

**WOOD STREET MISSION**  
**(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES REPORT & FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

COMPANY NUMBER: 03849322

REGISTERED CHARITY NUMBER: 1078337

# WOOD STREET MISSION

## TRUSTEES REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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# WOOD STREET MISSION

## TRUSTEES AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 DECEMBER 2020

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### MEMBERS OF THE BOARD OF TRUSTEES

#### Chairman

R T Race BSc Hons Chartered FCSI ASIP

#### Other Members

M N G Evans BSc FCA  
Mrs N D Guy  
C A Hadfield FRICS  
Ms V Jones  
Ms J Watson  
Mrs E Willder FCMA CIS (Affiliated)  
Mrs G Winter BA

### MANAGER

Mr D Lynch

### REGISTERED OFFICE

Wood Street Mission  
26 Wood Street  
Off Deansgate  
Manchester  
M3 3EF

### BANKERS

National Westminster Bank Plc  
Manchester City Centre Branch  
19 Market Street  
Manchester  
M1 1WR

### SOLICITORS

DWF LLP  
1 Scott Place  
2 Hardman Street  
Manchester  
M3 3AA

### INVESTMENT MANAGERS

Brewin Dolphin Limited  
1 The Avenue  
Spinningfields Square  
Manchester  
M3 3AP

### INDEPENDENT EXAMINERS

Hurst Accountants Limited  
Chartered Accountants and Statutory Auditors  
Lancashire Gate  
21 Tiviot Dale  
Stockport  
SK1 1TD

# WOOD STREET MISSION

## TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

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The Trustees of the charitable company present the financial statements for the year ended 31 December 2020. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Along with the families we help support, we at Wood Street Mission, have continued to suffer from the effects of the Coronavirus pandemic. In March 2020, we closed most of our operations, helping only those in serious crisis who had nowhere else to turn for support. We are now beginning to see the long term impact that the pandemic is having on children and their families. Our support and practical help is even more important as we witness the impact, lockdowns and other restrictions are having on families. We therefore need your support even more at the present time to help those who continue to suffer.

### PRINCIPAL ACTIVITIES IN THE PUBLIC INTEREST

The Charity was founded in 1869. The aim of the Charity is to provide services to the community with a particular emphasis on mitigating the effects of poverty and deprivation on children, young people and their families in Manchester and the surrounding area.

Our vision is a world where no child in Manchester or Salford is living in poverty.

Our mission is to offer practical help to alleviate the effect of poverty on Manchester and Salford families.

We will do this through the following strategic objectives:

- Increase our impact in the delivery of frontline services.
- Use our assets and resources to develop a sustainable organisation responsive to the needs of local families.
- Develop our work to improve the life chances of children in Manchester and Salford and break the cycle of poverty.
- Modernise our services and ways of working so they are in line with best practice.
- Increase our profile in order to generate funds, attract supporters and build relationships.

In planning and delivering our services and activities the Trustees and management of Wood Street Mission confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance by the Charity Commission in delivering the activities undertaken by the Charity.

Wood Street Mission's charitable objective is the relief of persons who are in need hardship or distress and without in any way limiting the generality of the foregoing in particular those persons resident in the former administrative areas of Manchester and Salford.

Wood Street Mission's activities as described in this report are considered to meet the public benefit requirement as specified in the Charities Act 2011.

### RESULTS

The results for the year and their impact on the Charity's funds are set out in detail on page 8. The net movement on funds was a surplus of £101,126 (2019: deficit of £19,478). As at 31 December 2020, the Charity had total funds of £2,660,714 (2019: £2,559,588) including cash of £219,073 (2019: £72,227).

### REVIEW OF ACTIVITIES

As a long standing children's Charity, started by local businessman Alfred Alsop in 1869, Wood Street Mission aims to provide practical help to families living in Manchester and Salford in order to alleviate the day-to-day impact of poverty and to improve children's life chances.

Indeed for 151 years now Wood Street has continued to deal with the negative effects that struggling families endure on a daily basis, with the most profound effects manifesting in the children of those families.

With a world-wide pandemic in 2020 causing the vast majority of society to close down, the stresses and strains on those families, already struggling, increased considerably. Wood Street Mission was forced to re-evaluate its services and how they were delivered, in order to provide the most effective service provision for vulnerable children.

# WOOD STREET MISSION

## TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

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### REVIEW OF ACTIVITIES (CONTINUED)

It still remained the case that all families that receive assistance from Wood Street Mission are referred by professionals who provide support for them. This includes Health Visitors, Community Nurses, Social Workers, Education Support staff, Teachers etc. After the initial referral, families are then able to self-refer for all the projects that Wood Street undertakes for a twelve month period, after which those families which are still in need of help must once again be re-referred by a support worker who has knowledge and understanding of a particular families circumstances, in order that they may receive a continuation of the support packages that Wood Street Mission offers.

