

SOFA
ANNUAL REPORT
AND
FINANCIAL STATEMENTS

For the Year Ended
31 March 2015

Company Registration Number: 02587766
Registered Charity Number: 1002980

SOFA
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SOFA

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

The Board of Trustees presents its report and the financial statements for the year ended 31 March 2015.

Chairpersons Annual Report

As we knew it would, the scythe of austerity arrived on the 1st April 2014 when our longstanding relationship and financial support from Leicestershire County Council ceased. This resulted in the charity losing over 60% of its income and without our reserves we would have been forced to consider closing our doors almost immediately. However, in late 2013 and early 2014 we took the opportunity to take a range of measures to reduce our costs and increase our income. We were then able to set a budget which predicted a deficit of £50,000 for the financial year 2014/15 which was a challenging target given the loss from Leicestershire County Council of £100,525 of income.

The great difficulty for charities facing such a change in their circumstances is that they have to redirect their efforts from meeting their charitable aims to raising more money. It is a significant challenge to balance these forces as without the money to operate the charity there will be no welfare benefit for anyone, but if the charity loses its vision in order to meet its running costs then there is no point to its work and it could well lose its charitable status.

The Trustees and staff group believe that in the year 2014/15 we managed to achieve this balance. I am very pleased to be able to report again that Sofa has had another very busy and successful year in each of our core activities – the relief of distress by the provision of low priced home essentials to those in need, the reuse of a widening range of goods rather than their loss to landfill and the improvement in the life opportunities of our volunteers especially the maintenance and development of their work life skills.

Although more details of this work can be found elsewhere in this Report I felt that it's important to explain briefly how we have managed to move towards sustainability. Our staff and volunteers have opened our warehouse for an extra day and for longer each day without increasing our salary costs. We are now open from Monday to Saturday. We have continued to increase our footfall within the warehouse by a very cost effective improvement in the ground floor aspect on Nottingham Road. While being fortunate enough to maintain our donations of furniture from the local community, we have increased our range of stock by our membership of the Leicestershire & Rutland Reuse Network. In addition through the Network we gained a contract from the Leicestershire Welfare Provision scheme to enable us to supply household goods to those assessed by the scheme as being in emergency need. Sofa has also increased the value of the goods we sell by cleaning, upcycling and the introduction of a washing machine testing station.

These developments alongside a continued examination and reduction of our ongoing costs we have reached a position at the closure of accounts for the financial year 2014/15 that our expenditure has exceeded our income by only £19,175. This is a staggering achievement for all of those working for the charity, especially for the joint CEOs Julio Pacheco and Tony Warren. We are now looking at ways of further reducing the deficit but acknowledge that it will be increasingly difficult to do so.

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REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2015
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Sofa looks to the future now with a strategic plan that has a realistic expectation that we will be able to continue to serve our community for a number of years. This is, however, dependant on the people of Charnwood continuing to show their generosity in donating their furniture and other goods for reuse and our ability to attract volunteers who are looking for a route to return to employment or simply have the desire to help others. While it is unlikely that the number of people in need will reduce, and by many predictions it will increase, we could see a reduction in those being referred to us due to the number of our referral agents closing or reducing in size.

We are fortunate to have a small staff group who work very hard and are supported by our excellent volunteers who include, of course, my fellow Trustees.

Brian Granger

Brian Granger
25/10/2015

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FOR THE YEAR ENDED 31 MARCH 2015
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REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name: SOFA
Charity Registration Number: 1002980
Company Registration Number: 02587766

Board of Trustees/Directors

Brian Granger	-Chairperson
Ellie Lowe	-Vice-Chair
Chris Peaty	-Volunteer Elected Representative
Val Brooke	-Trustee
Jane Hopper	-Trustee
Fadhil Hassoun	-Trustee
Brian Tetley	-Trustee
Jane Marriott	-Trustee
Chris Muris	-Trustee

Company Secretary

Julio Pacheco

Staff

Tony Warren	-Warehouse/Vehicle Manager/Joint Acting CEO
Julio Pacheco	-Administration Manager/Joint Acting CEO
Stewart Turner	-Portable Appliance Tester
Linda Urquhart	-Finance Administrator
David Scarborough	-Volunteer Coordinator

Registered Office and Operational Address

Towles Building, Clarence Street, Loughborough, Leicestershire, LE11 1DY.

