

Company number: 2906362

Charity number: 1035525

Prison Reform Trust

Report and financial statements

For the year ended 31 March 2021

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Reference and administrative information

For the year ended 31 March 2021

Company number 2906362

Charity number 1035525

Registered office
and operational
address 15 Northburgh Street
LONDON
EC1V 0JR

Country of
Registration England & Wales

Country of
incorporation United Kingdom

Trustees The Right Honourable the Lord Hurd of Westwell CH, CBE: President

The Right Honourable the Lord Woolf of Barnes CH: Honorary President

Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Muhammed Maqsood Ahmed, OBE: (Member of Staffing & General Purposes Sub-Committee)

The Right Honourable the Lord Keith Bradley PC: (Vice Chair)

Mifta Choudhury: (Member of Staffing & General Purposes Sub-Committee)

Professor Dr Benjamin Crewe

Geoff Dobson OBE: (Member of Finance & Fundraising Sub-Committee)

The Right Honourable the Lord Edward Garnier QC

Dr Ann Hagell

Julia Killick CBE: (Chair of Staffing & General Purposes Sub-Committee)

Michelle Nelson QC

Nigel Newcomen CBE: (Member of Staffing & General Purposes Sub-Committee)

Elizabeth Rantzen: (Treasurer/Chair of Finance & Fundraising Sub-Committee)

Prison Reform Trust

Reference and administrative information

For the year ended 31 March 2021

Dale Simon CBE

Osmond Junior Smart OBE

James Timpson, OBE: (Chair/Member of Finance & Fundraising Sub-Committee)

Key management Peter Dawson Director

Bankers Lloyds Bank plc
30-34 Moorgate
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The trustees present their report and the audited financial statements for the year ended 31 March 2021.

Reference and administrative information set out on pages 1 and 2 form part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Purposes and aims

The objects of the charity are; for the public benefit to further and promote improvements in the penal system in the United Kingdom and the prevention of crime. This report provides an explanation of how the Prison Reform Trust's significant activities fulfil the aims of the charity for the public benefit.

The strategies employed to achieve the charity's objectives, and so create a just, humane and effective penal system, are to inquire into the workings of the system; inform prisoners, staff and the wider public; and influence Parliament, Government and officials towards reform. To do this the Prison Reform Trust combines public education and work through the media with applied research, advocating for change, advice and information and parliamentary work, including provision of the secretariat to the All-Party Parliamentary Penal Affairs Group. Its four major programmes of work during this period were: reducing unnecessary imprisonment; improving treatment and conditions for prisoners and their families; promoting equality and human rights in the justice system; and informing the public, Parliament and policy development.

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Our purpose

To create a just, humane and effective penal system.

Our vision

We will influence decision makers, opinion formers and the public to:

Reduce the use of prison. That is about who goes to prison and for how long, and means:

- only the most serious crime should result in a sentence of imprisonment
- prison sentences should not be so long that they destroy hope and should always make full and constructive use of time inside

Improve conditions for prisoners, which requires:

- a framework of rights for prisoners as citizens
- a safe, decent, fair and purposeful way of life in prison
- the opportunity for prisoners to make amends to those they have harmed; and to take responsibility for creating a better future for themselves
- a prison estate that is not overcrowded; and allows a prisoner to remain a member of the community to which they will return

Promote equality and human rights in the criminal justice system, by:

- tackling discrimination
- protecting and improving the statutory framework for those rights

How we work

All the work we do is underpinned by the following core principles:

- Listening to and providing a voice for prisoners and their families; and promoting their role in making change happen
- Organisational credibility, built on sound governance and finance, and exceptional colleagues with experience from multiple perspectives, knowledge and integrity
- Knowing the limits of our strengths and expertise; and working closely with partners to have a bigger impact overall
- Not accepting money directly from central government, to preserve our freedom to say whatever needs to be said

- Influencing policy makers by gathering, analysing and publishing the facts; promoting good practice and celebrating success; understanding the realities but seeing the possibilities
- Principled opportunism: seizing the chance to make progress when it's there
- Retaining a memory for what has happened in the past; and drawing out the learning from it

Our work in furtherance of our vision is organised under four broad challenges for the period of our 5-year strategic plan (2018–23):

- Reducing unnecessary imprisonment: Change who goes to prison and for how long
- Improving treatment and conditions for prisoners and their families: Improve life in prison
- Promoting equality and human rights in the justice system
- Informing the public, Parliament and policy development; Get the facts about prisons and prisoners better known

In 2020/21 we made progress under each of these challenges.

