

**UW GIVING
ANNUAL REPORT AND FINANCIAL STATEMENTS**

FOR THE PERIOD ENDED 4TH APRIL 2016

CHARITY NO. 516612

COMPANY REGISTRATION NO. 1925069

UW GIVING
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FOR THE PERIOD ENDED 4TH APRIL 2016

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UW GIVING

TRUSTEES' REPORT FOR THE PERIOD ENDED 4TH APRIL 2016

The trustees present their report and the audited financial statements of the trust for the period ended 4th April 2016. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

OBJECTIVES AND ACTIVITIES

UW Giving was established to develop tax-free charitable payroll giving within the UK operating nationwide but the main area of activity is North West England and North Wales.

It is an H. M Revenue and Customs appointed payroll giving agency-charity and is authorised to receive and administer tax-free payroll gifts deducted from gross pay. Together with Charities Aid Foundation, the Scottish Council for Voluntary Service and the Northern Ireland Council for Voluntary Action, it supplies the Give As You Earn payroll giving service.

As a payroll giving agency-charity it has two separate but closely interrelated activities. These are to promote:

- i Donations from the payroll to charities chosen by each individual (the Give As You Earn elective payroll giving service).
- ii Donations made by employees acting together (the Give As You Earn workplace trust payroll giving service).

Public benefit:

The trustees have given consideration to the Charity Commission guidance on public benefit.

ACHIEVEMENTS AND PERFORMANCE

The charity continued to receive income through both the Give As You Earn payroll scheme and through corporate and individual donation. Much of this giving was distributed in the year to charitable organisations at the specific request of the donor.

FINANCIAL REVIEW

Income totalling £1,918,438 (2015: £2,263,890) was received during the period of which £1,918,263 (2015: £2,102,990) is from payroll giving. Some corporate and other gifts, including gifts through UW Giving International for distribution in the UK by United Trusts are also received. Net outgoing resources for the period were £2,847 (2015: £Nil). At the period end the trust held unrestricted funds of £6,124 (2015: £8,971).

Reserves Policy:

Since the responsibility of the charity's administration rests with its corporate trustee it does not incur any administration costs. The trustees do not feel there is any requirement to hold any free reserves.

Risk Management:

The trustees have examined, and will continue to keep under review, the major risks which the charity faces and confirm that systems have been established in the areas of major identified risk. Historically, the main risks facing the charity were the loss of key personnel and the loss of

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TRUSTEES' REPORT FOR THE PERIOD ENDED 4TH APRIL 2016

adequate money for financing administration costs. To mitigate such risks, Liverpool Charity and Voluntary Services is now providing support to ensure continuance of the charity's services. All the operational activities of the trust are now fully incorporated within the activities of its parent company LCVS.

Plans for the future

LCVS will continue to provide day-to-day support, management and future development of the charity's service provision.

Most charitable payroll giving in the UK is through the elective scheme but additional take-up has been relatively poor. Further efforts will be made to establish funds in which employees act together.

REFERENCE AND ADMINISTRATIVE DETAILS

UW Giving, previously known as United Way, before changing its name on 6th June 2013 was incorporated under the Companies Act as a company limited by guarantee without share capital as company number 1925069, on 21st June 1985, as amended by special resolutions dated 4th April 2006, 19th October 2006 and 5th February 2008. It is a registered charity, number 516612.

Principal and registered office:

151 Dale Street
Liverpool L2 2AH

Trustees:

All elected trustee members also serve as directors of the company. The trustees during the year were as follows:

H Williams
H Russell

Liverpool Charity and Voluntary Services

Liverpool Charity and Voluntary Services (LCVS), the corporate trustee, is incorporated under the Companies Act as a company limited by guarantee without share capital as company number 181759, a registered charity, number 223485, and a charitable Trust Corporation. LCVS trustees, who are also its Directors, were as follows during the year: Roger Morris, Heather Akehurst, Perminder Bal (resigned 1st December 2015), Charles Feeny, Adeyinka Olushonde, Christine Reeves, Hilary Russell, Caroline Ellen (resigned 2nd December 2016), Deborah Shackleton (resigned 29th November 2016), Andrew Whitehead, Sir Bert Massey (appointed 1st January 2016, resigned 29th November 2016) and Richard Finch (appointed 1st January 2016)

Company secretary: Liverpool Charity and Voluntary Services
151 Dale Street
Liverpool L2 2AH

Professional advisers:

Bankers Barclays Bank Plc
48B – 50 Lord Street
Liverpool L2 1TD
HSBC
99 – 101 Lord Street
Liverpool L2 6PG

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TRUSTEES' REPORT FOR THE PERIOD ENDED 4TH APRIL 2016

Lloyds TSB
94 Church Street
Liverpool L1 3HD

Auditors RSM UK Audit LLP
 14th Floor, 20 Chapel Street,
 Liverpool, L3 9AG

STRUCTURE, GOVERNANCE AND MANAGEMENT

The trust is governed by its Memorandum and Articles of Association. The day to day management of the charity is the collective responsibility of the trustees. The trustees meet regularly to receive progress reports and decide future policy. Responsibility for the trust's administration rests with its corporate trustee and parent company, LCVS.

