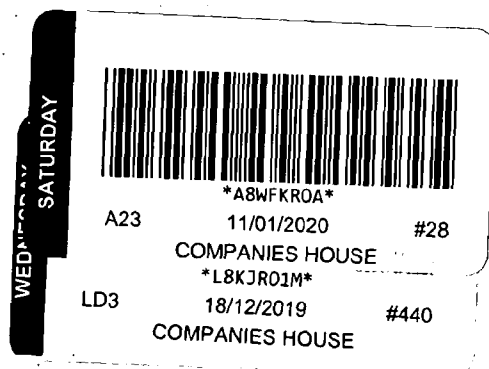


Registered Company Number 02427258

Registered Charity Number 1151578

**Forest Recycling Project Limited**  
**Report and Accounts**  
**for the year ended 31 March 2019**



# **Forest Recycling Project Limited**

## **Company Information**

### **Status**

Forest Recycling Project Limited is a registered charity and a company limited by guarantee and not having share capital.

### **Directors**

The directors of the company (and trustees of the charity) for the year 2018/19 were:

Jo Winyard (Chair)

Thomas Fox (Company Secretary)

Nicola Hughes

Scott Levy

Eleanor McDougall (appointed 15 March 2019)

Michael Blake (appointed 15 March 2019)

Mona Vakil (appointed 15 April 2019)

Members of the Board of Trustees are trustees for the purpose of charity law and directors for the purpose of company law.

All of the directors/trustees are volunteers who do not receive remuneration.

### **Registered office**

2c Bakers Avenue

Walthamstow

London E17 9AW

### **Accountants**

Brookfield & Co

18 Concanon Road

London SW2 5TA

**Registered company number 02427258**

**Registered charity number 1151578**

# **Forest Recycling Project Limited**

## **Directors Report for the year ended 31 March 2019**

### **Introduction**

Forest Recycling Project Limited (FRP) is a registered charity and a company limited by guarantee.

FRP meets environmental challenges with solutions that provide local benefits on both an individual and a community level.

FRP was incorporated on 28<sup>th</sup> September 1989 and is governed by Articles of Association that were adopted on 16<sup>th</sup> January 2013. We are based in Waltham Forest, East London.

At FRP we work with individuals, communities, not-for-profit organisations and other companies to meet our objectives.

The trustees here present their report and accounts for the year ended 31 March 2019. The accounts comply with the accounting policies set out in note 1 of the accounts and with the Charity Commission's 2015 SORP (Statement of Recommended Practice – Accounting and Reporting by Charities).

### **Chair's Report on the year 2018-19**

Looking back on the year ending 31 March 2019 and up until now, we are really proud of how far FRP has come and where we are headed. We are financially more stable and continue to work towards a more dependable and diversified income stream and we have developed our successful organisational programmes and grown our impact in the community. It has been a year of building stronger foundations which will enable us to move the organisation forward and expand our successful green social enterprise model. Below I have highlighted some of the key achievements over the past year.

We completed our 2018-2021 organisational strategy, involving trustees, staff and external stakeholders in the process, defining our values and creating our own identity and pathway for the future. This has now underpinned all areas of our work, outlining our priorities for the next 3 years. This can be found on our website: <https://frpuk.org/wp-content/uploads/2019/04/Forest-Recycling-Project.pdf>

We secured funding from William Morris Big Local, working with local partners and providing two new services to the community through a greening project and a tool lending library.

We also, as we went into 2019/20, secured further funding from Big Lottery to develop our supported volunteering model through a new project Green Champions and additional funding through Garfield Weston to help us improve our social impact through our Recycled Paint model, which will both come into effect in the next financial year.

At the financial year end we had increased our reserves from £220 to £12,133 and we are committed to continue to build on these in the coming years in order to reach the target outlined in FRP's reserves policy, ensuring that we return to a stronger operating position.

We conducted a Board skills audit and recruited 3 new excellent board members, filling some skill gaps on the board in finance and partnerships.

We improved HR, implemented new safeguarding policies, invested in staff wellbeing by setting up a staff and volunteer telephone support service and improved health and safety in the warehouse and shop.

We collaborated with Friends of the Earth to deliver their 10xGreener pilot project in Daubeney Road and joined the London City Park Movement and many other local events, increasing our presence in the community and further afield.

We undertook a big project to re-do the website and try to establish a greater online presence and capacity in order to increase our impact in the community and try to improve the accessibility of our services.

