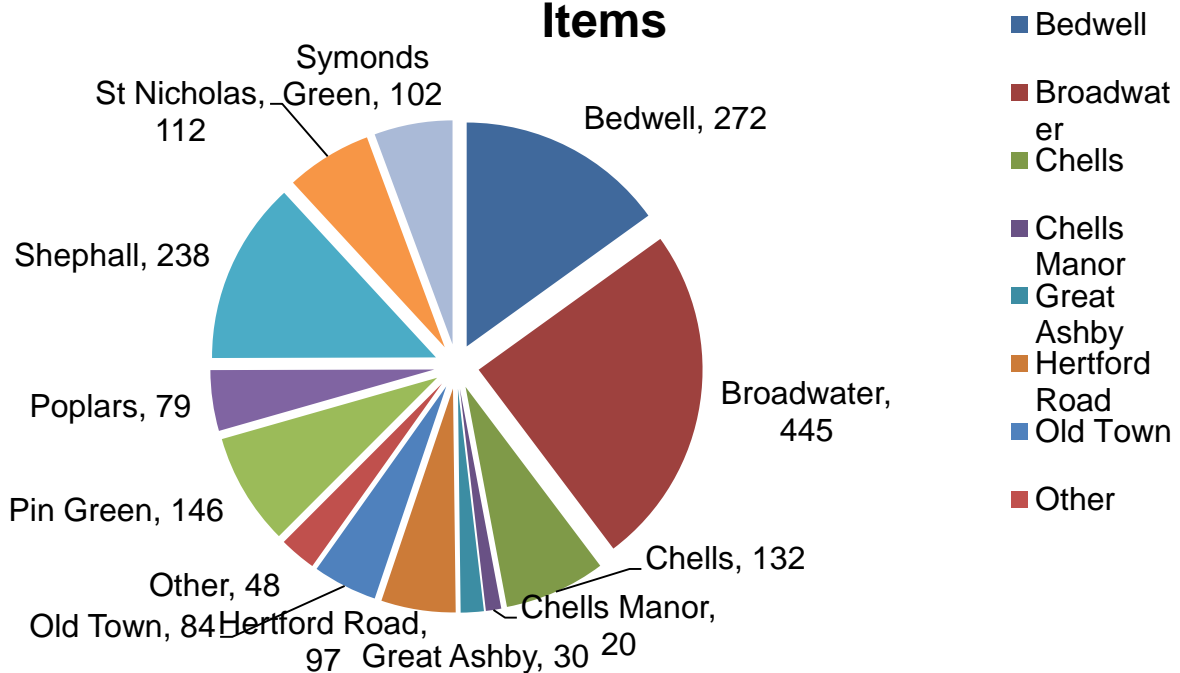


## Customers Not On Benefits (GP) Registering April 2015 to March 2016

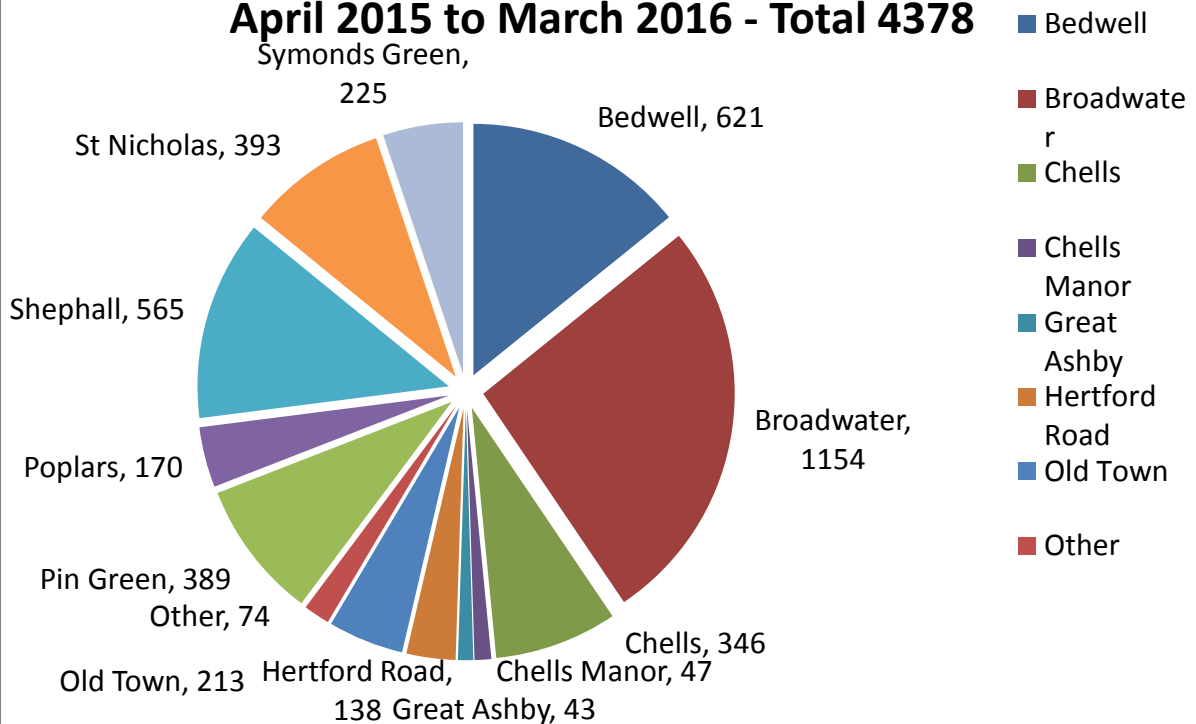