Reducing unnecessary imprisonment; Change who goes to prison and for how long

The prison population has fallen dramatically during the year, from around 83,000 to just under 78,000. This has been caused almost entirely by the interruption to court activity. Neither the promised increase in Home Detention Curfew (HDC) nor early conditional release have made any significant impact, despite being part of the government's advertised strategy to reduce the risks posed by Covid. The Ministry of Justice (MoJ's) projections are for a prison population of nearly 100,000 by 2026, and its planning is dominated by the proposed creation of an additional 18,000 prison places. The impact of the pandemic has not all been helpful in terms of reducing prison numbers, either. The remand population has grown, and custody time limits have been extended. Recalls are now firmly established as one of the main drivers of population growth, with around 10,000 people now in prison for that reason.

Our main achievements under this heading were:

- Despite the very significant impediment of not being able to visit prisons for most of the year, to establish the Building Futures programme, including:
 - The inaugural meeting of an exceptionally strong and supportive Advisory Board.
 - A significant role in project CAPPTIVE, (The Covid Action Prison Project Tracking Innovation, Valuing Experience). Its involvement in the project design and contribution to the analysis/ write up of the first two publications has helped to chart important programme priorities going forward, mainly linking to progression. CAPPTIVE has also helped with identifying valuable members for *Building Futures Prisoner Network* (BFPN), a distinct subsidiary of the Prisoner Policy Network (PPN).
 - Work on a comprehensive baseline snapshot against the programme's core outcomes and a detailed factsheet about of the Building Futures (long term) cohort, both of which are nearing completion. A large part of this data is not in the public domain, and this has resulted in a prolonged but productive process of sourcing.
 - An extensive and systematic review of relevant academic literature and policy documents relating to long term imprisonment. We have been able to identify key themes and areas of interest, while identifying gaps in research that require further exploration. This has provided us (and other stakeholders) with valuable insights for the programme design and direction that will contribute towards influencing change and capturing prisoner voices. This process also provided us with the opportunity to connect with the leading academics in this field.
 - The appointment of an evaluation partner, to incorporate "outcome harvesting" techniques, and establishing relationships with some key prisons.
 - The BF and PPN teams have collaborated to gain the views of long term prisoners and family members about the significance of family contact and relationships, which will lead to one of the programme's first briefings, and on the experience of women serving very long sentences, which will feed into a proposed project within the programme entitled "Invisible Women".

In addition:

- To prepare a comprehensive and detailed response to the White Paper "A Smarter Approach to Sentencing" in the autumn of 2020, and to hold meetings with the Opposition front bench to discuss the expected bill to implement the paper's draconian sentencing proposals, and to liaise with other organisations in the sector concerned to reduce the imprisonment of children
- To prepare a brief submission to the consultation on the 2020 Spending Review
- To complete, publish and launch a major research report on the experience of recalled IPP prisoners – "No life, no freedom, no future" in December 2020, with a successful webinar, a presentation to the Parole Board and a meeting with the Lord Chancellor, which in turn has prompted a resumption of regular meetings with relevant officials
- To respond to the first consultation under the "Root and Branch" parole review due to report in the summer of 2021

- To produce a briefing with local area data on imprisonment rates for women, and to liaise closely with London and West Midlands police and other agencies to promote a whole systems approach as supported by the government's female offender strategy
- To respond to Sentencing Council consultations on mental health, drugs, firearms offences, modern slavery, and terrorism
- To support detailed opposition amendments on the Counter-Terrorism Bill
- Until November 2020, to support detailed amendments to the Domestic Abuse Bill, designed to reduce the imprisonment of women whose offending has been prompted by abuse
- In partnership with the Howard League, to help secure through threat of judicial review an early conditional compassionate release scheme in response to the predicted impact of Covid in prisons, although the scheme eventually delivered by MoJ as a consequence fell dramatically short of what was needed and the expectations ministers created.

We were not able to make progress as predicted in partnership with NACRO on promoting diversion from the criminal justice system. We have established a close working relationship with NACRO, however, including joint public letters, and they have resumed a more proactive advocacy role on both diversion and resettlement policy issues. Like them, we have liaised closely with officials responsible for the government's reducing reoffending agenda, and there have been positive developments both in additional one-year funding for accommodation, employment, and substance misuse support, and in some sections of the White Paper. The development of the new probation model has been less positive, with voluntary sector organisations dismayed by a repeat of the burdensome procurement arrangements heavily criticised during the Transforming Rehabilitation programme, leading to the probable exclusion of many smaller organisations in the delivery of services.