In March, and in line with Government guidelines regarding lockdown, Wood Street Mission temporarily closed its office. Seven members of staff were furloughed with the remainder continuing to work largely from home, although some of those staff were working flexibly, thus enabling them to make and deliver packages to vulnerable children, which included clothing, bedding, toiletries, nursery equipment, books and activity packs.

This **Crisis Service** continued throughout the main period of the 2020 lockdown.

The staff team resumed working from the Wood Street Mission building once again in June 2020.

**Family Basics project** distributed clothing, bedding, toiletries, coats and toys to 746 families, some 2,094 children. This figure is less than the previous year because of the ongoing effect of the pandemic, with Wood Street having to reduce its service provision during lockdown and having to reduce the number of families allowed into the building in order to comply with social distancing measures.

259 items of nursery equipment (cots, prams etc) were also distributed through this project.

The **SmartStart project** (new school uniform, school accessories, new coats) again provided much needed support to assist children to not only access education but also to encourage them to participate fully in proceedings once they are there.

Some 2,898 received new school uniform packages for the start of the new school year in September. Each package was delivered to families directly from the supplier in order to minimise families having to travel on public transport during a period when the government were recommending essential travel only.

The organisation's commitment to this project remains strong, as in the long term education is essential if the cycle of child poverty is to be broken.

The **Books Forever project** did this year suffer from the restrictions brought in as a result of COVID 19. Unable to distribute new and used books through either Roadshows (delivered through schools) or the normal holiday time Book Clubs, Wood Street ensured that books were distributed to vulnerable children, together with activity packs, working in collaboration with local primary and high schools.

Unfortunately the **Childhood Experiences project** was also badly affected. Normally this area of work enables children to take part in activities/trips that ordinarily they may be precluded from. However given the lockdown and restricted travelling guidelines, it proved impossible to effectively run this particular project this year.

**The Christmas project** proved to be under threat this year, for the first time in Wood Street Missions history. Social distancing measures meant that toys and gifts being distributed from the Wood Street building itself would be impossible.

Thankfully, Great Northern Warehouse came to the rescue, less than 6 weeks before distribution was due to begin, which meant that 1,490 families, some 4,039 children received new toys and gifts (each child received 3 toys/gifts each) plus selection boxes and other Christmas treats.

The parents/guardians once again were able to choose the toys that they wished to give to their children. Over 12,000 toys were distributed with 150 families per day accessing the project in a safe and controlled manner. In addition to the staff team and regular volunteers, an additional 400 volunteers were recruited to assist with this project during the two and a half weeks of toy distribution.

The response from donors to this project proved to be immense with incredible acts of generosity.

**Social Media** has proved to be an integral tool in communicating with all our stakeholders over the past twelve most difficult months. This thankfully is an element of the Wood Street operation that has had increased investment prior to the pandemic.

# WOOD STREET MISSION

## TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

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### REVIEW OF ACTIVITIES (CONTINUED)

It served us well, in that we were able to communicate with both donors and families alike and, in particular, it proved invaluable with regards to the Christmas project, as it not only helped us secure an alternative venue at short notice, but also ensured that we had more than adequate donations of toys and gifts.

Wood Street Mission will continue to use this medium to not only communicate with various stakeholders but also to highlight the issue of child poverty throughout the cities of Manchester and Salford.

**Future Plans** include increasing the amount of work that we do under the Books Forever project, working directly with local schools with additional Roadshows. The aim of which is to improve literacy rates whilst, at the same time, increasing engagement with the harder to reach families in the areas we serve.

Plans to develop an outreach version of the Family Basics project sadly had to be put on hold this year but this is something which the organisation will look to put into place once the COVID 19 restrictions are lifted.

**Staff/volunteers/supporters** acted incredibly throughout 2020 in what was an unprecedented year for all. Wood Street Mission is immensely grateful to all supporters and donors who proved to be so generous, whether they be individuals, corporate partners, churches, schools, community organisations or trusts.

Without the incredible level of support received, Wood Street Mission would simply not have been able to help so many children. Many thanks to all concerned.

The number of volunteer hours was reduced from previous years, nevertheless, with over 400 volunteers assisting with the Christmas project, contributing approximately 2,800 hours at an estimated value of £25,000. Again many thanks to all those who gave their time so willingly.