Our main office and shop at 2c Bakers Avenue and the warehouse in Leyton have been transformed both aesthetically and operationally outside and in, making them a better environment for both volunteers and customers. We also held two paint giveaways, addressing our backlog of paint, engaging well with the community and making some additional income.

We developed our carpentry, fabric, paint and retail pathways and continued to support and work with our volunteers, exceeding targets set by Big Lottery and developing the Waltham Forest Foundations Project to make volunteers' experiences more meaningful going forward, which resulted in the creation of Green Champions Project. Many of the volunteers have genuinely said FRP has played a major part in improving their lives.

We also invested in staff development through capacity building workshops enabling them to take ownership of the future social enterprising potential of their main projects and driving the organisation forward. The board also remained committed to reviewing salaries which we did using the Harris Hill 2018 Charity Salary Survey as a benchmark and made necessary increases in funding bids and business plans going forward.

We have listened and learned along the journey, learning from mistakes and unforeseen problems and building resilience into the organisation along the way.

A very special thanks should go out to all the volunteers, staff and trustees for their continued hard work and dedication to FRP. We are looking forward to making more impact both environmentally and socially over the coming years.

Jo Winyard, Chair of Trustees, November 2019

## **Trustees and Workforce Team in 2018/19**

### **Board of Trustees (Directors):**

Chair: Jo Winyard

Company Secretary: Thomas Fox

Board members: Nicola Hughes, Scott Levy, Eleanor McDougall, Michael Blake, Mona Vakil

### **Staff:**

General Manager: Pernille Møller

Operational Manager and Finance Lead: Nilesh Patel

Paint Assistant: Clive Henry

Driver and Paint Assistant: Les Nicholas

Project Officer, Carpentry Lead and Designated Safeguarding Officer: Greg Dickson

Fabric and Design Leads: Hannah Ford / Elizabeth Salazar

### **Volunteers**

The staff work with, and are complemented by, a fantastic team of volunteers, whose contribution is greatly appreciated.

We extend immense gratitude to all our volunteers for their time, commitment, work and enthusiasm over the past year, and the Board of Trustees acknowledge and greatly appreciate the contribution of each individual who has given their time to us.

### **Governance and Management**

The trustees work closely with the General Manager, who is responsible for the day-to-day management of the charity and overseeing the staff team.

Trustees (directors) meet at least six times a year to consider the activities of the charity. Additional electronic meetings are often held in between these times, plus each trustee has contact with the General Manager and staff team regarding projects on which they are working between meetings.

Trustees can be appointed to the Board by the other trustees at any time. The appointment of any new trustees is decided and approved by all existing members. New trustees are briefed on their legal obligations under Charity Law, the decision making processes, the business plan and the recent performance of the charity. They also meet the staff team. Trustees are encouraged to attend appropriate external training and events where these will facilitate the undertaking of their role.

## **Annual Report on the year to March 2019**

### **Forest Recycling Project Limited's Aims**

FRP's aims are the protection and preservation of the environment for the public benefit by:

- The promotion of waste reduction, refuse reclamation, recycling, re-use and repair of recycled products.
- Education of the public about all aspects of waste generation, waste management and waste recycling.
- Working together with marginalised members of our community to promote sustainable living and improved mental health.

### **Forest Recycling Project Limited's Objectives**

**FRP's solution to improve local sustainable living:** At FRP, our main operational area is reclaiming, repurposing and affordably selling waste material that would otherwise fill and pollute local landfill sites, and working alongside and supporting volunteers in this work.

The three main products we recycle are paint, timber and fabrics. We:

**Reclaim:** We take waste items of unwanted paint, timber and fabric and we stop them entering local landfill sites.

**Repurpose:**

- Paint is checked, sorted and sometimes re-mixed.
- Timber is cut, sanded and oiled and is used in a variety of ways, including to build items to assist the biodiversity of local ecosystems such as habitat boxes and planters.
- Fabric is sorted and sometimes used for crafting/upskilling workshops or sold affordably as bundles to local schools.

**Re-sell:** We sell a growing range of recycled and repurposed products, offering a cheap alternative to mainstream 'green' products. This ensures all sections of the community, as well as accessing unique products, can afford sustainable living.

## **The Impact and Value of Forest Recycling Project Limited's Work**

At FRP we monitor the impact of our operational work through environmental savings. We are also developing impact measurement for the social benefit of our work.