Independent Examiners

Smith Emmerson, Ash Tree Court, Nottingham Business Park, Nottingham, NG8 6PY.

Bankers

NatWest Bank Plc, 92 Queens Road, Leicester, LE2 1SY.

The Co-operative Bank PLC, Business Customer Service Centre, PO Box 250, Delf House, Skelmersdale, WN8 6WT.

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FOR THE YEAR ENDED 31 MARCH 2015
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee. The company was originally established under a Memorandum of Association that established the objects and powers of the charitable company and governance under its Articles of Association. Revised and updated Articles of Association were adopted by special resolution of the company on 23rd January 2013. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected annually at the AGM by the existing members of SOFA. All members are able to nominate one trustee to the board.

The Trustees acknowledge that the recruitment, selection and subsequent induction of new Trustees is an opportunity to improve the effectiveness of SOFA. Recruitment of Trustees will be focused on those with the right skills and experience from a wide range of ages and experience and social and economic backgrounds.

Trustee Induction and Training

Trustees are provided with sufficient information to ensure that they understand the charitable purposes of SOFA, the current financial position and the key current issues. New Trustees will be given the governing document, most recent accounts and recent minutes of Trustee meetings. Resources will be made available to meet training needs of Trustees.

Risk Management

The Trustees actively review the major risks that the charity faces and formulate a reserves policy that would enable the charity to have sufficient resources in the event of adverse conditions.

The charity prepares an annual budget and strategic plan. Performance against budget is monitored by regular management reporting. A system of internal financial control is in place to govern day-to-day financial transactions.

The charity has in place appropriate policies of insurance to manage insurable risks.

Organisational Structure

The Board of Trustees is elected annually by members of SOFA at the Annual General Meeting. Nominations can be put forward by any member for appointment to the Board of Trustees. The Trustees act as directors of SOFA. The Chief Executive is responsible for the day-to-day organisation and delivery of services.

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REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2015
(Continued)

OBJECTIVES AND ACTIVITIES

The charitable objectives for which the company is established are stated in the Appendix to the Articles of Association. The objects continued to be to relieve, either generally or individually, persons resident in Leicestershire and contiguous area (Area of Benefit) who are in conditions of need, hardship or distress arising therefrom by:

1. The provision of furniture and other household accessories calculated to reduce the need, hardship or distress of such persons; and
2. The provision of vocational training, support and work experience for unemployed persons who volunteer at SOFA.

To meet the charitable objectives the company operates a furniture reuse service targeted to clients on low income. The company also offers training, support and work experience to volunteers of SOFA. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and planned future activities.

ACHIEVEMENTS AND PERFORMANCE

Staff

We have been fortunate in maintaining a very stable and focused staff group in the last year who have continued to work very hard and give a lot extra to the charity, especially our joint CEOs who have brought about such an improvement in the charity's financial situation.

Volunteers

Over the year we worked with 59 volunteers. We began with 28 volunteers and went on to recruit another 31 volunteers of which 9 did not attend after induction. We have provided work placements for 4 trainees and 14 volunteers have moved into employment. We ended the year with 28 active volunteers.

During the year we continued to work with and provide training for those with disabilities, learning difficulties, and mental health issues, making up 37% of our cohort.

One volunteer began a L2 course through Leicester College in Warehousing and Storage, and another began a L2 course through Loughborough College in Business Administration. Two volunteers completed a L3 certificate in Leadership and Management.

We had our annual Christmas BBQ and a hugely successful Volunteer Week Celebration where we handed out awards and gifts for long term volunteers.

Abbie- Volunteer

"During my time at SOFA, I learned and developed customer service and database skills that have helped me secure full-time employment. The SOFA team is very supportive, friendly, and welcoming – full training was always provided, and everyone's needs were listened to and met. I feel like I have grown and improved as a person, particularly in terms of confidence and the ability to act on my own initiative. I enjoyed my time at SOFA greatly, and strongly recommend it to anybody who is looking for voluntary work."