During the year, the staff once again worked tirelessly to provide struggling families with as much support as was possible in incredibly challenging circumstances throughout the year, as regulations and guidelines changed on what seemed to be a weekly basis. Thanks to all the members of the team for their commitment and dedication.

The staff, volunteers and trustees remain committed to working to improve the life chances of local children throughout Manchester and Salford.

### INVESTMENT POLICY AND RETURNS

Surplus resources are invested until they are required for charitable purposes, having taken into account immediate requirements by reference to the Charity's performance and projected cashflow for the next six months. The Charity has adopted a total return policy for its investment income. The Trustees regularly review the Charity's investments in consultation with the Investment Managers within an investment objective and agreed risk profile.

### KEY RISKS AND UNCERTAINTIES

The Board has established policies and systems to mitigate risks, which are reviewed each year to ensure they still meet the needs of the Charity.

The principle risks of the Charity are:

- Reputational risk
- The risk of safeguarding incidents
- Investment risk including liquidity and performance

### POST BALANCE SHEET EVENTS AND GOING CONCERN

The Coronavirus pandemic continues to place a significant strain on the Charity's resources in 2021. However, the Trustees have reviewed the likely demands which will be placed on the Charity and have reasonable expectation it has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

# WOOD STREET MISSION

## TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

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### RESERVES POLICY

The Charity has substantial reserves of £2,660,714 (2019: £2,559,588), but not all are directly available to spend on its charitable activities. They include:

- Reserves tied up in buildings, other fixed assets and working capital.
- Building and investment revaluation surpluses.
- Restricted reserves which are only available for the purposes they were donated.
- Designated funds which are set aside for future projects, the likely timing of expenditure of which is not yet known.
- Accumulated depreciation on fixed assets which is retained as a sinking fund for replacements.
- Twelve months' operating costs of the Charity.

Excluding these reserves, the Trustees regard all remaining reserves available to spend on charitable activities. At 31 December 2020 this amounted to approximately £60,000 (2019: £50,000).

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### STATUS OF CHARITY

The Charity is a registered Charity and is incorporated under the Companies Act as a company limited by guarantee. The guarantee of each member is limited to £10 per Trustee, who are the same people as the voting members of the charitable company and is payable in the event of the Charity being wound up and being unable to meet its debts and liabilities. Wood Street Mission is overseen by a Board of Trustees, which meets approximately ten times a year to supervise the operational activities undertaken by the office staff. One third of the Board retire each year and are eligible for reappointment at the Charity's General Meeting.

#### DIRECTORS

The Directors, who are also the Trustees, who served during the year are listed on page 1. The day to day running and operation of Wood Street Mission is delegated to the Manager. Trustee meetings are held every two months at which Trustees approve items that are their sole responsibility, for example approving annual budgets and the Trustees Annual Report and Accounts.

#### INDUCTION AND TRAINING OF TRUSTEES

New Trustees are introduced to the Charity, usually by existing Trustees, and given a full background to the Charity's history and current work with families in Manchester and Salford. The manager and other members of staff provide a tour of the facilities and, together with the information on the website, new Trustees have a good grounding in the Charity's activities.

All Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

#### SUB COMMITTEES OF THE BOARD

There are three subcommittees of the Board, these being the Finance Committee, the Investment Committee and the Remuneration Committee. During the financial year to 31 December 2020 these committees had the following members:

Finance Committee	R T Race BSc Hons Chartered FCSI ASIP M N G Evans BSc FCA C A Hadfield FRICS Mrs E Willder FCMA CIS (Affiliated)
Investment Committee	M N G Evans BSc FCA C A Hadfield FRICS Mrs E Willder FCMA CIS (Affiliated)
Remuneration Committee	Ms J Watson Mrs N D Guy

# WOOD STREET MISSION

## TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

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### STAFF PAY AND REMUNERATION

Remuneration of the key management personnel is agreed by the Board based on recommendations of the Remuneration Committee.

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of Wood Street Mission for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the profit and loss of the charitable company for the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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

The Trustees of a Charity must, in determining how amounts are presented within items in the profit and loss account and Charity balance sheet, have regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles and practice.

By order of the Board

.....  
**R T Race**  
Chairman

Date:



## WOOD STREET MISSION

### INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF WOOD STREET MISSION

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We report on the financial statements of the company for the year ended 31 December 2020 set out on pages 8 to 21.