The weight of reclaimed paint, timber and fabric is measured. Wherever possible, this measurement is converted to the CO2 emissions that would have impacted our environment if this material had been wasted. In this way, the impact of FRP's operations can be presented as the carbon footprint saved. We detail the impact of our work across our different operational areas below.

There are wider positive environmental impacts to FRP's work:

- Reclaimed materials ensure valuable resources are conserved.
- The prevention of additional landfill or incineration of waste reduces the risk of soil and water contamination.
- FRP's work increases awareness of the environmental and economic benefits of reducing, re-using and recycling waste.
- FRP's work with volunteers and the public enables and empowers people to take environmental action.
- FRP's collaboration with donor businesses enables corporate action to support the environment and the community, and raises awareness within their teams.

### **FRP's Work With Paint**

Every year in the UK over 330 million litres of paint are sold. Of these, it is estimated that 50 million litres are unused, stored in homes or garages or thrown away.

FRP's view is that unwanted paint is a resource that can be used to transform local environments, whether through providing an affordable way for low-income households or charities to redecorate, or supporting local artists to create beautiful community murals.

#### **Paint business model:**

Reusable paint is reclaimed from recycling centres or commercial companies.

At the FRP warehouse, our team of staff and volunteers sort, quality check and re-mix the paint, ready for redistribution.

The paint is sold as a sustainable, low-cost alternative to the general public, through our two retail outlets – our paint shop in Walthamstow and our paint warehouse in Leytonstone.

On average, each litre of reclaimed paint is £3 cheaper than the new equivalent – and further discounted paint is also offered via different schemes to:

- Charities, community groups and not-for-profit organisations
- Housing associations
- Council housing tenants

### **Paint impact 2018-19:**

- Paint collected: 40,850 litres
- Distributed: 26,763 litres
- Representing 90 tonnes of CO2 savings
- 8,170 litres unusable paint derived from collections, which was safely disposed of

### **FRP's Work With Timber**

Reclaiming scaffolding boards can have significant benefits to the economy and the environment: In 2011, it was estimated that just 60% of the UK's waste wood was recycling – leaving some 2 million tonnes going to waste.

We reclaim and reuse scaffolding boards that are no longer required by industry and building sites.

#### **Timber business model:**

Building developers and other industry partners donate used scaffolding to FRP, which would otherwise have been sent to landfill or incinerated.

The boards are sorted and stored in our local yard and workshop.

A small proportion of the reclaimed wood is sold on to local customers in its basic state.

The majority of the timber is repurposed by FRP's team of staff and volunteers, who cut the wood to bespoke size, sand and/or polish it to be sold on to the public.

Timber is often used in our workshops to create planters, biodiversity boxes or raised beds. This provides added social and environmental benefits in our community, as it creates new areas for green growth.

#### **Timber impact 2018-19:**

- We estimate that we reused about 11.5 tonnes of scaffold boards. When compared with using new wood this would be the equivalent of saving about 3.4 tonnes of CO2.

### **FRP's Work With Fabric**

Greenpeace statistics are that globally, as estimated 400 billion square meters of fabric is produced annually, of which 60 billion square metres will immediately end up on cutting room floors as waste (an area four times the size of London!). Much more becomes waste, or sits stored and unused, further down the supply chain. The wasted fabric is all sent to landfill, incinerated or sits unused. FRP believes that any fabric cuts are useful resources with potential for local reuse.

FRP commenced a pilot project in January 2018 to reclaim unwanted fabric in our community, and we have continued to develop this. The aim is to reduce the impact of wasted fabric on landfill and CO2 emissions, and to sort and repurpose the fabric so that it can be sold back into the community.



### **Fabric business model:**

Sole traders and businesses across London are invited to donate, or offered a collection service, for their wasted fabrics. Donors have included interior designers, fashion designers, furniture companies, film production companies, theatres and upholsterers.

Donated fabrics are weighted and sorted by volunteers into fabric type (man-made or natural) and into colour and tone.

The processed fabrics are sold individually to the community at affordable prices, and to community organisations and schools via our membership schemes. Our quarterly fabric sales became so popular that we started running them monthly.

As we have developed this project, we have started to train volunteers with sewing skills and knowledge of fabrics, and to support and mentor them in making and developing products for themselves and for sale. We have also developed a programme of community workshops.

