# BOS Business Office Solutions CIC Company Limited by Guarantee Unaudited Financial Statements 31 March 2021



### **DAW WHITE MURRALL**

Chartered accountants
1 George Street
Snow Hill
Wolverhampton
WV2 4DG

## **Company Limited by Guarantee**

### **Financial Statements**

### Year ended 31 March 2021

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### **Company Limited by Guarantee**

### Chartered Accountant's Report to the Board of Directors on the Preparation of the Unaudited Statutory Financial Statements of BOS Business Office Solutions CIC

### Year ended 31 March 2021

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of BOS Business Office Solutions CIC for the year ended 31 March 2021, which comprise the income statement, statement of financial position and the notes to the financial statements from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at www.icaew.com/en/membership/regulations-standards-and-guidance.

This report is made solely to the Board of Directors of BOS Business Office Solutions CIC, as a body. Our work has been undertaken solely to prepare for your approval the financial statements of BOS Business Office Solutions CIC and state those matters that we have agreed to state to you, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF as detailed at www.icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than BOS Business Office Solutions CIC and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that BOS Business Office Solutions CIC has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of BOS Business Office Solutions CIC. You consider that BOS Business Office Solutions CIC is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of BOS Business Office Solutions CIC. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

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DAW WHITE MURRALL Chartered accountants

1 George Street Snow Hill Wolverhampton WV2 4DG

12 August 2021

## **Company Limited by Guarantee**

### **Income Statement**

### Year ended 31 March 2021

Turnover ·	<b>2021</b> £ 30,968	2020 £ 27,809
Staff costs	19,195	19,403
Depreciation and other amounts written off assets	394	-
Other charges	11,376	8,403
Tax	-	. 1
Profit	3	2

### **Company Limited by Guarantee**

### **Statement of Financial Position**

### 31 March 2021

Fixed assets	2021 £	2020 £ 394
Current assets Prepayments and accrued income	9,006	1,613 4,600
	9,006	6,213
Net current assets  Total assets less current liabilities	9,006 9,006	$\frac{6,213}{6,607}$
Accruals and deferred income	8,988	6,592
Capital and reserves	18	15

### Notes to the financial statements

### 1. Employee numbers

The average number of persons employed by the company during the year amounted to Nil (2020: Nil).

All staff are seconded and thier payroll costs recharged to the business, so no one is directly employed within BOS.

### **Company Limited by Guarantee**

### Statement of Financial Position (continued)

#### 31 March 2021

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the micro-entity provisions.

These financial statements were approved by the board of directors and authorised for issue on 12 August 2021, and are signed on behalf of the board by:

E Wilson Director

Company registration number: 10539387

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The company is a private company limited by guarantee, registered in England and Wales. The address of the registered office is The Curve, 71 Tempest Street, Wolverhampton, West Midlands, WV2 1AA.

00000/15 CIC 34

# **Community Interest Company Report**

	For official use (Please leave blank)		
Please complete in	Company Name in full	BOS Business office Solutions CIC	
typescript, or in bold black capitals.	Company Number	10539387	
-	Year Ending	31 <sup>st</sup> March 2021	

Please ensure the company name is consistent with the company name entered on the accounts.

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's information and guidance notes.

<u>Please note that you must give details in this report of transfer of assets for less than full</u> consideration e.g. donations to outside bodies, or paid directors at less than market value.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

# PART 1 – GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a fair and accurate description of how they have benefited the community.

BOS Business Office Solutions CIC has been set up in December 2016 to meet a gap in the market in the Black Country for support for micro, small and medium enterprises, including for new start-ups. BOS offers a range of affordable office solutions to help the growth of local businesses including a Call Centre, marketing solutions, printing, recruitment services, rentable office space, Training Courses, postal address and much more. BOS services are open to all entrepreneurs across the Black Country, however it has a particular focus on supporting firms being set up amongst disadvantaged communities.

The Board is comprised of the six current directors, including Access to Business which is a Corporate Director. Board meetings are undertaken on a quarterly basis, and more frequently when necessary.

# Company Number Year Ending

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31st March 2021			

### PART 1 - Continued

The BOS social enterprise also provides volunteering and work placements opportunities for disadvantaged unemployed people, contributing to our vision to enable disadvantaged people to realise their full potential and to have an equal opportunity to compete in the workplace. We receive many referrals for services and placements from Access to Business, a local charity specialising in supporting people with disabilities and health problems into employment and self-employment.