This report is made solely to the company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the company's Trustees those matters that we are required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's Trustees as body, for our work or this report.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ('the 2011 Act') and that an independent examination is needed. We are qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied ourselves that the Charity is not subject to audit under part 16 of the Companies Act 2006 and is eligible for independent examination, it is our responsibility to:

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

#### BASIS OF INDEPENDENT EXAMINERS' 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 Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### INDEPENDENT EXAMINERS' STATEMENT

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

- (1) which gives us reasonable cause to believe that in any material respect the requirements:
  - accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
  - the accounts do not accord with such records;
  - where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS 102)
  - to keep accounting records in accordance with section 130 of the Charities Act; and
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
**Helen Besant-Roberts**  
Hurst Accountants Limited  
Independent Examiners and Chartered Accountants  
Lancashire Gate  
21 Tiviot Dale  
Stockport  
SK1 1TD

Date:

## WOOD STREET MISSION

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020 (INCORPORATING THE INCOME & EXPENDITURE ACCOUNT)

		Year ended 31 December 2020			Year ended 31 December 2019		
		Unrestricted funds £	Restricted funds £	Total £	Unrestricted funds £	Restricted funds £	Total £
<b>Income and endowments from</b>							
Donations, gifts & legacies	3	326,010	364,446	690,456	385,704	197,072	582,776
Investments	4	25,990	-	25,990	35,390	-	35,390
Other Income		1,405	-	1,405	1,386	-	1,386
Total Income and endowments		353,405	364,446	717,851	422,480	197,072	619,552
<b>Expenditure on</b>							
Charitable activities	5	455,527	231,961	687,488	527,953	239,489	767,442
Net income/ (expenditure) before other recognised gains		(102,122)	132,485	30,363	(105,473)	(42,417)	(147,890)
<b>Other recognised gains</b>							
Net gains on investments	9	70,763	-	70,763	128,412	-	128,412
<b>Net movement on funds</b>		(31,359)	132,485	101,126	22,939	(42,417)	(19,478)
<b>Reconciliation of funds</b>							
Total funds brought forward		2,542,285	17,303	2,559,588	2,519,346	59,720	2,579,066
<b>Total funds carried forward</b>	14	2,510,926	149,788	2,660,714	2,542,285	17,303	2,559,588

The above all relate to continuing operations.

There are no other recognised gains or losses other than those noted above and therefore no separate statement of total recognised gains and losses has been prepared.

The notes on pages 11 to 21 form part of the financial statements.

# WOOD STREET MISSION

**BALANCE SHEET AS AT 31 DECEMBER 2020**

COMPANY NUMBER: 03849322

	Note	31 December 2020 £	31 December 2019 £
<b>Fixed assets</b>			
Tangible assets	8	1,138,204	1,171,735
Investment – securities	9	1,287,903	1,262,384
		<u>2,426,107</u>	<u>2,434,119</u>
<b>Current assets</b>			
Debtors	10	30,661	72,620
Cash at bank and in hand	11	219,073	72,227
		<u>249,734</u>	<u>144,847</u>
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	12	(15,127)	(19,378)
		<u>234,607</u>	<u>125,469</u>
<b>Net assets</b>			
		<u>2,660,714</u>	<u>2,559,588</u>
<b>The funds of the Charity</b>			
Unrestricted funds		1,760,927	1,786,286
Designated funds		523,499	523,499
Revaluation reserve		226,500	232,500
		<u>2,510,926</u>	<u>2,542,285</u>
Restricted funds	14c	149,788	17,303
		<u>2,660,714</u>	<u>2,559,588</u>
<b>Total Charity funds at 31 December 2020</b>	14	<u>2,660,714</u>	<u>2,559,588</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements on pages 9 to 24 were approved by the Board of Trustees and were signed on its behalf by:

.....  
**R T Race**

.....  
**M N G Evans**

Date:

Date:

The notes on pages 11 to 21 form part of the financial statements.

# WOOD STREET MISSION

## CASHFLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2020

COMPANY NUMBER: 03849322

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	Note	31 December 2020 £	31 December 2019 £
<b>Cashflows from operating activities</b>			
Net income /(expenditure) for the year		101,126	(19,478)
Depreciation		33,531	40,073
(Gains)/losses on investments		(70,763)	(128,412)
Decrease/(increase) in stock		-	26,000
Decrease in debtors		41,959	(51,968)
(Decrease)/increase in creditors		4,251	6,373
		<hr/>	<hr/>
<b>Net cash generated/(used) from operating activities</b>		101,602	(127,412)
		<hr/>	<hr/>
<b>Cashflows from investing activities</b>			
Purchase of tangible fixed assets		-	(3,234)
Purchase of investments		(179,363)	(461,420)
Proceeds on sale of investments		224,607	464,913
		<hr/>	<hr/>
<b>Net cash generated in investing activities</b>		45,244	259
		<hr/>	<hr/>
<b>Increase/(decrease) in cash and cash equivalents in the year</b>		146,846	(127,153)
Cash and cash equivalents at the beginning of the year		72,227	199,380
		<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	11	219,073	72,227
		<hr/> <hr/>	<hr/> <hr/>

# WOOD STREET MISSION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (Charities SORP (FRS 102)), the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Wood Street Mission meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### Company Status

The Charity is limited by guarantee and incorporated in England and Wales, registered number 03849322. The address of its registered office is Wood Street Mission, 26 Wood Street, Off Deansgate, Manchester, M3 3EF.