### **Fabric impact 2018-19:**

- CO2 emissions saved through donations were approximately 0.7 tonnes.
- Fabric membership, for schools, nurseries and community groups - truly, any educational setting is welcome to become a member. Last year we received 5:

Magic Roundabout (saving 100 kg)

House of Stitch (saving 50 kg)

London College of Fashion (saving 100 kg)

Parkside Preschool (saving 50 kg)

Newport School (saving 100 kg)

These members helped us to divert 400 kg of fabric from going to landfill - a saving of 0.82 tonnes of CO2. We are working on measurements for the impact of our public fabric sales in addition to this.

### **FRP's Work With Volunteers**

FRP's operations and impact have always been made possible by working in collaboration with volunteers and the wider community.

In particular, the processes of handling and repurposing the reclaimed materials are led by our skilled mentors, but predominantly carried out by volunteers. We particularly welcome and support volunteers who are more marginalised in our community, and who can benefit most from our supported programmes – and who in turn make a fantastic contribution to our charity's work. Our team of staff and volunteers work closely together and the unique skills and attributes that each individual brings are valued and fostered.

## **Waltham Forest Foundations Project**

2018/19 was the final year of delivery of a two-year project that was funded by Big Lottery – Waltham Forest Foundations. The overall objective of this project was to deliver environmental benefits whilst promoting social inclusion. The project has enabled us to make big advances in our impact and our use of volunteers within our programmes, and particularly around the support and mentoring we have been able to provide them.

60 adults participated during each year of the project, many of which were predominantly vulnerable or marginalised in some way. Each volunteer undertook a pathway and developed skills in one of:

- Carpentry
- Fabrics
- Conservation
- Collecting, mixing and delivering unused paint
- Selling recycled goods in one of FRP's retail outlets

Dedicated project officer time during this project enabled us to build links with referral organisations, including local mental health support services and social prescribing, so that we could reach some wonderful new volunteers with unique contributions to bring, and who stood to benefit from the inclusion and opportunities that supported volunteering could offer them. Each individual volunteer registered to the project was offered a 2.5 hour session every week for three months, during which time they learned about how to work with reclaimed materials and develop their contribution to the charity and the environment. In a number of instances, we know this has helped them to gain paid employment, and in many instances we have tracked with volunteers the direct improvements that volunteering with us has brought to their confidence, self esteem and general mental health.

We are hugely grateful to Big Lottery (recently renamed as the National Lottery Community Fund) for their support and investment for the programme.

Going into 2019/20, we also received the fantastic news that a new project, Green Champions, that will further develop our volunteering offer, has secured a National Lottery Community Fund grant.

### **Volunteering programmes impact 2018/19:**

- FRP hosted 60 volunteers over the year, with the carpentry and fabric pathways proving the most popular, but also in conservation and in the paint warehouse. The vast majority saw an increase in confidence and wellbeing and many volunteers skill-shared or led mini workshops. Six volunteers went on to conservation leadership with the Trust for Conservation Volunteers (TCV).
- We have had very good feedback. A large proportion reported that they would have liked to have stayed for longer and were very positive about their time here. We have noticed that a number of new friendship groups between volunteers were also created and we still see many of our ex volunteers. We kept a mailing list of those who would like to come and help out with events and other projects such as Give and Take days and we invite ex volunteers back for

workshops run by current volunteers thereby further building local social connections and inclusivity.

## **Green Office**

In addition to FRP's three main reclaimed products, we also offer a paper recycling service.

### **Paper business model:**

FRP collects office paper for recycling from small businesses and not-for-profit organisations within our locality.

The paper is taken to a local paper mill to be recycled.

### **Paper impact 2018/19:**

Within the year 2018/19 FRP collected and recycled 11,710kg of paper and 530kg of cardboard from local businesses and charities.

## **Delivering Through Partnerships**

FRP recognises that the best way to achieve its charitable aims and objectives, and to secure real impact in the community, is often to work in partnership with others, as well as participating in community events, and welcomes the opportunity to do both.

FRP continues to actively seek new partnerships that will be positive for both our organisation and offer further environmental and social solutions. We would like to work with more community organisations to create innovative solutions to complex problems. In addition, FRP is always keen to collaborate with a wider selection of private companies who will donate their reusable waste materials to us and improve their own environmental impact.

### **Give Or Take and Represent Toy Project – Working with Hackney Council**

In partnership with Hackney Council, FRP manages 'Give Or Take' events several times a year. These are popular community based exchanges where people can give away reusable items they do not need and/or take things they would like.