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Kevin- Volunteer

"I am very grateful to SOFA because during the 18 months I've been here I've now started a L2 Warehousing and storage at Leicester College. If it hadn't been for SOFA I don't think I would have got this qualification. The people here, we get treated with respect. It's more like a family than a business because we know if we have any problems we can sort them out. It's a very pleasant environment to come and volunteer at."

Jo Cronin – Inclusion Support Service

"My role is of Inclusion Support Worker working for the Inclusion Support Service (Leicestershire County Council). The people I support have lived experiences of mental health difficulties. This often results in them having high levels of anxiety including social anxieties, poor levels of confidence and low self esteem. Recently I referred a service user to SOFA. The lady identified a goal of returning to paid work and specifically administration. Following a significant period of illness she had reached the brave decision to start on a pathway to achieve this. As I have been working with SOFA for many years I felt that SOFA was a good option for her to consider. She had an initial visit and subsequently applied for an administration position. She was provided with a real work placement where the expectations reflected that of a paid position. She reported that the placement had been a challenge for her and had tested her ability to complete tasks required to the standard required. As a consequence she now felt more confident in her abilities and is in a better position to progress to the next stage of achieving her goal. The project has been significant in helping people make positive changes to their lives, promoting greater confidence and so improving their overall well-being."

Referred Customers and Referral Agencies

A total of 1041 sales (54% of total sales) were made to people who had been referred to us as being in genuine need of reduced price furniture. This figure is slightly down on the previous year but is not seen as a significant trend.

Although anyone can shop with us one of our key charitable aims is to relieve poverty by supplying individuals and households in need with furniture, white goods and other household items at affordable prices. We operate a scheme that enables agencies to assess those they consider to be in need and then to refer them to SOFA where they can then buy from us at a discount, currently half price, for 12 months.

Through this referral process we continue to support a wide range of individuals and families in need who are in contact with statutory and voluntary resources including homeless households, people being resettled from hostels, hospitals and prisons, refugees and new migrants, people fleeing domestic violence and other vulnerable people.

We receive customer referrals from a number of key local agencies, most notably Charnwood Neighbourhood Housing and The Bridge Project, a charity that offers support and advice to homeless and vulnerably housed people in Charnwood. Other agencies which refer regularly include Children and Young People's Services, Social Care and Health, Charnwood Independent Youth Action, Health Visitors, Housing Associations, Human Rights and Equalities Charnwood, Citizen's Advice, Enquire and Sure Start.

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Sales to the General Public

A total of 887 sales (46%) were made to the general public at sensible prices, with income from these sales being used to further our charitable aims. This was an increase of 192 sales compared with previous year a 21.6% increase. The sale of goods to the general public is now essential income to ensure the future of SOFA and is of course furthering reuse by which we can reduce the impact of climate change. We ran for a second year a successful stall at the Charity Fair in Loughborough Market Place at the end of November 2013 and handed out publicity to hundreds of people.

Donations and Diversion from Landfill

We gratefully received help from 1267 households by collecting 3867 reusable items during this year, and this means we diverted 111.3 tonnes of furniture and electrical appliances from landfill which is a significant help to the targets set for Leicestershire County Council and a considerable boost to the environment.

Improvements to Service, Operational Systems and Partnerships

During the course of the year we:

- Introduced the sale of new electrical goods such as washing machines and fridges as well as new beds
- Received the RNIB Employers Award again
- Developed a better work space for our shabby chic upcycling volunteers
- Through our work with the Leicestershire and Rutland Reuse Network we developed donations at selected Household Waste Sites.
- Continued to have great success with our social media campaign including attracting a large number of "friends" on Facebook.
- Introduced Saturday and same day delivery for emergency situations
- Increased security by placing CCTV cameras in the building
- Introduced a washing machine testing facility so that donated machines could be tested on site before resale.