In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per Trustee who are the same people as the voting members of the charitable company.

#### Going Concern

The Coronavirus pandemic continues to place a significant strain on the Charity's resources in 2021. However, the Trustees have reviewed the likely demands which will be placed on the Charity and have reasonable expectation it has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

#### Basis of accounting

The financial statements are prepared in accordance with the historical cost convention as modified to include the revaluation of land and buildings and investments.

#### Basis of accounting for income and expenditure

All incoming and outgoing resources are accounted for in the Statement of Financial Activities and include:

##### Incoming resources

(a) **Investment income**

Investment income is accounted for when receivable.

(b) **Legacies and donations**

Legacies and donations are accounted for when received by the Charity.

(c) **Gifts in kind**

Gifts in kind are included as an incoming resource in the Statement of Financial Activities at market value, except where it is difficult to ascribe a value to the benefit received by the Charity.

(d) **Government grants**

Grants of a revenue nature are recognised in the statement of financial activities in the same period as the related expenditure.

#### Resources expended – costs

##### Charitable expenditure

Charitable expenditure includes all expenditure directly related to the objectives of the Charity. Where expenditure is incurred on several activities, it is apportioned based on the percentage of that resource utilised. Management and Administration costs represent expenditure incurred in the management of the Charity's assets and compliance with constitutional and statutory requirements and are apportioned to charitable expenditure.

# WOOD STREET MISSION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1. ACCOUNTING POLICIES *(continued)*

#### **Taxation**

The Charity has been granted exemption by the Commissioners of the Inland Revenue from taxation on its charitable activities under the provisions of Section 505 of the Income and Corporation Taxes Act 1988. Irrecoverable value added tax is included in the cost of the item to which it relates.

#### **Depreciation**

All tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided using the following rates which reflect the anticipated useful lives of the assets after allowing for estimated residual values:

Buildings	2%	straight line
Furniture fixtures and fittings	10%-20%	straight line/reducing balance
Computer equipment	25%-33 $\frac{1}{3}$ %	straight line
Motor vehicles	33 $\frac{1}{3}$ %	straight line

#### **Investment securities**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently restated at market value. Realised and unrealised gains and losses are shown separately in the heading 'net gains/losses on investment' in the Statement of Financial Activities (incorporating the income and expenditure account).

#### **Debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### **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.

#### **Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### **Funds**

##### (a) **Restricted**

Represents funds where the use has been restricted by the donor or by the terms of an appeal.

##### (b) **Designated**

Represents funds earmarked for future projects.

##### (c) **Unrestricted**

Represents the general fund of the Charity which receives all other income and to which Direct Charitable Expenditure not covered by Restricted funds is charged together with Indirect Expenditure.

# WOOD STREET MISSION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1. ACCOUNTING POLICIES (continued)

#### Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability.

#### Pensions

The Charity operates a defined contributions pension scheme. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the Charity in the year.

### 2. JUDGEMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Preparation of the financial statements requires management to make significant judgements and estimates. The items in the financial statements where their judgements and estimates have been made include:

#### Tangible fixed assets

The management of the Charity exercises judgement in estimating the useful economic life of the freehold property, fixtures and fittings, computer equipment and motor vehicles. The net book value of these assets is disclosed in note 8.

#### Accruals

Accruals are entered in the financial statements based on management expectations, taking into account various business and economic factors relevant to each individual item. The total value of accruals is disclosed in note 12.

### 3. INCOME FROM DONATIONS, GIFTS & LEGACIES

	Year ended 31 December 2020	Year ended 31 December 2019
Grants, donations and gifts	592,743	413,421
Legacies	8,222	95,908
Gifts in kind	89,491	73,447
	<hr/>	<hr/>
	690,456	582,776
	<hr/> <hr/>	<hr/> <hr/>

The Charity received a grant totalling £15,057 as a contribution towards the cost of continuing to employ certain members of staff who were unable to work during periods in the year when the Charity was closed due to restrictions imposed by the Government during the Coronavirus pandemic.