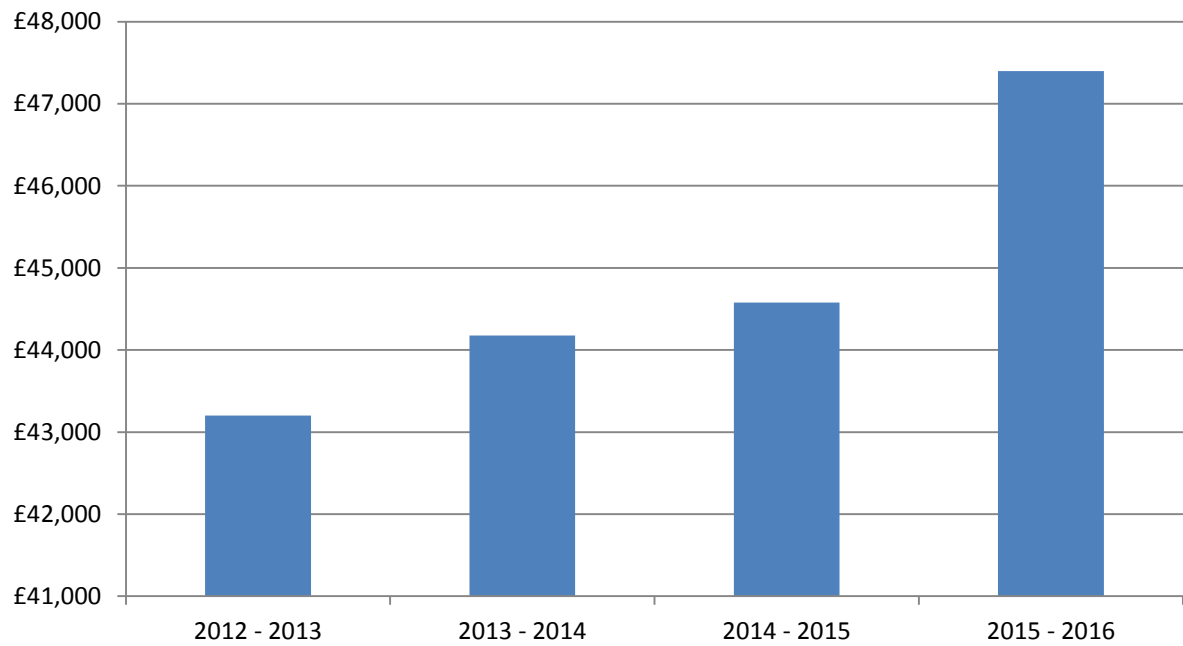
## Furniture Delivered to Registered Customers by Area April 2015 to March 2016 - Total 1805 Items