Improving treatment and conditions for prisoners and their families; Improve life in prison

Covid has caused a very extreme deterioration in prison conditions. Almost all prisoners have spent almost all year in conditions amounting to solitary confinement. We discuss the impact of Project CAPPTIVE, but we have sought to maintain work in other areas too.

Our main achievements have been:

- In relation to Prisoner Engagement and the Prisoner Policy Network (PPN):
 - Three CAPPTIVE reports have been published and a fourth is now in production
 - In partnership with Southampton University, we have delivered prisoner feedback on the Covid test programme that has been used to help inform the approach to vaccination in prisons
 - We provided PPN input for a University of Nottingham report on Distress in prison during the pandemic
 - PPN team have presented CAPPTIVE lessons at HMPPS Service User Advisory Group team (x2) and at the Criminal Justice Alliance (CJA) members meeting, and CAPPTIVE reports have been specifically welcomed by the Prisons Minister, the officials leading work within

Trustees' annual report

For the year ended 31 March 2021

HMPPS to “build back better” after the pandemic, and the officials leading policy on safety in prisons, where several PRT colleagues participate in a regular roundtable.

- The second CAPTIVE report received national coverage in the Guardian.
 - Broadcasting four more episodes of the Secret Life of Prisons, with funding secured for National Prison Radio to make four more
-
- Holding the annual writing competition.
 - To continue supporting the work of the Independent Commission into the Experience of Victims and Long-Term Prisoners chaired by Bishop James Jones. The commission has taken evidence from experts, victims of serious crime and long-term prisoners who have been released and has recently held a face-to-face evidence session with serving prisoners. It has also received written submissions and is due to report in the late summer of this year. We have organised oral contributions from both former long sentenced prisoners and family members.
 - To collaborate with the Centre for Social Justice on their report on ICT in prisons, and throughout the pandemic pressed the case for a more rapid rollout of technology within prisons. This has borne fruit in the availability of in-cell telephony and the nationwide provision of video calls. We are delighted to have finally secured modest funding for our own plan to publish a report on how the remaining obstacles to the controlled availability of the internet in prisons can be overcome.
 - To maintain and develop our advice and information service in response to the pandemic. This has been an immensely challenging year for the service, but its achievements include:
 - Adapting to conditions under the pandemic – we believe we adapted well during the pandemic despite the limitations and were still able to deliver a responsive and valuable service. Some of the changes we made are likely to continue to be part of our service regardless of the restrictions, such as having an active voicemail service and using Email a Prisoner.
 - Input into policy work –the Advice and Information service has played a crucial role in our policy response during the pandemic, particularly in the early stages, providing regular updates of key themes and quotes to inform our advocacy work. For example, our weekly submissions to the Justice Select Committee were heavily informed by the things we were hearing from people in prison and their families. The Advice and Information service also provided a key evidence stream for our CAPTIVE project.
 - Developing our use of the new database – following the introduction of our new database at the beginning of 2020 we have been developing our recording and reporting practices to maximise service efficiency and to produce the most useful data, both from a service management but also a policy perspective. This has been a real asset to the A&I team, and other teams will be joining this system, which in due course will allow us to compile data across our prisoner and family communications.
 - Creating an information sheet about how PRT works to try to help us communicate with people about our advocacy work

- Successfully keeping abreast of development and implementation of new Categorisation Policy Framework as well as other policy changes such as those affecting suspension of licence conditions for ISPs and changes to risk assessments for people convicted of sexual offences. As well as responding to individuals directly, we used our column in Inside Time to keep people as up to date as possible on national policy changes and worked hard to get as much information as we could from HMPPS sources to share with people.

In addition, we have contributed to an HMCIP review of their expectations for prisons holding women.

On a weekly basis throughout the pandemic, we have acted as the sponsor of a special interest group formed by Clinks to liaise with HMPPs on immediate operational issues arising from the pandemic. Over the year, this has helped to produce a much fuller and prompter flow of information, and also given us the opportunity to contribute to the design of the “Exceptional Delivery Models” which have determined what regimes have been like. We have established direct lines of communication to Gold command in HMPPS to pass on concerns and suggested improvements.

In the course of the year, we have written a series of detailed joint letters with the Howard League to the Lord Chancellor and received detailed responses which we have published in a regularly updated website section dedicated to the pandemic. For the first two months of the pandemic, we submitted weekly updates for the Justice Select Committee on the information we were receiving and our concerns about the department's response.