During the year, the Charity received donations in kind to the value of £89,491 in the form of Christmas gifts, school stationery, coats and duvets. They were distributed to families as required throughout the year.

Similarly, during the year donations of clothing, bedding, toys and food were received for distribution to families. However, without considerable time and expense it is not practicable to quantify the value attributable to them.

# WOOD STREET MISSION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 4. INVESTMENT INCOME

	Year ended 31 December 2020 £	Year ended 31 December 2019 £
Dividends received	25,881	35,150
Interest receivable	109	240
	<u>25,990</u>	<u>35,390</u>

### 5. RESOURCES EXPENDED

#### (a) Resources expended in 2020

	Unrestricted Funds £	Restricted funds £	Total £
<b>Charitable activities</b>			
Family Basics	163,529	72,982	236,511
Smart Start (school uniform)	156,478	33,262	189,740
Christmas Appeal	-	114,887	114,887
Books for Ever	41,709	10,300	52,009
Other activities	10,021	530	10,551
Fund raising	83,790	-	83,790
	<u>455,527</u>	<u>231,961</u>	<u>687,488</u>

#### (b) Resources expended in 2019

	Unrestricted Funds £	Restricted funds £	Total £
<b>Charitable activities</b>			
Family Basics	255,245	88,039	343,284
Smart Start (school uniform)	60,499	93,646	154,145
Christmas Appeal	10,890	41,771	52,661
Books for Ever	8,489	14,423	22,912
Other activities	4,692	1,610	6,302
Fund raising	95,207	-	95,207
	<u>435,022</u>	<u>239,459</u>	<u>674,511</u>
Governance costs	92,931	-	92,931
	<u>527,953</u>	<u>239,489</u>	<u>767,442</u>



# WOOD STREET MISSION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 5. RESOURCES EXPENDED (*continued*)

#### (c) Resources expended by type in 2020

	Family Basics £	Smart Start (school uniform) £	Christmas Appeal £	Books for Ever £	Other Activities £	Fund Raising £	Total £
Staff costs	136,560	38,229	20,620	18,298	9,334	52,231	275,272
Establishment costs	20,230	7,032	10,858	10,860	-	2,345	51,325
Administration costs	9,377	9,378	9,377	5,946	-	27,538	61,616
Project costs	56,608	129,061	67,992	10,865	1,217	-	265,743
Depreciation	13,736	6,040	6,040	6,040	-	1,676	33,532
<b>Total resources expended in 2020</b>	<b>236,511</b>	<b>189,740</b>	<b>114,887</b>	<b>52,009</b>	<b>10,551</b>	<b>83,790</b>	<b>687,488</b>

Expenditure is allocated on an actual basis.

#### (d) Resources expended by type in 2019

	Family Basics £	Smart Start (school uniform) £	Christmas Appeal £	Books for Ever £	Other Activities £	Fund Raising £	Gover- nance £	Total £
Staff costs	120,729	21,127	20,629	3,056	1,697	33,813	66,841	267,892
Establishment costs	37,818	4,433	12,344	5,042	-	3,689	3,689	67,015
Administration costs	21,697	1,743	7,355	1,620	359	55,455	20,152	108,381
Project costs	137,170	125,155	5,217	12,293	4,246	-	-	284,081
Depreciation	25,870	1,687	7,116	901	-	2,250	2,249	40,073
<b>Total resources expended in 2019</b>	<b>343,284</b>	<b>154,145</b>	<b>52,661</b>	<b>22,912</b>	<b>6,302</b>	<b>95,207</b>	<b>92,931</b>	<b>767,442</b>

Expenditure is allocated on an actual basis.

### 6. INDEPENDENT EXAMINER REMUNERATION

The independent examiners' remuneration amounts to £500 (2019: £500).

### 7. STAFF COSTS

	Year ended 31 December 2020 £	Year ended 31 December 2019 £
Wages and salaries	246,166	237,301
Social security costs	13,473	15,773
Other pension costs	13,270	13,073
Other staff costs	2,363	1,745
	<b>275,272</b>	<b>267,892</b>

Neither the chairman nor any other member of the Board received any remuneration for their services or reimbursement of expenses during the year, nor were any trustee expenses incurred.

There were no employees with emoluments above £60,000 (2019: £nil).