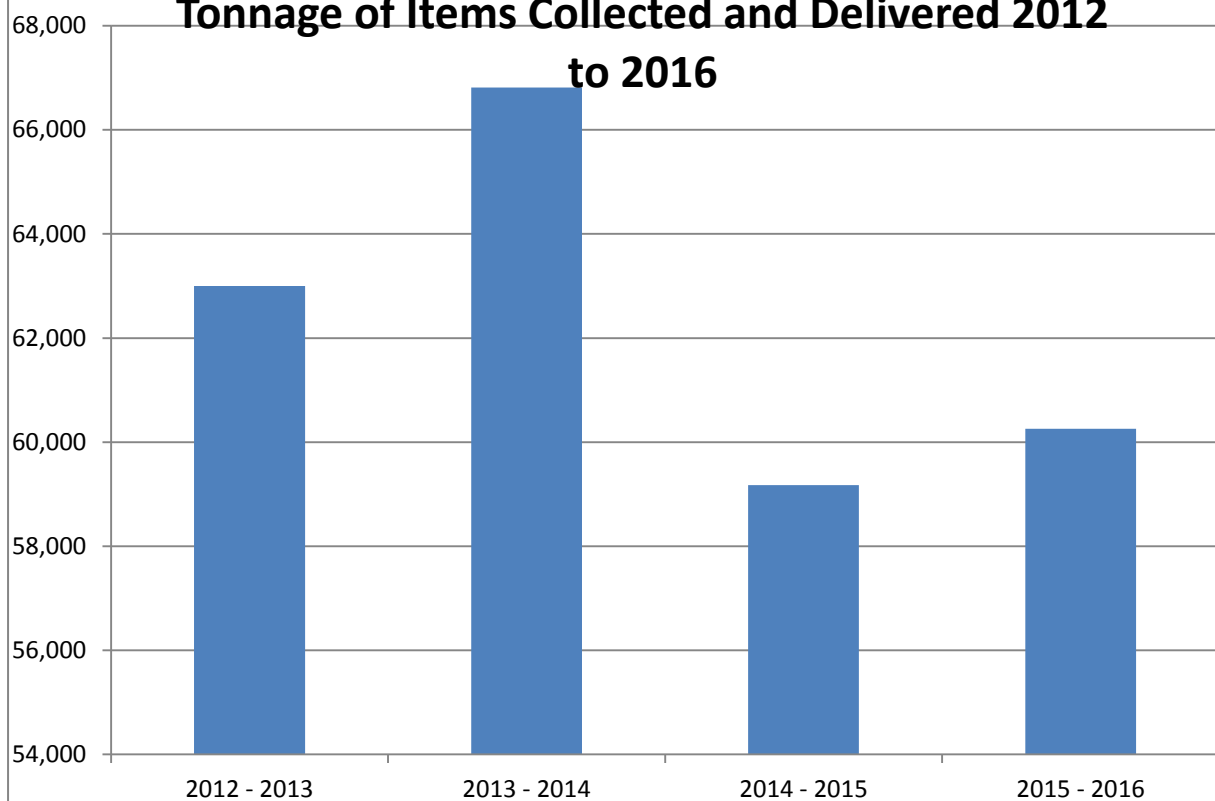
## Number of Registered Individual Customers Supported by Area April 2015 to March 2016 - Total 4378



## Handling Charge Income 2012 to 2016



## Tonnage of Items Collected and Delivered 2012 to 2016



**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 MARCH 2016  
FOR  
STEVENAGE FURNITURE RECYCLING SCHEME**

**Katia Partington FCCA  
9 Southview  
Great Barford  
Bedfordshire  
MK44 3BJ**

# **STEVENAGE FURNITURE RECYCLING SCHEME**

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# **STEVENAGE FURNITURE RECYCLING SCHEME**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Charity number  
1058584