From October 2020 to March 2021 BOS Business Office Solutions CIC successfully delivered 'Link-Up Project' funded by the Black Country ESF Community Grant. The project aimed to support those currently suffering with loneliness, low self-esteem and lack of opportunities from some form of social and/or social and digital isolation. To tackle personal barriers, build confidence, increased mental health and wellbeing and improve opportunities in the Labour market, for both women and men of all ages, abilities, backgrounds and experience.

Due to Covid and the restrictions imposed, all workshops were delivered online using MS Teams. Clients were also supported on a one-to-one basis through phone calls, WhatsApp calls, video chats, and Teams. A large number of clients enhanced their IT skills, felt more positive and gained an increase in confidence.

21 clients signed up to the programme and completed the workshops; all felt they had benefitted from the programme. The programme has given them a lifeline not only to connect with others but to also gain some new / brush up on their existing skills. Clients have said they have learnt so much more about themselves, coping strategies, including better ways of keeping physically and mentally healthy.

As a result of the project 2 clients entered employment after being long-term unemployed and the rest progressed to Education, training and further job search.

We had some great feedback from our clients:

"I have improved my confidence and spirits which have relieved my pressure and stress very much I have been able to learn about how I can reduce my stress through Mindfulness activities. I have attended workshops and have seen how there are many others out there like me and we have had fun and laughed. I have felt at ease, comfortable to talk to and listen to others and share.

Thank you very much. I have grown as a person."

"I have made great progress because I've had Hemy staying in regular contact with me. I was able to prepare for and confidently attend a job interview, from the skills I learnt on this programme, and support I have received from Hemy. I did very well and was invited for a second interview. I am very happy with the help, support and advice received on this programme. I have received what I needed when I have been feeling low and isolated. I have learnt so much and have had my confidence lifted. I have learnt that there is help out there and that there are different ways to do things that I had not thought of before."

Through the Black Country Community Grants' Link-Up projects BOS had an opportunity to offer support and guidance to help vulnerable and disadvantaged unemployed people improved their confidence, strengthen their mental health during the Covid lockdowns and helped them to take a step closer to employment at their own pace, helping them to realise their full potential and have equal opportunities in the work place.

# Company Number Year Ending

10539387		_	-	-	
	 	<u> </u>			
31st March 2021					

### PART 2 – CONSULTATION WITH STAKEHOLDERS

A "stakeholder" is any person or organisation affected by the company's activities. Indicate what steps the company has taken during the financial year to which the report relates to consult its stakeholders, whether formally or informally. If there has been no consultation, this should be made clear.

Please indicate who the company's stakeholders are:

Access to Business, Charity No 1138761

Local businesses who receive business office services.

Unemployed people supported into employment through employability support project and volunteering/work placement opportunities.

Please indicate how the stakeholders have been consulted:

Access to Business is a Corporate Company director and a representative attends the CIC Board meetings.

Businesses and entrepreneurs who receive office services provide feedback on the services they receive which is taken into accounts when developing/updating policies and procedures. The Social Media sites are updates to encourage customers to provide feedback/ideas for our services.

All clients on the Black Country Community Grants projects completed feedback forms to reflect on their experiences of the project.

What action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

Based on our business clients' feedback we are continuously improving the procedures for running the business office services to make sure clients receive quality support and effective communications.

Our "Link-Up" project which ended in March 2021 was a great success which resulted in 21 clients improving their skills and opportunities, 2 clients entering the employment and 15 clients progressing into education and training.

Following positive feedback from clients we developed a new application for the Black Country Community Grants programme which is now being reviewed. The feedback from "Link-up" clients will shape the future development of BOS services.

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Year Ending	31 <sup>st</sup> March 2021

# PART 3 –DIRECTORS' REMUNERATION (See Appendix A)

All community interest companies are required to report certain information about their directors' remuneration.

The information required is specified in Schedule 3 to the Small Companies and Groups (Accounts and Directors' Report) Regulations 2008, for companies which are subject to the "small companies regime" under Part 15 of the Companies Act 2006.

All companies are required to provide some of this information in the notes to their annual accounts. If you have provided all of this information in your accounts, you need not reproduce it here, but you <u>must state</u> where that information can be found.