Organisations that have supported SOFA

Our thanks go to the following agencies, organisations and individuals that have supported our work during the course of the year:

- Leicestershire County Council Waste Management
- Charnwood Borough Council Environmental Services
- Leicestershire & Rutland Reuse Network
- Serco
- RNIB College
- WRAP (Waste Resources Action Programme)
- Voluntary Action Leicestershire
- Loughborough Round Table
- Cuttlefish

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FOR THE YEAR ENDED 31 MARCH 2015
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FINANCIAL REVIEW

The Statement of Financial Activities for the year shows a deficit of £19,175 (2014: surplus of £33,795).

Total Incoming Resources in the year reduced to £117,436 (2014: £176,737).

The Balance Sheet shows that SOFA has total unrestricted funds of £175,527, of which £8,001 is invested in tangible fixed assets and £50,000 is designated for asset improvement.

Relationships and Principal Funding Sources

The charity works in partnership with a range of local organisations many of which are referral agents for individuals in need. Although funding has ceased from Leicestershire County Council we still work with their Waste Management division including their support of the Leicestershire & Rutland Reuse Network. While Charnwood District Council provide no financial help they are also very supportive of our work. The charity is now totally dependent on donations and subsequent income from sales to maintain its charitable objectives.

Investment Policy

Under the Memorandum and Articles of Association, SOFA (as a charity) has the power to invest in any way the Trustees see fit. However, the Trustees of SOFA have decided not to commit funds for long term investment, and therefore the charity has no investments of this kind. SOFA operates an interest earning deposit account in which it holds the majority of its free reserves, however little is earned by way of interest in the current economic climate.

Reserves Policy

The Trustees have considered the requirement for free reserves (which are those unrestricted funds not invested in tangible assets or designated for specific purposes or otherwise committed).

The Trustees consider that it is necessary to continue to hold reserves at a level that will ensure that the operational charitable objectives can continue to be met. While our deficit has been much lower than expected in the last financial year and reserves are healthy Trustees consider that our short term lease agreement and potential operating difficulties result in a need for a maintained level of reserves. For example SOFA continues to hold £17,500 in reserve to cover the expected lift repair which would be necessary to ensure access to two of the three floors in our warehouse. In the current national financial difficulties it is highly unlikely that there would be any financial support available from statutory sources in the coming year.

The level of general reserves as of 31 March 2015, of £117,526, will enable Sofa to continue to operate during 2015/16 and meet an expected deficit between income and expenditure in the year. It will also give us the opportunity to make some improvements to our facilities to further support our self generated income sources.

The Trustees will reassess the reserves policy on an annual basis.

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FOR THE YEAR ENDED 31 MARCH 2015
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PLANS FOR FUTURE PERIODS

In the coming year we aim to:

- Look again at how we can add value to goods between donation and sale
- Improve our electrical workshop facilities to enable small repairs as well as safety testing
- Introduce a new stock control system to better track donations and sales and to enable us to better co-ordinate our work with other members of the Leicestershire & Rutland Reuse Network
- Explore the possibility of re-commissioning a second goods lift to ensure better access to the first and second floors
- Re assess our floor space to ensure best use
- Increase our access to Household Waste Sites by work with the Leicestershire & Rutland Reuse Network

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Charity and company law requires the Board of Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year.

In preparing those financial statements, the Board of Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue on that basis.

The Board of Trustees is responsible for maintaining proper records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Trustees is also responsible for safeguarding the assets of the charitable company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

MEMBERS OF THE BOARD OF TRUSTEES

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 4.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 25 November 2015 and signed on its behalf by:


.....
B D Granger (Chair of Trustees)

SOFA

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2015

Independent examiner's report to the trustees of SOFA

I report on the accounts of the charity for the year ended 31 March 2015, which are set out on pages 12 to 19.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and have requested that an independent examination be carried out.