Recruitment and appointment of new trustees:

The corporate trustee, LCVS, has a trustee recruitment policy that maintains a diverse mix of skills and experience that supports the governance and management of the charity. The induction procedure for new trustees includes distribution of background information, access to all records and attendance at an organisational induction session. Following this, new trustees formally sign a declaration of willingness to serve.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

The directors who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditors are unaware. Each of the directors has confirmed that they have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of UW Giving for the purposes of Company Law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 of the incoming resources and application of resources, including 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in the business.

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TRUSTEES' REPORT FOR THE PERIOD ENDED 4TH APRIL 2016

The trustees are responsible for keeping proper accounting records that 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.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

By Order of the Board

H Russell

Liverpool Charity and Voluntary Services
Secretary

Dated: 21 March 2017

HILARY RUSSELL

LCVS CHAIR

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UW GIVING

Opinion on financial statements

We have audited the financial statements of UW Giving (the 'charitable company') for the period ended 4 April 2016 which comprise the Statement of Financial Activities, the Balance Sheet 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 the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 4 April 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at <http://www.frc.org.uk/auditscopeukprivate>

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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 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; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Trustees' Report.

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' responsibilities set out on pages 5-6, 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF UW GIVING**

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 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, for our audit work, for this report, or for the opinions we have formed.

RSM UK Audit LLP

KEITH WARD (Senior Statutory Auditor)
For and on behalf of RSM UK AUDIT LLP, Statutory Auditor
Chartered Accountants
14th Floor, 20 Chapel Street
Liverpool
L3 9AG

Date: *22/3/2017*

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STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE PERIOD ENDED 4TH APRIL 2016

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Income & Expenditure					
Income from:					
Charitable activities	3	175	1,918,263	1,918,438	2,263,890
Total		<u>175</u>	<u>1,918,263</u>	<u>1,918,438</u>	<u>2,263,890</u>
Expenditure on:					
Charitable activities	4	3,022	1,918,263	1,921,285	2,263,890
Total		<u>3,022</u>	<u>1,918,263</u>	<u>1,921,285</u>	<u>2,263,890</u>
Net expenditure / Net movement in the year		(2,847)	-	(2,847)	-
Reconciliation of funds:					
Total funds brought forward		8,971	-	8,971	8,971
Total funds carried forward	7,8	<u>£6,124</u>	<u>£ -</u>	<u>£6,124</u>	<u>£8,971</u>

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

All income and expenditure derives from continuing activities.

The notes on pages 11 to 14 form part of these accounts. The net movement in resources for the year was derived from the continuing activities of the company.

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BALANCE SHEET AS AT 4TH APRIL 2016

	Notes	2016 £	2015 £
Current assets			
Debtors	5	6,124	8,971
Cash at bank		2,725	7,213
		-----	-----
		8,849	16,184
Liabilities			
Creditors: amounts falling due within 1 year	6	(2,725)	(7,213)
		-----	-----
Net assets		£6,124	£8,971
		=====	=====
The funds of the charitable company:			
Unrestricted funds	7	6,124	8,971
Restricted funds	8	-	-
		-----	-----
		£6,124	£8,971
		=====	=====

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved and authorised for issue by the Trustees and signed on 21 March 2017, on their behalf by:

H Russell

H Russell
Trustee
On behalf of Liverpool Charity and Voluntary Services

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NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 4TH APRIL 2016

1. LIMITED LIABILITY

The Trust is a company limited by guarantee. Each member's liability is limited to £1.

2. ACCOUNTING POLICIES

Basis of preparation

The accounts 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 for Smaller Entities published in July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

The charity exists to administer the through-flow of Give As You Earn contributions and therefore the trustees have reasonable expectation that the charitable company will be able to continue in operational existence for the foreseeable future. Thus the going concern basis of accounting in preparing the annual financial statements has been used.