The pressure on our own resources but more especially on HMPPS has meant that other objectives in this section have not been met. In particular:

- We have not taken forward the proposed project with PACT to encourage MPs to visit prisons with family members of prisoners. Visits have not been operating for most of the year. We remain a member of a programme funded by Porticus (The Positive Pathways for Prisoners programme) which runs for three years initially and has a particular focus on family relationships and employment. Ensuring that the many recommendations from two reports by Lord Framer (the second specifically concerning women) are not overlooked will be a central theme of that programme.
- ROTL (release on temporary licence) has all but ceased across the country, so we have not been in a position to monitor the new ROTL policy framework
- Work to deliver the joint data pool with PACT has been stalled by the pressure on both our advice services
- We have not been able to progress the proposed project on prison officer recruitment and training because of pressure on HMPPS colleagues. However, we have played an increasingly significant role in training and development of people recruited to the Unlocked Graduates scheme, with many of our publications, including user insight reports, now part of the

standard reading, and with several members of the team regularly taking part in training and development events.

Promoting equality and human rights in the justice system

As we predicted, the pandemic has brought active citizens workshops to a temporary halt. We also decided not to go ahead with an annual meeting of the Care not Custody coalition. In the absence of any research applications being considered by HMPPS, we also shelved the idea of a repeat of "Punishing Disadvantage" and intend to rethink whether this is a project worth pursuing for the foreseeable future. The need for a published plan for the future of the youth estate remains unmet, although the government has finally committed to a date for the opening of the first secure school. The number of children in custody has fallen during the pandemic, but the proportion of children from minority communities, and on remand have both increased.

The death of George Floyd in the spring of 2020 and the reaction to it, together with the apparent disproportionate impact of Covid-19 on minority communities have both focused more of our attention on race in particular over the last 12 months. We remain concerned that both the government as a whole and HMPPS have let race and the implementation of the Lammy report slip down the list of priorities, to put it at its most generous. The willingness to acknowledge that policies will have a discriminatory impact but proceed regardless suggests that the situation may be worse than that, and for prisons the short and long term prospect is of a prisoner population where disproportionality in its composition becomes more not less pronounced as a consequence of policies being pursued on sentencing in particular.

Our achievements under this heading have been:

- Persistent challenge to the unannounced and unjustified rollout of PAVA spray to all adult male prisons in April 2020. We gave expert evidence to renewed judicial review proceedings supported by the EHRC, which resulted in public undertakings from the prison service about the implementation of the rollout. We are now in close co-operation with the Inspectorate, Ombudsman, IMB chair and IAP chair to hold the department to account for delivery of those and other promises made in correspondence over the last two and a half years. There has been some improvement in both the quality and availability of data about PAVA use, specifically in relation to race and disability. Ensuring that the flow of data continues and is improved will be crucial to our work in the future. For the present, there is no prospect of PAVA being withdrawn, but that remains our objective. We have also provided very detailed feedback on a draft policy framework for the use of force generally. Several of our proposals have been incorporated, but the publication of the framework has been delayed for undisclosed reasons.
- Active membership of the External Advice and Scrutiny Panel which monitors HMPPS implementation of Lammy recommendations. The EASP has played a key role in the PAVA work.
- An undertaking in the White Paper published in September 2021 to end the use of prison as a place of safety – a key recommendation of the Wessely review of Mental Health legislation. Frustratingly, the government has put no timescale on implementation.

- The White Paper also gives a welcome boost to the rollout of Community Sentence Treatment Requirement funding, though not as yet sufficient to provide national availability.

In addition to anticipated objectives, we have:

- Used the 2020 Bromley briefing to focus on race, with a “Long View” written by Beverley Thompson, a former adviser to the HMPPS board on equality issues
- In addition to the growth of the PPN and a substantial increase in the involvement of its members in short term consultations and specific collaborations with universities in particular, helped design and deliver the first ever national leadership programme for leaders with criminal convictions, in collaboration with the Centre for Knowledge Equity and the Clore Social Fellowship Foundation. 3 PRT colleagues obtained places on the programme.
- Worked with HMPPS officials on their development of a (yet to be published) race action plan, and diversity and inclusion strategy, as well as assisting in the development of training materials for improved investigation of discrimination complaints.
- Robustly challenged the circumvention of the Advisory Board on Female Offenders in the recent decision to increase capacity in the female prison estate, and continued to track progress (or the lack of it) on specific undertakings within the female offenders strategy.
- We published Thinking Differently – Employers’ views on hiring people convicted of sexual offences (July 2020).