# WOOD STREET MISSION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 7. STAFF COSTS (continued)

The average weekly number of full-time equivalent employees who were paid was as follows:

	Year ended 31 December 2020	Year ended 31 December 2019
Direct charitable activities	10	10
Management and administration	3	3
	<u>13</u>	<u>13</u>

### 8. TANGIBLE FIXED ASSETS

	Freehold property £	Van £	Furniture & equipment £	Total £
At 1 January 2020 & 31 December 2020	1,500,501	30,000	35,016	1,565,517
<b>Depreciation</b>				
At 1 January 2020	337,269	30,000	26,513	393,782
Charge	30,010	-	3,521	33,531
Disposals	-	-	-	-
At 31 December 2020	<u>367,279</u>	<u>30,000</u>	<u>30,034</u>	<u>427,313</u>
<b>Net book value</b>				
At 31 December 2020	<u>1,133,222</u>	<u>-</u>	<u>4,982</u>	<u>1,138,204</u>
<b>Net book value</b>				
At 31 December 2019	<u>1,163,232</u>	<u>-</u>	<u>8,503</u>	<u>1,171,735</u>

The Charity has chosen to retain the book values of land and buildings which were previously revalued, and not to revalue the assets in the future. All assets are held for charitable purposes.

If freehold property had not been revalued it would have been included in the financial statements at the following amounts:

	31 December 2020 £	31 December 2019 £
Historical cost	1,200,501	1,200,501
Accumulated depreciated based on cost	(293,739)	(269,739)
	<u>906,762</u>	<u>930,762</u>

The property was last valued in 2007 by an independent valuer using market-based evidence of similar properties in the local area. The Trustees review this annually for impairment.

# WOOD STREET MISSION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 9. INVESTMENTS - SECURITIES

#### Listed Investments

	31 December 2020 £	31 December 2019 £
<b>Market value</b>		
At 1 January 2020	1,262,384	1,137,465
Additions	179,363	461,420
Sale proceeds	(224,607)	(464,913)
Realised and unrealised bonus/profits	70,763	128,412
	<hr/>	<hr/>
Market Value at 31 December 2020	1,287,903	1,262,384
	<hr/> <hr/>	<hr/> <hr/>
Fixed interest securities	312,061	336,540
Equities in Unit Trusts	975,842	925,844
	<hr/>	<hr/>
Investment assets	1,287,903	1,262,384
	<hr/> <hr/>	<hr/> <hr/>

Individual investments which comprised more than 5% of the market value of the total portfolio were:

	£
MI Select Managers North American Equity	94,771
Vanguard Funds Plc	126,566

The historical cost of the investments is £1,112,780 at 31 December 2020 (2019: £1,142,167).

### 10. DEBTORS

	31 December 2020 £	31 December 2019 £
<b>Amounts falling due within one year</b>		
Income tax recoverable	4,905	7,130
Accrued income	8,916	1,846
Investment income	1,387	2,214
Prepayments	15,453	13,048
Legacy	-	48,382
	<hr/>	<hr/>
	30,661	72,620
	<hr/> <hr/>	<hr/> <hr/>

An impairment loss of £nil (2019: £nil) was recognised against trade debtors.

# WOOD STREET MISSION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 11. ANALYSIS OF CASH AND CASH EQUIVALENTS

	31 December 2020 £	31 December 2019 £
Cash in hand and at bank	219,073	72,227
	<u>219,073</u>	<u>72,227</u>

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

	31 December 2020 £	31 December 2019 £
Other creditors	4,330	1,300
Accruals	10,797	18,078
	<u>15,127</u>	<u>19,378</u>

### 13. FINANCIAL INSTRUMENTS

	31 December 2020 £	31 December 2019 £
<b>Financial assets</b>		
Financial assets measured at fair value through income and expenditure	1,287,903	1,262,384
	<u>1,287,903</u>	<u>1,262,384</u>

Financial assets measured at fair value through income and expenditure include fixed asset investments.

### 14. THE FUNDS OF THE CHARITY

#### (a) General

Total reserves are represented by the following:

	31 December 2020		31 December 2019	
	£	£	£	£
Freehold building & other fixed assets		1,138,204		1,171,735
Investments		1,287,903		1,262,384
<b>Net current assets:</b>				
Unrestricted	(438,680)		(415,333)	
Designated	523,499		523,499	
Restricted	149,788		17,303	
		<u>234,607</u>		<u>125,469</u>
		<u>2,660,714</u>		<u>2,559,588</u>

# WOOD STREET MISSION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 14. THE FUNDS OF THE CHARITY (continued)

#### (b) Unrestricted funds 2020

	Unrestricted funds £	Designated funds £	Revaluation reserve £	Total £
At 1 January 2020	1,786,286	523,499	232,500	2,542,285
Net movement of funds during the year	(31,359)	-	-	(31,359)
Depreciation on revaluated portion of land and building	6,000	-	(6,000)	-
	<u>1,760,927</u>	<u>523,499</u>	<u>226,500</u>	<u>2,510,926</u>
<b>At 31 December 2020</b>	<b>1,760,927</b>	<b>523,499</b>	<b>226,500</b>	<b>2,510,926</b>

Designated funds relate to a legacy all of which has now been received and which the Trustees have earmarked for future projects.