1. Tot	al amount of directors' remuneration etc
(a)	The overall total amount of remuneration paid to or receivable by directors in respect of qualifying services.
	The aggregate amount of emoluments paid to or receivable by Access to Business, Corporate Director in respect of qualifying services was £3,785.
	There were no other transactions or arrangements in connection with the remuneration if directors or compensation for director's loss of office which require to be disclosed.
(b)	The overall total amount of money paid to or receivable by directors, and the net value of assets (other than money, share options or shares) received or receivable by directors, under long term incentive schemes in respect of qualifying services.
	None
(c)	The overall total value of any company contributions—
	(i) paid, or treated as paid, to a pension scheme in respect of directors' qualifying services, and
	(ii) by reference to which the rate or amount of any money purchase benefits that may become payable will be calculated.
	None
(d)	The number of directors (if any) to whom retirement benefits are accruing in respect of qualifying services—

- (i) under money purchase schemes, and
- (ii) under defined benefit schemes.

#### None

NB: For the purposes of section 1 above, any reference to a "subsidiary undertaking" of the company, is to an undertaking which is a subsidiary undertaking a the time the services were rendered.

### 2. Compensation to directors for loss of office

The aggregate amount of any payments made to directors, or past directors, for loss of office.

### None

NB: For the purposes of this paragraph, any reference to a "subsidiary undertaking" of the company, is to an undertaking which is a subsidiary undertaking immediately before the loss of office as director.

### 3. Sums paid to third parties in respect of directors' services

The aggregate amount, and nature, of any consideration (including benefits otherwise than in cash) paid to or receivable by third parties for making available the services of any person—

- (i) as a director of the company, or
- (ii) while director of the company—
  - (a) as director of any of its subsidiary undertakings, or
- (b) otherwise in connection with the management of the affairs of the company or any of its subsidiary undertakings.

### None

NB: For consideration otherwise than in cash, the reference to its amount is to the estimated money value of the benefit.

NB: "Third party" means a person other than:

- (a) the director himself or a person connected with him or body corporate controlled by him, or
- (b) the company or any of its subsidiary undertakings.

#### **NOTES**

### General nature of obligations

- (1) Information has to be given only so far as it is contained in the company's books and papers, or the company has the right to obtain it from the persons concerned.
- (2) Any information is treated as shown if it is capable of being readily ascertained from other information which is shown.

### Provisions as to amounts to be shown

- (1) The amount in each case includes all relevant sums, whether paid by or receivable from the company, any of the company's subsidiary undertakings or any other person.
- (2) References to amounts paid to or receivable by a person include amounts paid to or receivable by a person connected with him or a body corporate controlled by him (but not so as to require an amount to be counted twice).
- (3) Except as otherwise provided, the amounts to be shown for any financial year are—
- (a) the sums receivable in respect of that year (whenever paid) or,
- (b) in the case of sums not receivable in respect of a period, the sums paid during that year.
- (4) Sums paid by way of expenses allowance that are charged to United Kingdom income tax after the end of the relevant financial year must be shown in a note to the first accounts in which it is practicable to show them and must be distinguished from the amounts to be shown apart from this provision.
- (5) Where it is necessary to do so for the purpose of making any distinction required in complying with this Schedule, the directors may apportion payments between the matters in respect of which they have been paid or are receivable in such manner as they think appropriate.

### Exclusion of sums liable to be accounted for to company etc

- (1) The amounts to be shown do not include any sums that are to be accounted for—
- (a) to the company or any of its subsidiary undertakings, or
- (b) by virtue of sections 219 and 222(3) of the Companies Act 2006 (payments in connection with share transfers: duty to account), to persons who sold their shares as a result of the offer made.
- (2) Where-
- (a) any such sums are not shown in a note to the accounts for the relevant financial year on the ground that the person receiving them is liable to account for them, and
- (b) the liability is afterwards wholly or partly released or is not enforced within a period of two years,

those sums, to the extent to which the liability is released or not enforced, must be shown in a note to the first accounts in which it is practicable to show them and must be distinguished from the amounts to be shown apart from this provision.

### Money purchase benefits and defined benefits

Where a pension scheme provides for any benefits that may become payable to or in respect of any director to be whichever are the greater of—

- (a) money purchase benefits as determined by or under the scheme; and
- (b) defined benefits as so determined,

the company may assume for the purposes of this paragraph that those benefits will be money purchase benefits, or defined benefits, according to whichever appears more likely at the end of the financial year.