Informing the public, Parliament and policy development Get the facts about prison and prisoners better known

The pandemic removed at a stroke the most important tools for holding prisons to account for the treatment of prisoners at the precise moment that extraordinary and extreme restrictions were imposed on their daily way of life. Inspection ceased, Independent Monitoring Boards (IMBs) largely did not go into prisons, parliamentary accountability all but disappeared, and press interest was (and remains) utterly dominated by the impact of Covid on the community at large. Slowly, some of those mechanisms re-asserted themselves. We were pleased to help IMBs set up confidential freephone lines for prisoners to speak to them direct. The Inspectorate has instigated an increasingly impressive and assertive programme of short in-person visits. We have re-convened the All-Party Group on Penal Affairs remotely. After a good deal of coverage in the early stages concerning our joint work with the Howard League to secure an emergency early release scheme, national press coverage has been difficult to secure. But we have achieved national coverage for our report on recalled IPP prisoners, and for one CAPPTIVE report, as well as local coverage for our data release on differential rates of imprisonment of women.

Above all, we have delivered project CAPPTIVE, refocusing the work of every part of the PRT team on the task of listening to prisoners and their families about what life has actually been like, and reflecting that experience back to ministers, policy makers, the operational line and, so far as possible, the public.

Trustees' annual report

For the year ended 31 March 2021

Our achievements against what we planned have been:

- The publication of the winter edition of the **Bromley Briefings Prison Factfile**
- Agreed access arrangements and receiving the data for historic MQPL surveys from HMPPS
- Re-starting the **All-Party Parliamentary Group on Penal Affairs**, with a very well attended virtual meeting addressed by the minister responsible for sentencing, Chris Philp MP
- Agreeing a brief and sourcing potential partners for the re-design of the PRT website

In addition, we have:

- Hosted our first ever webinar to launch the report on IPP recalls, with around 200 people attending
- Responded to the following consultations:
 - Independent Human Rights Act Review
 - [Education Committee inquiry 'Education: are prisoners being left behind?'](#)
 - [Sentencing Council consultation on the proposed guidelines for modern slavery offences](#)
 - [A Smarter Approach to Sentencing](#) White Paper
 - [HM Inspectorate of Prisons criteria for assessing the treatment of and conditions for women](#)
 - [Law Commission consultation on the Proceeds of Crime Act](#)
 - [Ministry of Justice consultation on victim attendance at Parole Board hearings](#)
 - [Commission on Race and Ethnic Disparities consultation](#)
 - [Strengthening the independent scrutiny bodies through legislation](#)
 - [Comprehensive Spending Review](#)
 - [Sentencing Council assault offences draft guidelines](#)
 - [Sentencing Council: What next for the Sentencing Council?](#)
 - [HMPPS draft Use of Force policy framework](#)
 - [Improving the Victims' Code](#)
 - [Sentencing Council drugs offences draft guidelines](#)

We have also given close attention to the need to communicate about our work with people in prison and their families. In addition to our regular column in Inside Time and The Secret Life of Prisons podcasts, we have contributed Inside Time articles both to launch CAPPTIVE and to report its findings.

Priorities and new work for 2021/22

Prisons are still a very long way from recovery. The depth of the suffering that prisoners are experiencing is becoming clearer, due in significant part to our CAPPTIVE work and a series of hard-hitting reports from the new Chief Inspector of Prisons. It follows that the damage done to people's well-being, but also to their progression within sentences and their prospect of successful resettlement is very extensive and will not be easily repaired. A very unhealthy narrative that reductions in violence during the pandemic might be maintained by regimes which keep prisoners locked up for longer has been dented by the clearer acknowledgement of the harm being done under lockdown, and the operational hierarchy in the prison service seems clear that

such a narrative is both wrong and self-defeating. But the operating context as lockdown eases will include:

- Frustrated, anxious and angry prisoners
- Many staff exhausted, but also lacking in confidence and experience in dealing with prisoners who are not permanently behind their doors. Officer numbers have fallen over the last 12 months, as departures have exceeded new recruits.
- A high likelihood that levels of violence and self-harm will increase
- A high likelihood that levels of overcrowding will increase sharply to previous levels and beyond as courts start to operate normally, working through a backlog of cases.
- The possibility of industrial action in the face of the department's rejection of a recommendation for officer pay from the Pay Review Body

In addition, the government's decision not to prioritise vaccination in prisons will delay the decline in infection rates, and it is already clear that restrictions will ease more slowly in prisons than in the community.