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

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

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. This examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Charities Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

Mr Paul Emmerson BSc ACA
Smith Emmerson
Chartered Accountants
Ash Tree Court
Nottingham Business Park
Nottingham
NG8 6PY

Date: _____

SOFA

STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2015

	<u>Note</u>	Total Funds <u>2015</u> £	Total Funds <u>2014</u> £
INCOMING RESOURCES			
Incoming Resources from Generated Funds :			
<i>Investment Income</i>		166	153
Incoming resources from Charitable Activities :			
<i>Service Level Agreements</i>	2	-	100,525
<i>Sales Revenues</i>	2	107,096	69,384
<i>Sundry Income</i>	2	10,174	6,675
Total Incoming Resources		<u>117,436</u>	<u>176,737</u>
RESOURCES EXPENDED			
Costs of generating funds		7,794	8,356
Charitable activities		109,678	113,695
Governance costs		19,139	20,891
Total Resources Expended	3	<u>136,611</u>	<u>142,942</u>
Net (Outgoing)/Incoming Resources		(19,175)	33,795
Transfers between Funds		-	-
Net movement on Funds		(19,175)	33,795
Total funds brought forward		<u>194,702</u>	<u>160,907</u>
Total funds carried forward		<u>175,527</u>	<u>194,702</u>

The notes on pages 14 to 19 form part of these financial statements.

All of the charity's funds are of an unrestricted nature.

SOFA

BALANCE SHEET AS AT 31 MARCH 2015

	<u>Note</u>	<u>2015</u> £	<u>2014</u> £
Fixed Assets	7	8,001	10,052
Current Assets			
Debtors	8	22,147	16,181
Cash at bank and in hand		<u>149,016</u>	<u>172,400</u>
		171,163	188,581
Creditors			
Amounts falling due within one year	9	(3,637)	(3,931)
Net Current Assets		<u>167,526</u>	<u>184,650</u>
Net Assets		<u>175,527</u>	<u>194,702</u>
Funds			
Restricted		-	-
General	11	<u>175,527</u>	<u>194,702</u>
Total Funds		<u>175,527</u>	<u>194,702</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board of Trustees on 25 November 2015 and signed on its behalf by:

 **B D Granger (Chair of Trustees)**

The notes on pages 14 to 19 form part of these financial statements.

SOFA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

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.

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

(b) Fund Accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Board of Trustees for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

(c) Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations and grants and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES (Continued)

(d) Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred.

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising purposes.
- Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the professional fees and other costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis to reflect the use of the resource. Costs relating to a particular activity are allocated directly. The resources expended in the operation of the Charity's central services system and central office which cannot be directly allocated are apportioned between the expenditure categories on the basis of the estimated amount of staff time involved in each activity.

(e) Fixed Assets

Depreciation is provided at rates calculated to write off the cost less the estimated residual value of each asset over its expected useful life, at varying rates:

Item	%	Basis
Fixtures and equipment	20	Straight line
Motor vehicles	20	Reducing balance

All fixed assets costing £500 and over are capitalised and initially recorded at cost.

Donated assets are brought in at their second hand value at the date of receipt.

(f) Pensions

The charitable company participates in a defined contribution pension scheme for the benefit of the employees, the regular costs of which are expended in the Statement of Financial Activities as and when incurred.

(g) Leases

All leases are regarded as operating leases and payments made under them are expended in the Statement of Financial Activities over the term of the lease.

SOFA
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

2. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	<u>Total Funds</u> <u>2015</u> £	<u>Total Funds</u> <u>2014</u> £
Service Level Agreements		
Leicestershire County Council	-	100,525
Sales Revenue		
Furniture sales	107,096	69,384
Sundry Income		
Miscellaneous income	10,174	6,675

3. TOTAL RESOURCES EXPENDED

	<u>Staff</u> <u>Costs</u> £	<u>Other</u> <u>Costs</u> £	<u>Depreciation</u> £	<u>Total</u> <u>2015</u> £	<u>Total</u> <u>2014</u> £
Charitable Activities					
<i>Direct Costs</i>					
Staff Costs	34,074	-	-	34,074	38,479
Premises costs	-	20,885	264	21,149	21,155
Expenditure on projects	-	17,328	844	18,172	14,477
	<u>34,074</u>	<u>38,213</u>	<u>1,108</u>	<u>73,395</u>	<u>74,111</u>
<i>Support Costs</i>					
Staff Costs	20,445	-	-	20,445	23,087
Premises Costs	-	9,669	122	9,791	9,794
Expenditure on Projects	-	5,656	391	6,047	6,703
	<u>54,519</u>	<u>53,538</u>	<u>1,621</u>	<u>109,678</u>	<u>113,695</u>
Costs of Generating Funds					
Staff Costs	2,726	-	-	2,726	3,078
Premises Costs	-	3,094	39	3,133	3,134
Other Costs	-	1,810	125	1,935	2,144
	<u>2,726</u>	<u>4,904</u>	<u>164</u>	<u>7,794</u>	<u>8,356</u>
Governance					
Staff Costs	10,904	-	-	10,904	12,313
Premises Costs	-	5,028	63	5,091	5,093
Other Costs	-	2,941	203	3,144	3,485
	<u>10,904</u>	<u>7,969</u>	<u>266</u>	<u>19,139</u>	<u>20,891</u>
TOTAL RESOURCES EXPENDED	<u>68,149</u>	<u>66,411</u>	<u>2,051</u>	<u>136,611</u>	<u>142,942</u>