Fund accounting

Restricted funds represent income received for purposes specified by the donor. Expenditure which meets the criteria is identified to the fund.

Unrestricted funds are donations and other incoming resources received or generated and are available for use or retention at the discretion of the trustees, in accordance with the charity's objectives.

Income recognition

Income from charitable activities includes contributions from donors received through the Give as You Earn Payroll Giving Service and other sources and are recognised when receivable. There are no associated costs.

Expenditure recognition (including Grant Making)

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

Charitable activities include distribution of funds, along with associated support costs, to charitable organisations. These are dealt with in the Statement of Financial Activities when payment has cleared with the Charities Aid Foundation. Grants are made in accordance with the GAYE workplace's direct instruction. There are no associated costs.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 4TH APRIL 2016

2. ACCOUNTING POLICIES (CONTINUED)

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

Taxation

The income and gains of the funds are exempt from taxation as they are applied for charitable purposes only.

3. INCOME FROM: CHARITABLE ACTIVITIES

	2016 £	2015 £
GAYE Administered Accounts	131,343	129,846
GAYE Other Accounts	1,655,889	1,973,144
Non GAYE Contributions	131,206	160,900
	-----	-----
	£1,918,438	£2,263,890
	=====	=====

Administered accounts represent those transactions for which UW Giving receives income directly to its bank accounts. The Give As You Earn (UW Giving) Payroll Giving Service is supplied in association with Charities Aid Foundation, who have certified its receipt of UW Giving Give As You Earn and Company Giving contributions for the year to be £1,793,371 (2015: £2,114,089).

The certificate from Charities Aid Foundation refers to their financial year that runs from 1st May 2015 to 30th April 2016. It is not envisaged that the figures for the period 6th April 2015 to 5th April 2016 would be materially different.

4. EXPENDITURE ON: CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
Distributions	£3,022	£1,918,263	£1,921,285	£2,263,890
	=====	=====	=====	=====

The charity does not have any employees. All operations are carried out by its parent company and corporate trustee, LCVS. No out of pocket expenses were reimbursed to the trustees during the period (2015: Nil). Audit costs have been borne by the corporate trustee, LCVS.

The Trustees, being also the Directors of the company, are not remunerated for their services.

5. DEBTORS

	2016 £	2015 £
Other debtors	-	2,847
Inter-company transaction with LCVS	6,124	6,124
	-----	-----
	£6,124	£8,971
	=====	=====

The £6,124 (2015: £6,124) inter-company transaction refers to monies due from LCVS to cover expenses paid out.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 4TH APRIL 2016

6. CREDITORS: AMOUNTS FALLING DUE WITHIN 1 YEAR

	2016	2015
Distributions	£2,725 =====	£7,213 =====

7. UNRESTRICTED FUNDS

2016

	Reserves at Beginning of Year	Surplus/ (Deficit) for Year	Reserves at End of Year
Unrestricted Funds	£8,971 =====	£(2,847) =====	£6,124 =====

2015

	Reserves at Beginning of Year	Surplus/ (Deficit) for Year	Reserves at End of Year
Unrestricted Funds	£8,971 =====	£(-) =====	£8,971 =====

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.

8. RESTRICTED FUNDS

2016 & 2015

Restricted Funds	£ - =====	£(-) =====	£ - =====
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The restricted funds represent income which must be distributed in accordance with donor specification.

9. CONNECTED CHARITIES

UW Giving is connected to United Trusts, a separately registered charity, by virtue of the same Honorary Officers, the same trustees and carrying out operations from the same principal address.

UW Giving, as a payroll-giving agency, must serve on an impartial basis and is therefore not permitted to promote giving to local charities. The corporate trustee, LCVS, is now responsible for this service and has amalgamated it in its own operations.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 4TH APRIL 2016

10. RELATED PARTIES

During the year an amount of £124,891 (2015: £149,801) was distributed to LCVS carrying with it the restrictions placed on it by the original donor; LCVS will distribute the funds at a later date in accordance with the donor's wishes.

An amount of £6,124 (2015: £6,124) is due to UW Giving from LCVS at the year-end in respect of transactions in previous years.

11. ULTIMATE PARENT UNDERTAKING

The Trustees consider the charitable company's controlling party to be Liverpool Charity and Voluntary Services (LCVS).

LCVS is a charitable company registered in England and Wales.

The largest and smallest group in which the results of the charitable company are consolidated is that headed by LCVS.

The financial statements of LCVS are available to the public and may be obtained from:

The Registrar of Companies,
Companies House,
Crown Way,
CARDIFF CF14 3UZ