Principal address  
2-4 Willows Link  
Stevenage  
Hertfordshire  
SG2 8AR

Trustees	
Richard Brooks	- appointed 16.01.2013
David Kissane	- appointed 15.05.1986
Shirley Brown	- deceased 23.11.2015
Celia White	- retired 29.02.2016
Peter Pipkin	- retired 07.07.2015
Jane Davis	- appointed 10.12.2015
J Lloyd	- appointed 10.12.2015

Independent examiner  
Katia Partington FCCA  
9 Southview  
Great Barford  
Bedfordshire  
MK44 3BJ

### **STRUCTURE, GOVERNANCE AND MANAGEMENT** Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

#### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **ON BEHALF OF THE BOARD:**

Richard Brooks

7<sup>th</sup> December 2016

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STEVENAGE FURNITURE RECYCLING SCHEME**

I report on the accounts for the year ended 31 March 2016 set out on pages three to eight.

## **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

## **Basis of the independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view ' and the report is limited to those matters set out in the statements below.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Katia Partington FCCA  
9 Southview  
Great Barford  
Bedfordshire  
MK44 3BJ**

**26<sup>th</sup> August 2016**

# STEVENAGE FURNITURE RECYCLING SCHEME

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted Funds £	Restricted Funds £	2016 Total Funds £	2015 Total Funds £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated Funds					
Voluntary income		16,688	1,950	18,638	12,598
Activities for generating funds	2	45,847	-	45,847	43,906
Investment income	3	3	-	3	1
Total incoming resources		<u>62,538</u>	<u>1,950</u>	<u>64,488</u>	<u>56,505</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	4	<u>(50,309)</u>	<u>(2,672)</u>	<u>(52,981)</u>	<u>(63,404)</u>
NET INCOMING/(OUTGOING) RESOURCES		12,229	(722)	11,507	(6,899)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		2,786	2,672	5,458	12,357
TOTAL FUNDS CARRIED FORWARD		<u><u>15,015</u></u>	<u><u>1,950</u></u>	<u><u>16,965</u></u>	<u><u>5,458</u></u>

The notes form part of these financial statements

# STEVENAGE FURNITURE RECYCLING SCHEME

## BALANCE SHEET AT 31 MARCH 2016

	Notes	Unrestricted Funds £	Restricted Funds £	2016 Total Funds £	2015 Total Funds £
<b>FIXED ASSETS</b>					
Tangible assets	7	-	-	-	310
<b>CURRENT ASSETS</b>					
Debtors	8	568	-	568	311
Cash at bank and in hand		15,662	2,866	18,528	5,927
Total current Assets		<u>16,230</u>	<u>2,866</u>	<u>19,096</u>	<u>6,238</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	(1,215)	(916)	(2,131)	(1,090)
<b>NET CURRENT ASSETS</b>		<u>15,015</u>	<u>1,950</u>	<u>16,965</u>	<u>5,148</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>15,015</u>	<u>1,950</u>	<u>16,965</u>	<u>5,458</u>
<b>NET ASSETS</b>		<u><u>15,015</u></u>	<u><u>1,950</u></u>	<u><u>16,965</u></u>	<u><u>5,458</u></u>
<b>FUNDS</b>	10				
Unrestricted funds				1,950	2,786
Restricted funds				<u>15,015</u>	<u>2,672</u>
<b>TOTAL FUNDS</b>				<u><u>16,965</u></u>	<u><u>5,458</u></u>

The financial statements were approved by the Board of Trustees on 7<sup>th</sup> December 2016 and were signed on its behalf by:

Richard Brooks -Trustee

P D Kissane -Trustee

The notes form part of these financial statements



# STEVENAGE FURNITURE RECYCLING SCHEME

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### Incoming resources

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

#### Resources expended

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

The Charity has the use of two buildings, the owners currently do not make a charge for rent and they claim exemption from paying rates. The Charity is including a notional rent and rates (values supplied by SBC Estates dept.) in its accounts on the grounds they are a gift in kind.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 10% on cost
Plant and machinery	- 20% on cost
Motor vehicles	- 20% on cost

#### Taxation

The charity is exempt from tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

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

#### Reserves policy

Stevenage Furniture Recycling Scheme reserves policy aims to keep undesignated funds at a level equal to three months budgeted expenditure with an aim of not falling below six week's budgeted expenditure. The trustees consider this level is required to demonstrate financial stability and security to beneficiaries, funders, supporters and employees.