Politically, the passage of the bill to implement the White Paper proposals on more severe sentencing will dominate attention, but the department's energies are also likely to be focused on implementing new probation arrangements and delivering the commitment to 18,000 new prison spaces. There must also be a possibility that levels of reported crime rise as lockdown in the community ceases. The recruitment of an additional 20,000 police staff is likely to lead to growth in prison numbers, but also create pressure on the government if crime appears to be back on the rise regardless.

We expect and have planned for detailed involvement in legislation, and we are closely linked already to the HMPPS team that is considering the longer-term learning from the pandemic. There is much less clarity about planning for the immediate consequences of restrictions being eased.

It follows that PRT will be starting another year where we will need to be prepared to react nimbly to events as well as pursuing longer term objectives. The suggested objectives below seek to strike a balance between those two elements of our work, reflecting the need to deliver on projects for which we have restricted funding and to stay true to our strategic plan, but also to show that we are responding to the immediate crisis, the depth of which may only become apparent in the coming months.

Reducing unnecessary imprisonment: Change who goes to prison and for how long

We will:

- Within the Building Futures Programme:
 - Establish a network of Building Futures Associates in a small number of prisons
 - Grow the current Building Futures Prisoner Network to provide a broader base for consultation and involvement

- Begin, in collaboration with Ben Jarman from the Cambridge Prison Research Centre, a study of the parole process for the BF cohort, with specific attention to the frequency of earliest possible release, and common routes to recall
 - Publish a detailed factsheet reflecting the characteristics of the BF cohort, and provide a baseline for key measures under the programme
 - Seek HMPPS approval for an in-house research project on “alternatives to institutionalisation”, designed to learn from the BF cohort how people draw meaning and hope from within their circumstances, as a driver for policy discussions with the long-term estate
 - Begin work on a briefing to consider the issues for the BF cohort of “ageing inside”, with a particular focus on the transition from young adulthood
 - In collaboration with Marie Hutton of University of Sussex, publish a report drawing on our consultation with prisoners and family members about family relationships during very long sentences
 - In collaboration with Serena Wright, of Royal Holloway, publish a briefing on the distinctive challenges for women serving very long sentences, and as part of this work form an Active Women’s Group within the BF cohort to inform the programme throughout its existence
 - In collaboration with the PPN, consult prisoners on the issue of the mixing of people serving long and short-term sentences, and of young adult prisoners with older prisoners
 - Work with colleagues in the Scottish Prisoner Advocacy and Research Collective (SPARC), based at Glasgow University, to develop prisoner engagement for the programme in Scotland.
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- Provided detailed briefing and support during the passage of sentencing legislation, with a view to mitigating the most inflationary aspects of the government’s sentencing proposals
 - Specifically, work with the Alliance for Youth Justice and other partners to mitigate the impact of current proposals on the numbers of children incarcerated
 - Support amendments to improve the legislative framework for people still serving the IPP sentence
 - Respond to specific consultations within the root and branch review of parole, and to the findings of the review on completion
 - Publish an update on implementation of the female offender strategy, a briefing to update our “Why Women publication”, and a 2022 update on local data on incarceration rates by police force area
 - Engage with the review of neuro divergence in the CJ system commissioned by the Lord Chancellor

Improving treatment and conditions for prisoners and their families: Improve life in prison

We will:

- Support the work of the Positive Pathways for Prisoners programme (funded by Porticus) through a PPN consultation on family contact
- Use the PPN database to generate snapshots of PPN communications to share internally alongside A and I data to inform PRT's corporate awareness of issues of both immediate and persistent concern
- Subject to funding, provide a discrete PPN focus for young adults (up to the age of 30), and a report reflecting their experience of custody
- Produce a 4th CAPTIVE report bringing together the project's findings, with an emphasis on learning for recovery
- Collaborate in the production of further "Secret Life of Prisons" podcasts
- Continue to run the writing competition
- Restart Active Citizens workshops if restrictions permit
- Review the operation of the A&I service in the light of easing restrictions and our experience of new working methods during the pandemic Continue to support the work of the ICEVLP (Bishop's Commission), with the expectation of publication of a report in the summer and a programme of dissemination to follow
- Continue to refresh information resources for prisoners and families, and in particular for people serving indeterminate sentences
- Circumstances permitting, recruit a further ROTL trainee later in the year
- Undertake a small-scale study of the obstacles to controlled but widespread internet access in prisons for prisoners
- Take forward the proposal to work with HMPPS on the involvement of prisoners in recruitment and training of prison officers
- Work closely with HMPPS officials as they develop their thinking on recovery from the pandemic, taking opportunities in particular to feed in the perspective of prisoners and press for prisons to make prisoner involvement a standard element of their planning and delivery.

