

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

Registered Charity no: 1015952

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

30 SEPTEMBER 2017

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

Registered Charity no 1015952

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GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

CHARITY DETAILS

Trustees/ Executive Committee: Chairman- *P R Metcalf MBE, FCA, DChA
Vice Chairman - E Lowes
Treasurer - *Mrs A Metcalf FCA, DChA
Secretary - *P D Taylor JP
Councillor C Crompton (Preston City Council)
T Greaves
Councillor J Saksena (Preston City Council)
Councillor K Sedgewick (Lancashire County Council)
Councillor N Pomfret (Preston City Council)
J Whittle (SVP)
Mrs M Thompson (Churches Together)
Canon T Lipscomb (Vicar of Preston) – resigned 13/9/17
**Finance & Executive Committee*

President (ex officio): Mayor of Preston City Council

Warehouse / Office:	Unit 2, off Boundary Road Plungington Preston PR2 3DS Tel: 01772 716572	Reuse shop: Brockholes Way Garstang Road Cloughton PR3 0PH
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Registered Office: 1 Yewlands Avenue
Fulwood
Preston
Lancashire
PR2 9QR

Charity Number: 1015952

Bankers: National Westminster Bank PLC
35 Fishergate
Preston
Lancashire

Independent Examiner: N Mason FCA DChA
MHA Moore and Smalley
Richard House
Winckley Square
Preston
PR1 3HP

Investment Advisers: Hedley & Company Stockbrokers Ltd
13b Winckley Square
Preston
PR1 3JJ

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

TRUSTEES REPORT

The trustees present their report and the financial statements for the year ended 30 September 2017.

Objects and activities for the public benefit

The charity was established for the relief of poverty in the Preston area. It was set up to collect donated items of furniture and household effects and delivers such items when requested to needy persons. In furtherance of these aims the charity co-operates with other outside bodies, statutory or voluntary, to assist in its objects.

In December 2016 the charity took over running the Bits & Bobs Reuse Shop in Catterall Garstang. In addition to supporting the main original purpose of relieving poverty this new activity extends the environmental benefits of the charity's work.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Constitution

The charity is a registered charity governed by a scheme and constitution approved by the Charity Commission on 28 December 1992.

Trustees

The charity is managed by a Committee of Trustees. The trustees meet not less than four times a year. The members of the Committee are elected at the AGM for a period of three years. One-third of the membership retires annually but may offer themselves for re-election.

The trustees who have served during the year are set out on page 1. All trustees give of their time freely, no trustee remuneration or expenses were paid in the year and there were no related party transactions.

Recruitment, induction and training of trustees

The existing trustees accept the obligation to fully inform a new trustee of the duties and responsibilities of charity trustees by providing the new trustee with copies of the governing document, minutes of previous meetings of the trustees, recent annual accounts of the charity and the relevant Charity Commission publication relating to the responsibilities of trustees.

Key management

The Chairman Mr P R Metcalf is in charge of directing and controlling daily operations. Trustees undertake other specific duties including Mrs A Metcalf as Treasurer and Mr Peter Taylor as Secretary.

Financial review

The accounts annexed to this report show a net surplus for the year of £654, including income of £3,804 generated from the designated Investment fund. In addition, the designated investment fund, increased in value from £91,211 at 30 September 2016 to £91,447 at 30 September 2017. There were net unrealised gains of £307 and investments realised small losses of £21 during the year. Overall the charity's funds increased by £940 from £194,437 to £195,377.

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

TRUSTEES REPORT (CONTINUED)

Investment policy and performance

Our investment advisers provide discretionary management of the investments and are instructed to generate income of approximately 4% per annum with capital growth in excess of inflation through the use of gilts, unit trusts and common investment funds. At the 30th September the investment portfolio was yielding 3.3%. The trustees receive reports from the investment advisers in June and December each year and a portfolio valuation at the year end.