### 2. ACTIVITIES FOR GENERATING FUNDS

	2016 £	2015 £
Shop income	<u>45,847</u>	<u>43,906</u>

# STEVENAGE FURNITURE RECYCLING SCHEME

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

### 3. INVESTMENT INCOME

	2016 £	2015 £
Deposit account interest	<u>3</u>	<u>1</u>

### 4. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	2016 £	2015 £
Support costs	<u>52,981</u>	<u>64,562</u>

### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

### 6. STAFF COSTS

	2016 £	2015 £
Wages and salaries	<u>29,940</u>	<u>30,195</u>

The average monthly number of employees during the year was as follows:

	2016	2015
	<u>3</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

### 7. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Motor vehicles £	Totals £
<b>COST</b>				
At 1 April 2015 and 31 March 2016	<u>80,865</u>	<u>6,049</u>	<u>27,000</u>	<u>113,914</u>
<b>DEPRECIATION</b>				
At 1 April 2015	80,555	-	-	80,555
Charge for year	<u>310</u>	<u>-</u>	<u>-</u>	<u>310</u>
At 31 March 2016	<u>80,865</u>	<u>-</u>	<u>-</u>	<u>80,865</u>
<b>NET BOOK VALUE</b>				
At 31 March 2015	<u>310</u>	<u>-</u>	<u>-</u>	<u>310</u>
At 31 March 2016	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

# STEVENAGE FURNITURE RECYCLING SCHEME

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

### 8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Other debtors	568	311
	<u>568</u>	<u>311</u>

### 9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2015 £
HMRC	1,178	1,076
Other creditors	954	14
	<u>2,131</u>	<u>1,090</u>

### 10. MOVEMENT IN FUNDS

	At 1.4.15 £	Net Movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	2,786	12,229	15,015
Restricted funds			
Herts Community Foundation	916	(916)	0
LCB and Ladbrokes Trust	1,756	(1,756)	0
SBC LCB / HCC LBS / SCT - Database	0	1,950	1,950
	<u>2,672</u>	<u>(722)</u>	<u>1,950</u>
<b>TOTAL FUNDS</b>	<u>5,458</u>	<u>11,507</u>	<u>16,965</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources Expended £	Movement in funds £
Unrestricted funds			
General fund	62,538	(50,309)	12,229
Restricted funds			
Locality Budget Grant	1,950	(2,672)	(722)
<b>TOTAL FUNDS</b>	<u>64,488</u>	<u>(52,981)</u>	<u>11,507</u>

# STEVENAGE FURNITURE RECYCLING SCHEME

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2016

	2016 £	2015 £	
<b>INCOMING RESOURCES</b>			
Voluntary income			
Donations	6,188	747	
Grants	1,950	1,351	
Rent and Rates in kind (SBC)	10,500	10,500	
	<hr/>	<hr/>	
	18,638	12,598	
Activities for generating funds			
Shop income	45,847	43,906	
Investment income			
Deposit account interest	3	1	10
	<hr/>	<hr/>	
Total incoming resources	64,488	56,505	
<b>RESOURCES EXPENDED</b>			
Support costs			
Management			
Wages	29,940	30,195	
Insurance	1,119	1,042	
Light and heat	1,784	1,653	
Telephone/Internet Provider	597	565	
Postage and stationery	1,093	523	
Sundries	1,221	892	
Rent & Rates	10,500	10,500	
Vehicle Running Costs	3,053	3,808	
Volunteer Costs & Canteen	1,734	1,852	
Training and SFRS Events	58	667	
Internet	0	240	
Payroll & IT Expenditure	486	133	
Water	22	194	
Subscriptions & Donations	110	223	
Accountancy	0	554	
Wheels Project	38	0	
Improvements to property	310	8,086	
Grant related Expenditure	916	2,278	
	<hr/>	<hr/>	
Total resources expended	52,981	63,404	
	<hr/>	<hr/>	
Net expenditure	11,507	(6,899)	
	<hr/>	<hr/>	