Promoting equality and human rights in the justice system

We will:

- Continue our challenge to the rollout of PAVA and ensure HMPPS is held to account for the way it is used
- Continue membership of the EASP, and press for greater accountability over the way equality impact assessments are responded to in the formation of policy, and specifically in relation to the White Paper on sentencing
- Contribute to the strategic review of the children's estate and press for the use of specialist and high-quality provision in preference to YOIs where the opportunity arises
- Continue our membership of ABFO and ensure that the distinctive experience of women is reflected in all our work (as evidenced in objectives earlier in this paper)
- Carry out a PPN consultation focused on race

Informing the public, Parliament and policy development: Get the facts about prisons and prisoners better known

We will:

- Publish Bromley Briefings in June and December
- In June publish a 40th anniversary history of PRT, both to inform and to support fundraising
- Publish briefings under the Bromley brand on HDC and overcrowding
- Continue the dissemination of findings from 2020 reports on the employment of people convicted of sexual offences, and the recall of IPP prisoners.
- Test the potential for using MQPL data against hypotheses about prison life, with a view to securing HMPPS approval for the formal use of that data in an agreed research proposal.
- Continue to provide the secretariat for the All-Party Group on Penal Affairs
- Complete the re-design of the PRT website
- Hold further online seminars as part of our dissemination work
- Continue to maintain a strong media presence, including prisoner facing media such as Inside Time and National Prison Radio

Overview of the year

2020 has clearly been a year like no other. In common with so many other organisations, we were forced quickly to adapt our working methods and after a brief period when the majority of colleagues were furloughed, resumed the majority of our activity within a couple of months. The stored-up capital of strong relationships both within PRT and between PRT and our stakeholders and partners has meant that the organisation has proved to be extremely resilient. As the preceding sections demonstrate, we were able to adapt to focus on the immediate priorities for prisons, created by the pandemic, without losing momentum on longer term priorities which will if anything be more important as the system emerges from lockdown.

Sadly, the pandemic did nothing to disrupt the political direction of travel described in last year's report. Indeed, the government has chosen to make highly punitive sentencing changes its first priority for non-Covid and non-Brexit legislation. There is no effective opposition in the Commons to its unevidenced and cruel proposals. The damaging cycle of the two main parties looking to "out-tough" the other on crime has reasserted itself.

But the admirable response of colleagues at PRT, and the distinctly less than admirable political response of the politicians to the pandemic in prisons, all pale into insignificance when set alongside the suffering of prisoners through this extraordinary year. That suffering has attracted very little media coverage – understandably perhaps when so many others have faced unforeseen tragedy. But it has been beyond anything those familiar with prisons could have contemplated – a year of conditions amounting to solitary confinement for virtually the whole prison population. PRT has been tireless in listening to the voices of those subjected to this awful experience and representing the reality of their suffering to decision makers in both Westminster and Whitehall.

So, in PRT's 40th year the goal of reducing the unnecessary use of imprisonment appears more challenging than ever. The overcrowding that results continues to undermine our goals of improving prison conditions and safeguarding the human rights of prisoners. In those circumstances, the continued loyalty of so many existing supporters is both gratifying and essential. We continue to expand our funding base incrementally, in particular in relation to our work on engaging and empowering prisoners and their families in advocacy on policy. Our insight, both corporately and as a team of individuals with an exceptionally wide range of personal and professional backgrounds, continues to be sought as well as offered. In fact, the more challenging the operating context, the more essential it becomes to nurture and organisation that cleaves to evidence and the actual experience of prisoners.

Prisons are about to enter another critical period, with the pandemic having obliterated norms and expectations, both good and bad. Because of its reputation, earned over 4 decades, PRT finds itself in the centre of the debate about what emerges from that maelstrom.

Structure, governance and management

Governing document

The company is established under a memorandum of association, which sets out its objects and powers as a charitable company and is governed under its articles of association. The Prison Reform Trust is currently working to a five-year strategic plan, published in June 2018.

The trustees

The trustees, who are also directors under company law, who served during the year and up to the date of this report are listed on page one. Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2020 was 13.