Also in partnership with Hackney Council, FRP manages a project to provide toys to underprivileged children in the community each new year. Unwanted toys are donated by the public to local collection points in Hackney libraries. Our volunteer and staff collect, sort and redistribute the donations, typically via charity and community partner organisations - who make sure they go to good homes. Several carpentry volunteers did all the toy sorting for this and also have helped out in several Give and Take events.

### **10 x Greener - Working with Friends of the Earth**

We worked with Friends of the Earth alongside Daniel Ellis Raven on the 10 x Greener pilot project, and produced 150 flat packed planters for two community planter making day sprints at Daubeney Road in Hackney. For the second event in May 2018, FRP went down and helped the

community assemble 120 planters and this inspired all those involved towards developing more greening and community wellbeing projects in the future.

### **Walthamstow Garden Party**

Five of our carpentry volunteers took turns running the batbox making workshops for the public at this June 2018 event and were fantastic. The London Bat Trust joined us and spoke about all things bat-related, and advised on how and where to set up the boxes people made. The carpentry volunteers also made six 2x1m frames with a lattice attached, these were positioned upright on the grass outside the marquee for the Cross Stitch Challenge. The public could weave designs out of reclaimed fabric standing up on these or sitting down on smaller blue plastic fruit crates during both days, and all activities proved very popular.

### **Greener Together – Working with William Morris Big Local**

During the latter part of the year we secured a bid to deliver greening front gardens and balconies and for devising and delivery of a Tool Library for William Morris Big Local in Walthamstow, with getting underway as the 2019/20 year began.

### **Solar Panels**

FRP continues to host an array of solar panels on the roof space at 2c Bakers Avenue as part of the GREEN community share initiative.

## **Financial Review**

A successful year ending March 2019 saw a net increase in funds for FRP, strengthening the reserves position. Total income for the year amounted to £178,095 (2018: £195,087), £90,991 of which was unrestricted (2018: £100,041). Expenditure of £166,182 (2018: 177,624) resulted in an increase in reserves to a much improved £12,133 (2018: £220).

The financial performance reflects a further successful year of fundraising, business development and income diversification, as well as always seeking to keep our costs to a minimum, supporting the charity's strategic aims and vision.

FRP has worked hard in recent years to make significant positive cultural and operational changes at all levels, to both improve our finances and build on existing beneficiary outcomes. We have a range of income generating activities, allowing us to work with a range of partners and reduce our financial risk, alongside successful and ambitious grant fundraising. Developing further income streams and partnerships is an ongoing priority within our organisation.

FRP is both a charity and a social enterprise, and this is clearly demonstrated in our annual accounts, with typically an approximate 50:50 split between trading and grant-funded income generation within the organisation.

Total funds carried forward at the end of this year were £12,133 (2018: £220). All of which are unrestricted.

### **Reserves Policy**

It is the policy of the charitable company to maintain reserves of the charitable company at a level to provide sufficient funds to cover unforeseen circumstances. The Reserves Policy of the company, as reviewed and updated in 2018 by the trustees (directors), is that the trustees maintain that it is appropriate to maintain free reserves of approximately 3-6 months of overheads.

The free reserves at the end of the year were £12,133 (2018: £220), which has increased significantly since 2017/18 and represents approximately 1 month of overheads. It is the aim to build reserves up to comfortably within the target range, and we are now working well towards this by diversifying and building income sources.

### **Investment policy**

The main objectives of FRP's Investment Policy are: to ensure that the funds at FRP's disposal are managed effectively, to meet the operational needs of the charity, and to reduce liquidity risk. FRP also has a financial objective to increase income generating activities to provide increased financial stability.

The Trustees of the charity are responsible for making decisions regarding investment matters.

FRP is currently operating with a surplus, but is reliant on several large grants to fund expenditure. There can be uncertainty over grant income and the timing of cash receipts and therefore it is important that assets are readily available to fund operations in times of uncertainty.

FRP currently holds assets in cash where possible to fund operations. There are currently no non-cash investments and no assets available for investment. Cash is held in readily accessible current accounts.

In such a case in the future that working capital substantially exceeds the needs of FRP, the investment policy will be reconsidered by the Board of Trustees. If and when this happens, the risk appetite, investment type, decision hierarchy, and investment management will all be considered and defined.