#### Unrestricted funds 2019

	Unrestricted funds £	Designated funds £	Revaluation reserve £	Total £
At 1 January 2019	1,805,729	475,117	238,500	2,519,346
Net movement of funds during the year	(25,443)	48,382	-	22,939
Depreciation on revaluated portion of land and building	6,000	-	(6,000)	-
	<u>1,786,286</u>	<u>523,499</u>	<u>232,500</u>	<u>2,542,285</u>
<b>At 31 December 2019</b>	<b>1,786,286</b>	<b>523,499</b>	<b>232,500</b>	<b>2,542,285</b>

Designated funds relate to a legacy which the Trustees have earmarked for future projects.

#### (c) Restricted funds 2020

These are restricted funds to be used exclusively for expenses relating to the areas below:

	31 December 2019 £	Movement in resources Income £	Expenditure £	31 December 2020 £
Christmas Appeal	-	264,675	(114,887)	149,788
Smart Start (school uniform)	-	33,262	(33,262)	-
Family Basics	17,113	55,869	(72,982)	-
Books for Ever	-	10,300	(10,300)	-
Others	190	340	(530)	-
	<u>17,303</u>	<u>364,446</u>	<u>(231,961)</u>	<u>149,788</u>
	<b>17,303</b>	<b>364,446</b>	<b>(231,961)</b>	<b>149,788</b>

The restricted reserves are held to buy toys and other items for charitable purposes.

# WOOD STREET MISSION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 14. THE FUNDS OF THE CHARITY (*continued*)

#### Restricted funds 2019

These are restricted funds to be used exclusively for expenses relating to the areas below:

	31 December 2018 £	Movement in resources		31 December 2019 £
		Income £	Expenditure £	
Christmas Appeal	6,713	35,058	(41,771)	-
Smart Start (school uniform)	26,000	67,646	(93,646)	-
Family Basics	19,577	85,575	(88,039)	17,113
Books for Ever	7,240	7,183	(14,423)	-
Others	190	1,610	(1,610)	190
	<u>59,720</u>	<u>197,072</u>	<u>(239,489)</u>	<u>17,303</u>

The restricted reserves are held to buy school uniform, clothing, bedding, books and other items for charitable purposes.

### 15. ANALYSIS OF ASSETS AND LIABILITIES BY FUND

	31 December 2020			31 December 2019		
	Unrestricted funds £	Restricted funds £	Total £	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	2,426,107	-	2,426,107	2,434,119	-	2,434,119
Current assets	99,946	149,788	249,734	127,544	17,303	144,847
Current liabilities	(15,127)	-	(15,127)	(19,378)	-	(19,378)
	<u>2,510,926</u>	<u>149,788</u>	<u>2,660,714</u>	<u>2,542,285</u>	<u>17,303</u>	<u>2,559,588</u>

The Trustees have designated £523,499 (2019: £523,499) of funds for future projects.

### 16. RELATED PARTY TRANSACTIONS

Key management are considered to be the Board of Trustees and they received no remuneration (2020: £nil).

There were no related party transactions in this or the prior year.

### 17. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension charge represents contributions payable by the Charity to the fund and amounted to £13,270 (2019: £13,073). Contributions totalling £77 (2019: £1,300) were payable to the fund at the balance sheet date and are included in creditors. The pension liability and expense are allocated from unrestricted funds.

### 18. MEMBERS OF THE COMPANY AND ULTIMATE CONTROL

The members of the company have no entitlement to distribution on dissolution of the company. They each have limited liability of up to £10. There is no overall control of this charitable company.

## WOOD STREET MISSION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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#### 19. POST- BALANCE SHEET EVENTS

In March 2020 the Charity had to close its operation because of the Coronavirus pandemic. Approximately half the staff employed by the Charity were able to continue their work from home but regrettably the other staff were unable to work in a safe environment at Wood Street. However, they continued to receive full salary and the Charity took advantage of Government support schemes and, as a result, received a grant of £15,057 which represented 80% of the salary paid to those members of staff who were furloughed. Operations returned to normal, albeit at a reduced level, in mid July 2020. Again in January 2021 the Charity had to close its operation because of the pandemic with staff returning to work in mid March 2021. The financial effect of the impact of these changes will be reflected in the Financial Statements for the year ending 31st December 2021.