For the purpose of determining whether a pension scheme is a money purchase or defined benefit scheme, any death in service benefits provided for by the scheme are to be disregarded.

### Remuneration

Remuneration paid or receivable or share options granted in respect of a person's accepting office as a director are treated as emoluments paid or receivable or share options granted in respect of his services as a director.

Definitions	
Company contributions	means -
	in relation to a pension scheme and a director, any payments (including insurance premiums) made, or treated as made, to the scheme in respect of the director by a person other than the director
Consideration	includes benefits otherwise than in cash, and in relation to such consideration the reference to its amount is to the estimated money value of the benefit
Defined benefit scheme	means –
	a pension scheme that is not a money purchase scheme
Defined benefits	means -
	retirement benefits payable under a pension scheme that are not money purchase benefits
Money purchase benefits	means -

	retirement benefits payable under a pension scheme the rate or amount of which is calculated by reference to payments made, or treated as made, by the director or by any other person in respect of the director and which are not average salary benefits
Money purchase scheme	means -
	a pension scheme under which all of the benefits that may become payable to or in respect of the director are money purchase benefits
Net value	means –
	In relation to any assets received or receivable by a director, value after deducting any money paid or other value given by the director in respect of those assets
Payment for loss of office	has the same meaning as in section 215 of the Companies Act 2006
Pension scheme	means –
	a retirement benefits scheme as defined by section 611 of the Income and Corporation Taxes Act 1988
Qualifying services	means -
·	in relation to any person, that person's services as a director of the company, and that person's services while director of the company—
	(a) as director of any of its subsidiary undertakings; or
	(b) otherwise in connection with the management of the affairs of the company or any of its subsidiary undertakings
Remuneration	includes—
	(a) salary, fees and bonuses, sums paid by way of expenses allowance (so far as they are chargeable to UK income tax), and
	(b) subject to the exclusion below, the estimated money value of any other benefits received by him otherwise than in cash.

	The expression does not include—
	The expression does not include—
	<ul> <li>(a) the value of any share options granted to a director or the amount of any gains made on the exercise of any such options,</li> </ul>
	(b) any company contributions paid, or treated as paid, in respect of him under any pension scheme or any benefits to which he is entitled under any such scheme, or
	(c) any money or other assets paid to or received or receivable by him under any long term incentive scheme
Retirement benefits	has the meaning given by section 612(1) of that Act
Share option	means -
	a right to acquire shares
Shares	means -
	shares (whether allotted or not) in the company, or any undertaking which is a group undertaking in relation to the company, and includes a share warrant as defined by section 779(1) of the Companies Act 2006
Subsidiary undertakings	Any reference to a subsidiary undertaking of the company, in relation to a person who is or was, while a director of the company, a director also, by virtue of the company's nomination (direct or indirect) of any other undertaking, includes that undertaking, whether or not it is or was in fact a subsidiary undertaking of the company

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Company Number	10539387	
Year Ending	31 <sup>st</sup> March 2021	,

# PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION (EXCLUDING DIVIDENDS)

Community interest companies are only permitted to transfer assets other than for full consideration (i.e. at less than market value) if:

- (i) the assets in question are transferred to an asset-locked body (a community interest company, charity or equivalent body established outside Great Britain) which is specified in the company's constitution, or where the Regulator has consented to the transfer; or
- (ii) the transfer, although not made to an asset-locked body, is nevertheless made for the benefit of the community.

Where transfers of either kind are made, the community interest company report must disclose the amount of the transfer, or, where this cannot be given precisely, a fair estimate of the value of the assets transferred. Please give the following details:

	<b>3</b>	
i)	A description of the asset and the amount of the transfer or estimate of its value.  Please state 'none', if applicable and move to section 5	
None		
ii)	Details of the recipient, to which the asset was transferred, including whether or not it is an asset-locked body.	
N/A		
iii) N/A	If the recipient is not an asset-locked body, how the transfer will benefit the community.	
iv)	If the recipient is an asset-locked body, whether it is specified in the company's memorandum or articles of association as a recipient of transfers of the company's assets other than for full consideration.	
a. Sp	ecified in the memorandum and articles	
v)	If the recipient is an asset-locked body, but is not so specified, brief details of how the Regulator's consent to the transfer was given.	
N/A		
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Company Number	10539387	
Year Ending	31 <sup>st</sup> March 2021	