SOFA
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

4. NET (OUTGOING) / INCOMING RESOURCES FOR THE YEAR

This is stated after charging:	<u>2015</u> £	<u>2014</u> £
Depreciation	2,051	2,157
Operating lease rentals for land and buildings	24,128	24,128

There were no out of pocket expenses reimbursed to members of the Board of Trustees during the year to 31 March 2015, or in the previous year. No member of the Board of Trustees received any remuneration during the year.

5. STAFF COSTS AND NUMBERS

Staff costs were as follows:	<u>2015</u> £	<u>2014</u> £
Salaries	66,390	71,879
Social security costs	1,759	4,661
Pension contributions	-	417
	<u>68,149</u>	<u>76,957</u>

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £Nil (2014 - £417). No employee received emoluments of more than £60,000.

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

	<u>2015</u> No.	<u>2014</u> No.
Number of staff	<u>5</u>	<u>8</u>

6. TAXATION

The charitable company is exempt from corporation tax on its charitable activities.

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 NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

7. TANGIBLE FIXED ASSETS

	<u>Fixtures & Equipment</u> £	<u>Motor Vehicles</u> £	<u>Total</u> £
Cost			
At 1 April 2014	21,588	38,334	59,922
At 31 March 2015	<u>21,588</u>	<u>38,334</u>	<u>59,922</u>
Accumulated Depreciation			
At 1 April 2014	19,351	30,519	49,870
Charge for the year	<u>488</u>	<u>1,563</u>	<u>2,051</u>
At 31 March 2015	<u>19,839</u>	<u>32,082</u>	<u>51,921</u>
Net Book Values			
At 31 March 2015	<u>1,749</u>	<u>6,252</u>	<u>8,001</u>
At 31 March 2014	<u>2,237</u>	<u>7,815</u>	<u>10,052</u>

8. DEBTORS

	<u>2015</u> £	<u>2014</u> £
Trade debtors	5,047	325
Other debtors	17,100	15,856
	<u>22,147</u>	<u>16,181</u>

9. CREDITORS (AMOUNTS FALLING DUE WITHIN ONE YEAR)

	<u>2015</u> £	<u>2014</u> £
Trade creditors	41	1,280
Taxation and social security	973	1,101
Other creditors	<u>2,623</u>	<u>1,550</u>
	<u>3,637</u>	<u>3,931</u>

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

10. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	<u>2015</u>	<u>2014</u>
	£	£
Expiring:		
Within one year	24,128	24,128

11. UNRESTRICTED FUNDS

	<u>General</u>	<u>Asset</u>	<u>Tangible</u>	<u>Total</u>
	<u>Fund</u>	<u>Improvement</u>	<u>Fixed</u>	
		<u>Fund</u>	<u>Assets</u>	
			<u>Fund</u>	
Balance at 1 April 2014	134,650	50,000	10,052	194,702
Net outgoing resources	(19,175)	-	-	(19,175)
Transfer from tangible fixed assets fund	2,051	-	(2,051)	-
Balance at 31 March 2015	<u>117,526</u>	<u>50,000</u>	<u>8,001</u>	<u>175,527</u>

The asset improvement fund is a designated fund established by the charity to fund improvements to the charity's delivery fleet, lift maintenance and updating IT equipment to ensure that the technology within the charity reflects current practice in the workplace. The depreciation charge during the year was £2,051.