The management of risk

The trustees are mindful of potential risks to the charity and regularly review and evaluate policies and procedures. The main risk to the charity is whether the Lancashire County Council Crisis Support Scheme (previously known as CaUNSS) will continue beyond 31st May 2018. Due to other charities recycling furniture in the Preston area which they sell to generate funds for their cause, there is considerable competition for usable donated household items. The charity tests all donated second hand electrical appliances and has policies for checking equipment it supplies. The charity has developed policies covering its operational risks.

Reserves policy

The Trustees aim to maintain free reserves in the unrestricted general fund which equates to approximately 6 months of unrestricted general expenditure. The charity held £17,399 free reserves at the year-end and has £91,477 invested to provide income which supports the charities operation and without which we would have reported a deficit.

Review of activities and achievements

During the charity's twenty fifth year of operation Gift92 received 394 referrals, and supported 386 households with furniture and household items, assisting 745 persons of which 295 were dependent children, 75 were aged under 25 and 78 formerly homeless. We made 1,559 collections of household furniture mainly from the general public whose support is vital to our success and including the shop at Garstang diverted over 100 tonnes from landfill. Preston is a city with high levels of deprivation and our service helps mitigate this.

We offer electrical appliances in conjunction with a partner charity Preston Relief in Need acquiring appliances from Currys and Ashtons Domestic and recycling reusable items donated following PAT testing. The charity regularly links with the Harris Charity to support young needy clients they refer.

The charity is one of six Lancashire reuse organisations that support Lancashire County Council Crisis Support Scheme. The work was awarded the MRW National Recycling Partnership Award 2014.

The Trustees are grateful to the staff and unpaid volunteers, who have enabled the charity to efficiently maintain its service to the community.

Thanks are also due to MHA Moore & Smalley Chartered Accountants who prepare our staff payroll at no cost, and to St Clare's Catholic Church who enable our van to be parked overnight in a secure area.

We received funding this year from Preston City Council and a number of charities recorded in the accounts for which we are extremely grateful (note 4).

Whilst we make a charge for each delivery we continue not to charge for furniture and household items as the people we serve are the neediest in Preston and have very limited resources.

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

TRUSTEES REPORT (CONTINUED)

Future developments

In December 2016, the charity was invited to take over running the 'Bits and Bobs shop' at Garstang's Household Waste Recycling Centre, this is generating additional items for reuse and funds to support our service.

In February 2018 the shop was expanded through an additional portacabin provided through the support of LCC Waste Group.

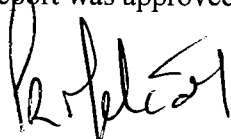
Tax status

The charity is exempt from tax on income and gains to the extent that these are applied to its charitable objects

Independent examiner

Nicola Mason FCA DChA, a Member of the Institute of Chartered Accountants, has kindly undertaken the examination of the accounts.

This report was approved by the Board of Trustees on 23rd March 2018 and signed on its behalf by:



Peter Metcalf MBE

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2017

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th September 2017 set out on pages 6 to 14.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Nicola Mason

Date:

26 June 2018

Name:

Nicola Mason FCA DChA

Relevant professional qualification

Member of the Institute of Chartered Accountants

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 SEPTEMBER 2017

Income	Note	Unrestricted general income fund £	Design - ated funds £	Restricted funds £	2017 Total £	2016 Total £
Donations and legacies						
Grants and Donations	4	11,987	-	-	11,987	15,727
Investment income		3,810	-	-	3,810	2,650
Income from charitable activities	5	97,047	-	-	97,047	75,578
Total income		<u>112,844</u>	<u>-</u>	<u>-</u>	<u>112,844</u>	<u>93,955</u>
Expenditure						
Charitable activities	6	(108,474)	(3,514)	(98)	(112,086)	(93,560)
Investment management charges		<u>-</u>	<u>(104)</u>	<u>-</u>	<u>(104)</u>	<u>(143)</u>
Total expenditure		<u>(108,474)</u>	<u>(3,618)</u>	<u>(98)</u>	<u>(112,190)</u>	<u>(93,703)</u>
Net income/(expenditure) before investment gains and losses		4,370	(3,618)	(98)	654	252
Realised investment gain/(loss)			(21)	-	(21)	-
Net unrealised investment gain/ (loss)			307	-	307	7,460
Transfers between funds		<u>(2,354)</u>	<u>2,354</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds		2,016	(978)	(98)	940	7,712
Reconciliation of funds						
Total funds brought forward		<u>15,383</u>	<u>128,264</u>	<u>50,790</u>	<u>194,437</u>	<u>186,725</u>
Total funds carried forward		<u>17,399</u>	<u>127,286</u>	<u>50,692</u>	<u>195,377</u>	<u>194,437</u>

In the year ended 30 September 2016, all income and expenditure was unrestricted.

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

BALANCE SHEET

AS AT 30 SEPTEMBER 2017

	Note	£	2017 £	£	2016 £
Fixed assets	7		54,696		58,210
Investments	8		91,447		91,211
Current assets					
Stock		2,968		502	
Debtors	9	6,300		5,143	
Cash at bank and in hand	10	<u>48,640</u>		<u>45,196</u>	
		57,908		50,841	
Liabilities					
Creditors falling due within one year	11	<u>(8,674)</u>		<u>(5,825)</u>	
Net current assets			49,234		45,016
Creditors falling due after one year	11		<u>-</u>		<u>-</u>
Net assets	12		195,377		194,437
Funds of the charity:					
General unrestricted funds			17,399		15,383
Designated funds	13		35,839		37,053
Designated Investment fund	14		91,447		91,211
Restricted funds	15		<u>50,692</u>		<u>50,790</u>
Total charity funds			195,377		194,437

CERTIFICATE OF TRUSTEES

The accounts were approved by the trustees on 23rd March 2018 and signed on their behalf by:

P R Metcalf MBE - Chairman

P D Taylor – Secretary

The notes on pages 8 to 14 form part of these accounts.

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2017

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of accounting

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS 102. The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn. The charity has adopted the amendments to the SORP included in Charities SORP (FRS102) Update Bulletin 1 published on 2 February 2016.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Fund accounting

General unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds comprise unrestricted funds that have been set aside and earmarked by the Trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Grants restricted by the terms of the grantor are shown under restricted funds.

No amount is included in the financial statements for volunteer time in line with SORP (FRS102) Further details are given in the Trustees Annual Report.

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2017

Expenditure

The charity is registered for VAT. All expenditure is accounted for on an accruals basis and has been allocated between the different expenditure categories of the SOFA dependent on the fund financing those costs.

Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include governance costs and administrative costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Investments

Investments are initially recognised at their transaction value and subsequently measured at their fair value at the balance sheet date using the closing quoted market price.

Realised gains and losses

All gains and losses are taken to the statement of financial activities as they arise. Realised gains and losses are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the previous year end and their carrying value.

Fixed assets and depreciation

The premises owned by the charity are shown at cost and are not depreciated. Depreciation has been charged at 25% on written down value of the van.

	2017 £	2016 £
2. Employees		
Salary	65,471	51,046
Employer's Pension contributions	264	-
	<hr/>	<hr/>
	65,735	51,046
	<hr/>	<hr/>

The average number of paid employees during the year was 7 part-time and there were regularly ten volunteers who were unpaid. The role of Operations Manager has been undertaken by a trustee.

In April 2017 the charity introduced an Auto Enrolment Pension scheme in accordance with current Regulations

3. **Trustees remuneration and expenses**

No trustees or connected person has received or is due to receive any remuneration or other benefits directly or indirectly from the charity's funds.