# PART 5 – DIVIDENDS FOR THE FINANCIAL YEAR TO WHICH THE REPORT RELATES

This part of the template should be completed if the company is limited by shares and has declared or proposed to declare a dividend in respect of the financial year to which the report relates or has declared a dividend in respect of any of the four financial years immediately preceding that financial year. If the company is limited by shares but has not declared or proposed any dividends in respect of the financial year to which the report relates, please indicate this.

Before completing this part you should consult Chapter 6.3 and Annex A of the Regulator's information and guidance notes which contain the rules on dividend payments.

For all dividends declared or proposed in respect of the financial year to which the report relates, please supply the following information:

(i)	A description of the class, number and paid up value of the shares on which the dividend has been declared or paid. Please state 'none', if applicable and move to section 6
None	
(ii)	The amount of dividend declared or paid per share
(iii)	Whether or not the dividend is an exempt dividend (in essence, a dividend paid directly or indirectly to an asset-locked body where the asset-locked body is either specified in the company's constitution as a possible recipient of its assets, or the Regulator has consented to payment of the dividend.
(iv)	if it is an exempt dividend, why it is an exempt dividend.
	(Diagon continue on consumts continued on check if management)

Company Number	10539387	
Year Ending	31st March 2021	

Where a dividend which is not an exempt dividend is declared or proposed in respect of the financial year to which the report relates, the report must explain how it complies with regulations 17 to 20 of the Community Interest Company Regulations 2005 by giving details of:

(i)	The maximum dividend per share
/ii\	The maximum aggregate dividend
(ii)	The maximum aggregate dividend
(iii)	In addition to the above information, the total amount of (a) all exempt; and (b) all non-
	exempt dividends declared or proposed in respect of the financial year to which the report relates should be given.
	Toport Tolates Stillard Be given.
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Year Ending	31 <sup>st</sup> March 2021	

### PART 6 – INTEREST PAID AT A PERFORMANCE-RELATED RATE

This part should only be completed if the company has, at any time during the financial year to which this report relates, had a debt outstanding, or a debenture in issue on which a performance-related rate of interest was payable. A performance-related rate of interest is a rate which varies according to the level of the company's profits or turnover, or any item on its balance sheet. See further Chapter 6.4 of the Regulator's guidance notes.

In order to demonstrate compliance with the rules on performance-related rates of interest, please give the following details:

The rates of interest paid on any debt or debenture of the company on which a performance-related rate of interest was payable as calculated over a 12 month period ending with the most recent date on which interest became payable in respect of that debt or debenture during the financial year. Please state 'none', if applicable and move to section 7
(If the interest cap applied to that debt or debenture) how any such rates of interest were calculated.
Either the interest cap applicable to the debt or debenture concerned (with an explanation of how it has been calculated), or an explanation of why the cap does not apply to it (i.e. because the agreement was entered into before the company became a community interest company).
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Company Number	10539387
Year Ending	31st March 2021

(N.B. Please enclose a cheque for £15 payable to Companies House)

### **PART 7 - SIGNATORY**

Please ensure that a director or secretary signs the original CIC Report, which should be retained for your records. Please send a copy of the CIC Report to the Registrar of Companies (see below).

Signed EU/s lsp. Date 09/12/2021

Office held (delete as appropriate) Director/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Elvira Wilson (Ch	air)
71 Tempest Stree	et, Wolverhampton
WV2 1AA	
	Tel 01902 572397
DX Number	DX Exchange

Please send a completed copy, along with the accounts and a cheque or postal order for the £15 filing fee (payable to Companies House), to one of the following addresses:

Companies registered in **England and Wales**: Companies House, Crown Way, Cardiff, CF14 3UZ (DX 33050 Cardiff)

Companies registered in **Scotland**: Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh EH3 9FF (DX235 Edinburgh)

Companies registered in **Northern Ireland**: Companies House, 2nd Floor, The Linenhall, 32-38 Linenhall Street, Belfast, BT2 8BG

### (N.B. The accounts and CIC34 cannot be filed online)

Please ensure the company name is consistent with the company name entered on the accounts.