## **Risk Management**

The trustees (directors) are aware of their obligations to make a statement in respect of the management of risks faced by FRP. The trustees regularly review potential risks associated with the charity's activities and the following risks are currently identified:

### **Finance**

The key risks facing the charity, especially in the current economic climate, relate to income generation. We have been building and diversifying our sources of income in order to manage this risk and we are working on building our earnings as a priority, alongside grant funding. We were delighted, as we went into the financial year 2019/20, to secure a further three-year grant from the National Lottery Community Fund (formerly Big Lottery) to support our core work with volunteers and recycling.

### **Safeguarding of vulnerable adult service users and our staff members**

All staff have undergone safeguarding training and FRP has invested in an employee support programme with Education Support Partnership, which provides mental health and wellbeing support face-to-face and over the telephone. We have updated our safeguarding policy and will continue to review this regularly.

### **GDPR**

Training has been undertaken by senior staff and the appropriate policies are in place. These policies are reviewed regularly and will be updated when appropriate.

### **Health and Safety**

All staff receive up-to-date health and safety training.

## **Liabilities**

FRP's operational work sometimes necessitates the disposal of paint which is unusable for re-sale. This paint poses a liability risk to FRP. FRP has steps in place to reduce the collection of unusable

paint in the first instance. Procedures are also set up to ensure the disposal of any waste paint is appropriate and as environmentally friendly as it can be.

## **Employees**

FRP strives to be an equal opportunities employer and applies objective criteria to assess merit. It aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, race, colour, nationality, religion, ethnic or national origin, gender, marital status, sexual orientation or disability.

Selection criteria and procedures are in place to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees are given equal opportunities training to enable them to develop their skills and knowledge. FRP is committed to a programme of action to make this policy effective, and brings it to the attention of all employees.

FRP is extremely grateful to its team of employees for all their excellent work.

## **Contribution by, and appreciation of, supporters**

The Trustees appreciate the support of all FRP's funders, partners and supporters, as well as the dedicated staff team and volunteers.

## **Independent examiner**

Brookfield & Co. has been appointed as independent examiner for this accounting period.

## **Small company provisions**

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

### **Registered office:**

2c Bakers Avenue

Walthamstow

London E17 9AW

### **Signed on behalf of the trustees**



**Thomas Fox**

**Trustee, Director and Company Secretary**

# Brookfield & Co

18 Concanon Road London SW2 5TA  
Tel: 020 8771 6710  
e-mail: enquiries@brookfieldaccountants.com

Fax: 020 8771 8722

Chartered Accountants

J A Brookfield B Comm ACA ATII

Consultant J E Pickard BA AIT

## INDEPENDENT EXAMINER'S REPORT

to the trustees of Forest Recycling Project Limited

We report on the accounts of the company for the year ended 31 March 2019 which are set out on pages 2 to 8.

## RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The trustees, who are also the directors of the company for the purpose of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Companies Act and that an independent examination is needed.

Having satisfied ourselves that the company is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

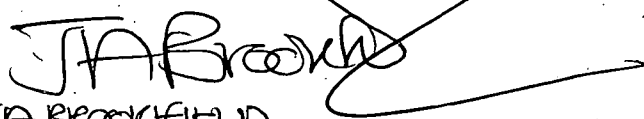
- examine the accounts under the Companies Act and
- to state whether particular matters have come to our attention.

## BASIS OF INDEPENDENT EXAMINER'S REPORT

Our 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 Company 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 statement below.

## INDEPENDENT EXAMINER'S STATEMENT

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe in any material respect the requirements: to keep accounting records in accordance with section 386 of the Companies Act 2006; and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice, Accounting and reporting by Charities have not been met.

  
J A BROOKFIELD

Brookfield & Co  
Chartered Accountants  
18 Concanon Road  
London  
SW2 5TA

15 December 2019



**Forest Recycling Project Limited**  
**Statement of Financial Activities**  
**for the year ended 31 March 2019**

		<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total Funds</b>	<b>Total Funds year to 31 March 2018</b>
	<b>Notes</b>	<b>2019 £</b>	<b>2019 £</b>	<b>2019 £</b>	<b>£</b>
<b>Incoming resources</b>					
<i>Incoming resources from generated funds:</i>					
Voluntary Income - Grants and donations	5	87,104	3,182	90,286	98,248
Activities for generating funds		-	87,768	87,768	96,839
Investment income		-	-	-	-
Other Income		-	41	41	-
<b>Total Incoming Resources</b>		<b>87,104</b>	<b>90,991</b>	<b>178,095</b>	<b>195,087</b>
<b>Resources expended</b>					
Costs of generating funds		-	-	-	-
Charitable activities		87,104	77,658	164,762	176,161
Governance		-	1,420	1,420	1,463
<b>Total resources expended</b>	6	<b>87,104</b>	<b>79,078</b>	<b>166,182</b>	<b>177,624</b>
Net incoming resources for the Year		-	11,913	11,913	17,463
Transfers between funds		-	-	-	-
Funds brought forward		-	220	220	(17,243)
<b>Total Funds carried forward</b>		<b>-</b>	<b>12,133</b>	<b>12,133</b>	<b>220</b>

All of the above results derive from continuing charitable grants and activities and there were no recognised gains or losses other than the above results

The notes on pages 4 to 8 form part of these accounts.