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2017

	General funds £	Restricted funds £	2017 Total £	2016 Total £
4. Donations and legacies				
Unrestricted grants				
PCC VCFS	10,000	-	10,000	8,700
LCC Waste Group	832	-	832	-
Other grants	<u>570</u>	<u>-</u>	<u>570</u>	<u>350</u>
Total	<u>11,402</u>	<u>-</u>	<u>11,402</u>	<u>9,050</u>
• Legacies and donations				
Unrestricted income				
Legacy	-	-	-	4,688
Donations	<u>505</u>	<u>-</u>	<u>505</u>	<u>886</u>
Total	<u>505</u>	<u>-</u>	<u>505</u>	<u>5,574</u>
• Sundry income				
Refund of bank charges and interest	-	-	-	1,019
• HMRC Gift aid tax repayment	<u>80</u>	<u>-</u>	<u>80</u>	<u>84</u>
Total grants and donations	<u>11,987</u>	<u>-</u>	<u>11,987</u>	<u>15,727</u>
• Investment Income	3,805	-	3,805	2,629
• Bank interest	<u>5</u>	<u>-</u>	<u>5</u>	<u>21</u>
Total Investment income	<u>3,810</u>	<u>-</u>	<u>3,810</u>	<u>2,650</u>
5. Income from charitable activities				
	General funds	Restricted funds	2017 Total	2016 Total
Landfill tax credits	4,179	-	-	4,179
Membership subscriptions	5,050	-	-	5,050
Referral, admin and delivery charges	12,251	-	-	12,251
Sale of appliances & donated goods	<u>75,567</u>	<u>-</u>	<u>-</u>	<u>75,567</u>
Total	<u>97,047</u>	<u>-</u>	<u>-</u>	<u>97,047</u>
Total Income	<u>112,844</u>	<u>-</u>	<u>-</u>	<u>93,955</u>

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2017

6.	Cost of charitable activities	2017 £	2016 £
	Cost of Sales		
	Cost of appliances bought	22,853	24,235
	LCC Levy	2,710	-
	Costs re sale of donated items	1,900	1,600
		27,464	25,835
	Salary costs	65,735	51,046
	Vehicle and travelling expenses	6,072	3,711
	Office and support costs	6,962	5,667
	Property costs	2,341	2,617
	Depreciation	3,513	4,684
		112,086	93,560

7.	Tangible fixed assets	Freehold property £	Van £	Total £
	Cost			
	As at 1 October 2016/30 September 2017	44,157	20,440	64,597
	Depreciation			
	As at 1 October 2016	-	6,387	6,387
	Charge for year	-	3,514	3,514
	As at 30 September 2017	-	9,901	9,901
	Written down value			
	30 September 2017	44,157	10,539	54,696
	30 September 2016	44,157	14,053	58,210

All of the assets are used in direct furtherance of the charity's objects.

8.	Fixed asset investments	Listed investment £	Cash held on investment portfolio £	Total 2017 £	Total 2016 £
	Movement in investments				
	Market value at 1 October 2016	65,436	25,775	91,211	58,894
	Disposals at carrying value	(10,890)	-	(10,890)	(209)
	Cash for investments	30,384	(30,384)	-	25,000
	Net gains/(losses) on revaluation	307	-	307	6,971
	Investment management charge	-	(103)	(103)	(143)
	Sale proceeds	-	10,868	10,868	383
	Movement on accrued dividend		54	54	315
	Market value at 30 September 2017	85,237	6,210	91,447	91,211

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2017

Fixed asset investments (cont)

	2017		2016	
	Cost £	Market value £	Cost £	Market value £
Investments				
Fixed interest bonds	16,078	14,556	15,086	13,568
Equities	42,887	41,578	23,358	24,632
Overseas	<u>23,849</u>	<u>29,104</u>	<u>23,849</u>	<u>27,236</u>
	82,814	85,238	62,293	65,436
Cash on deposit	<u>5,840</u>	<u>6,209</u>	<u>25,775</u>	<u>25,775</u>
Total	<u>88,654</u>	<u>91,447</u>	<u>88,068</u>	<u>91,211</u>

All investments are carried at their fair value. Investments in equities and fixed interest securities are all traded on quoted public markets, primarily the London Stock Exchange. Investments are valued using the mid-market value as at 30 September 2017 provided by the investment advisers Hedley and Company Stockbrokers Ltd.

	2017 £	2016 £
9. Debtors and accrued income		
Debtors	4,165	3,442
Landfill tax credit	1,054	707
HMRC Refund due	79	84
Delivery charges and referral fees	192	100
Sundry debtors and prepaid expenses	<u>810</u>	<u>810</u>
	<u>6,300</u>	<u>5,143</u>

	2017 £	2016 £
10. Cash at bank		
Cash	90	21
Paypal	994	-
Capital reserve	36,004	41,088
Current account	<u>11,552</u>	<u>4,087</u>
	<u>48,640</u>	<u>45,196</u>

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2017

11.	Creditors – falling due within one year	2017 £	2016 £
	Quarterly Referral fees in advance	833	1,184
	LCC	2,710	-
	PAYE and NIC	191	136
	NEST Pension	62	-
	HMRC – Vat	1,440	706
	Finance loan – Van	-	3,407
	Sundry creditors and accrued expenses	<u>3,438</u>	<u>392</u>
		<u>8,674</u>	<u>5,825</u>

12.	Analysis of net assets between funds	Unrestricted general £	Designated £	Restricted £	2017 Total £	2016 Total £
	Fixed assets	-	10,539	44,157	54,696	58,210
	Investments	-	91,447	-	91,447	91,211
	Net Current assets	17,399	25,300	6,535	49,234	50,841
	Creditors due after one year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(5,825)</u>
	Net assets	<u>17,399</u>	<u>127,286</u>	<u>50,692</u>	<u>195,377</u>	<u>194,437</u>

13. Designated funds

An award of £2,000 was received from the Institute of Chartered Accountants in England and Wales in recognition of the Treasurer's involvement with the charity. The Trustees have designated this towards the cost of replacing the warehouse roof.

In accordance with recommended good employment practice the Redundancy Reserve Fund of £13,015 is based on the age of each employee as well as their length of time employed plus £9,371 entitlement in lieu of notice. Total £22,386

The balance on the vehicle fund £10,539 is represented by the net book value of the vehicle owned by the charity.

13.	Designated funds	Brought forward £	Addition £	Expenses £	Gains/ transfers £	Carried forward £
	Warehouse roof	2,000	-	-	-	2,000
	Redundancy reserve	21,000	-	-	2,300	23,300
	Vehicle	<u>14,053</u>	<u>-</u>	<u>(3,514)</u>	<u>-</u>	<u>10,539</u>
		37,053	-	(3,514)	2,300	35,839
14.	Investment fund	<u>91,211</u>	<u>54</u>	<u>(104)</u>	<u>286</u>	<u>91,447</u>
	Total	<u>128,264</u>	<u>54</u>	<u>(3,618)</u>	<u>2,586</u>	<u>127,286</u>

GUILD INITIATIVE FOR FURNITURE TRUST (Gift92)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2017

15. Restricted funds

These are funds that can only be used for restricted purposes. Restrictions arise when specified by the donor. The restrictions are binding upon the Trustees of the charity.

	Brought forward £	Income £	Expenses £	Transfers £	Carried forward £
Property	44,157	-	-	-	44,157
Warehouse maintenance	4,246	-	-	-	4,246
Access to volunteering	2,387	-	(98)	-	2,289
	50,790	-	(98)	-	50,692

Property

The purchase of the property used as a warehouse was funded by a grant from National Lottery Charities Board in 1997. There is a restriction lasting 80 years that requires the permission of the Board in writing to enable the disposal of the property. This fund represents the cost of the charity's premises.

Warehouse maintenance

This grant funding is held towards alterations and improvements to the warehouse.

Access to Volunteering

The remaining balance on this grant is held in respect of volunteering roles.