**Forest Recycling Project Limited**  
**Balance Sheet**  
**as at 31 March 2019**

	Notes	2019 £	2018 £
Fixed Assets - Equipment		-	-
<b>Current assets</b>			
Stocks		-	-
Debtors	8	17,665	25,749
Cash at bank and in hand		49,480	26,169
		<u>67,145</u>	<u>51,918</u>
<b>Creditors: amounts falling due within one year</b>	9	(46,842)	(38,766)
<b>Net current assets</b>		<u>20,303</u>	<u>13,152</u>
<b>Creditors: amounts falling due more than one year</b>		(8,170)	(12,932)
<b>Net assets</b>		<u><u>12,133</u></u>	<u><u>220</u></u>
<b>Funds of the Charity</b>	12		
General Funds		12,133	220
<b>Total Funds</b>		<u><u>12,133</u></u>	<u><u>220</u></u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

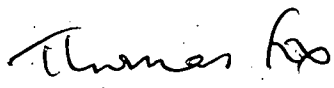
Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for

complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

The notes on pages 4 to 8 form part of these accounts

  
 THOMAS FOX

Director

Approved by the board on 15 December 2019

**Forest Recycling Project Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2019**

**1. Basis of accounting and accounting policies**

**a) Accounting Conventions**

The financial statements have been prepared under the historical cost convention and on a going concern basis, which is dependent upon the availability of adequate continued funding. The nature of the company's funding is inherently uncertain as it is only agreed by the funding bodies every one to three years. Should grant funding be discontinued in future years, the company would have to find other sources of funding, or significantly curtail its activities. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice and with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

**Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

**b) Incoming resources**

Incoming resources are included in the SOFA when the company becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient certainty. Where incoming resources have related expenditure (as with fundraising for contract income), the incoming resources and related expenditure are stated gross in the SOFA. Grants and donations are only included in the SOFA when the company has unconditional entitlement to the funds. The value of any volunteer help received is not included in the accounts, but is described in the Trustee's annual report. Investment income is included when receivable.

**c) Resources Expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the company to pay out resources. Resources expended include attributable VAT which cannot be recovered. Governance costs include costs on the preparation and examination of statutory accounts, the costs of Trustee meetings and costs of any legal advice to the Trustees on governance or constitutional matters. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources e.g. Staff costs by the time spent and other costs by their usage.

**d) Restricted and Unrestricted Funds**

The accounts distinguish between restricted and unrestricted funds. Restricted funds are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

**e) Tangible Fixed Assets, Depreciation and Amortisation**

They are stated at cost less depreciation. Depreciation is calculated to write off the cost of fixed assets less their estimated residual value over their expected useful life on the following basis:

Office equipment	25% straight line
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**f) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**g) 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.

**h) Creditors and provisions**

Creditors and provisions 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**i) Legal status of the Trust**

The trust is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

**Forest Recycling Project Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2019**

	2019	2018
	£	£
<b>2 Net Income for the year is stated after charging:</b>		
Rentals under operating leases	20,250	20,250
Independent Examiners' Remuneration ( Inc VAT) - Brookfield & Co	1,420	1,463
<b>3 Expenses paid to trustees or persons connected with trustees</b>		
The aggregate amount of expenses paid to trustees was	0	0
<b>4 Staff Costs and Emoluments</b>		
	2019	2018
	£	£
Gross Salaries	89,618	91,040
Social security costs	6,186	6,826
	<u>95,804</u>	<u>97,866</u>
<b>Numbers of full time employees or full time equivalents</b>	2019	2018
None of the Trustees received any remuneration during the year (2018: Nil)	Nos	Nos
No employees earned more than £60000 pa or more. (2018: Nil)		
<b>The average number of employees/ full-time equivalents</b>		
Engaged on Project Service	<u>4</u>	<u>4.5</u>

**Forest Recycling Project Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2019**

**5 Voluntary Income - Grants and donations**

	2019	2018
	£	£
Big Lottery Reaching Communities	80,728	93,946
Other grants for projects	6,376	1,100
Donations	3,182	3,202
	<u>90,286</u>	<u>98,248</u>

**6 Resources Expended**

	2019	2018
	£	£
	Total	Total
<b>Charitable Expenditure</b>		
Other administration and office running costs	6,999	9,288
Project and direct costs	33,423	34,849
Premises costs	29,091	31,805
Staff and volunteer expenses	95,249	100,219
<b>Governance Costs</b>		
Independent examination	1,420	1,463
	<u>166,182</u>	<u>177,624</u>

**7 Fixed Assets - Equipment**

<b>Cost</b>	
Balance at 31 March 2018	25,744
Additions in the year	-
Balance at 31 March 2019	<u>25,744</u>
<b>Depreciation</b>	
Balance at 31 March 2018	25,744
Charge for the year	-
Balance at 31 March 2019	<u>25,744</u>
<b>Net Book Value</b>	
Balance at 31 March 2019	<u>-</u>
Balance at 31 March 2018	<u>-</u>

**Forest Recycling Project Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2019**

	2019 £	2018 £
<b>8 Debtors</b>		
Trade debtors	11,081	19,081
Grants receivable	-	-
Other debtors and prepayments	6,584	6,668
	<u>17,665</u>	<u>25,749</u>

	2019 £	2018 £
<b>9 Creditors: amounts falling due within one year</b>		
Trade creditors	10,963	8,202
Loan from London Re-use Limited	3,827	5,362
Other creditors and accruals	18,943	2,804
Other taxes and social security	1,697	1,330
Deferred grants	11,412	21,068
	<u>46,842</u>	<u>38,766</u>

	2019 £	2018 £
<b>10 Creditors: amounts falling due more than one year</b>		
Loan from London Re-use Limited	8,170	12,932
	<u>8,170</u>	<u>12,932</u>

The loan came into effect in August 2012. It is repayable over a ten year period and interest is charged at 4% per year. There is a fixed and floating charge over the assets of the company in respect of this loan.

**11 Analysis of net assets between funds**

	Restricted Funds £	Unrestricted Funds £	Total Funds £
Tangible fixed assets	-	-	-
Current Assets	-	67,145	67,145
Current Liabilities	-	(46,842)	(46,842)
Creditors: amounts falling due more than one year	-	(8,170)	(8,170)
	<u>-</u>	<u>12,133</u>	<u>12,133</u>

**Forest Recycling Project Limited  
Notes to the Accounts  
for the year ended 31 March 2019**

**12 Funds of the charity**

	At 1/4/18	Incoming Resources	Outgoing Resources	Transfers	At 31/3/19
<b>Restricted Funds:</b>					
Big Lottery Reaching Communities	-	80,728	(80,728)	-	-
Other grants for projects	-	6,376	(6,376)	-	-
<b>Total Restricted Funds</b>	<b>-</b>	<b>87,104</b>	<b>(87,104)</b>	<b>-</b>	<b>-</b>
<b>Unrestricted Funds:</b>					
<b>Total Unrestricted Funds</b>	<b>220</b>	<b>90,991</b>	<b>(79,078)</b>	<b>-</b>	<b>12,133</b>
<b>Total Funds</b>	<b>220</b>	<b>178,095</b>	<b>(186,182)</b>	<b>-</b>	<b>12,133</b>

**PURPOSES OF RESTRICTED FUNDS HELD DURING THE YEAR AND AT 31<sup>ST</sup> MARCH 2019.**

**Big Lottery Reaching Communities**

A two-year programme that aimed to deliver both environmental benefits and promote social inclusion.

We've been doing this by supporting volunteers from local communities in East London, especially those who are at risk of marginalisation and social exclusion. Our team has worked alongside them and provides the opportunity to experience the sustainability sector. These include carpentry with recycled scaffolding boards; retail and customer service in our Paint Place shop; stock management and upcycling paint at our warehouse; conservation work in the local parks or food growing in an organic market garden.

**13 Related party transactions and trustees' remuneration**

**Trustees' Remuneration**

Trustees received no remuneration in respect of their services as Trustees (2018 £nil). Expenses of £Nil were paid in the period (2018 £Nil).

**14 Related Party Transactions**

There were no related party transactions in the year