Organisation

The Prison Reform Trust is a small organisation with clear objectives, a high national profile and a strong track record of achieving policy and practice change. It is governed by an experienced and knowledgeable Board of Trustees which meets four times a year. It operates within an equal opportunities policy the implementation of which is kept under review. Oversight of personnel matters and risk management is maintained by its Staffing and General Purposes sub-committee. Oversight of money is overseen by the Finance and Fundraising sub-committee. Management and development of the charitable company is delegated to its director, Peter Dawson, who is accountable to the Chair. Reports are submitted as required to Companies House and the Charity Commission by the company secretary. Systems for line management, appraisal, staff development and supervision are in place together with grievance and complaints procedures. A strategic plan was agreed by the Board for the period 2018–2023.

The organisation is a charitable company limited by guarantee, incorporated on 3 March 1994 and registered as a charity on 23 March 1994.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 6 to the accounts.

Remuneration policy

The Prison Reform Trust aims to pay salaries which are fair, competitive with the charity sector and proportionate to the complexity of each role. In determining the right level of pay PRT uses the National Joint Council for Local Government Services pay scales and job evaluations as guidance. All staff are entitled to 7% of their gross salary as a non-contributory pension payment. The Prison Reform Trust ensures all staff are paid above the living wage as defined by the Living Wage Foundation, as well as paying above the London Living Wage.

James Timpson OBE has been the Chair since April 2016. Following a process by which the Staffing and General Purposes Sub-Committee considers the board's needs in terms of its overall experience and skills, and the diversity of its membership, new trustees are invited to join the board. No trustees stepped down in this financial year. Dale Simon joined.

Trustee induction and training

Opportunities to visit prisons alongside Prison Reform Trust staff are made available to those who wish to take them up. As far as possible, NCVO guidelines are followed in regard to induction and training. Outside formal meetings structure there is a good level of trustee involvement in steering major programmes and project advisory work.

Financial review

In the financial year 2020/21 overall income exceeded expenditure by £15,806 (2020: income exceeded expenditure by £44,876). Total incoming resources for the year to 31 March 2021, including legacies, grants and donations, was £1,493,191, compared to £1,669,893 in 2020. Income included claims to the job retention scheme ('furlough') totalling £115,382. Costs of staff on furlough, which would have been otherwise charged against restricted funds, have been allocated against unrestricted funds, where the furlough income has been recognised.

Unrestricted grant income shows an increase of approximately 8% from £253,000 to £274,192.

The Northmoor Trust made a donation in 2019 and this was designated, trustees agreed to use the designation largely over three financial years from 2019. £264,451 remains from £500,000 after this second financial year. The designated expenditure is outlined as follows; £338,000 salaries for new roles created as a result of the fund; £102,000 development fund; £30,000 IT hardware and website refreshment; £10,000 staff training and development and £20,000 for an award.

Restricted income shows a 13% decrease of £143,953, from £1,095,030 to £951,077.

Further details of funders who generously provided support for restricted funding programmes during the year are shown in note 14.

The Prison Reform Trust received significant donations and grants towards core costs from The Esmée Fairbairn Foundation; The Hadley Trust; The Persula Foundation; The Emmanuel Kaye Foundation; The J Leon Charitable Fund; The Network for Social Change; The 29th May 1961 Charitable Trust; The AB Charitable Trust; PR& SH Southall Charitable Trust; Uber Global Citizenship.

The Alchemy Foundation granted a sum restricted for use towards the fundraising costs and salary. This has been included in unrestricted totals.

Legacies derived from the estate of Audrey Stern (£5,000).

Total resources expended in the year amounted to £1,477,385, compared to £1,625,017 in the previous financial year, a decrease of approximately 9% and amounting to £147,632. Net assets at the year-end totalled £1,250,561 of which 6.5% were represented by fixed assets. The charity's liquid assets at the year-end covered approximately 9 ½ months' total operating costs.

In the 2020/21 financial year the Prison Reform Trust deployed unrestricted reserves to support programmes in the sum of £25,280 (2020 £11,810).

Principal risks and uncertainties

The Trust's risk register is considered at bi-monthly senior management team meetings and forms part of the director's report to quarterly board meetings. It is also considered periodically by both finance and general purposes sub committees.

The board's structure of quarterly meetings with a finance sub-committee and a general purposes sub-committee working to it has works well, and the process of the board tenure procedures continues.

The finance sub-committee has been strengthened by the co-option of a specialist member, Neil Yazdani, with specific financial expertise.

Operationally, the political upheavals referred to above have posed significant challenges for an organisation devoted to strategic reform. Our ability to build new relationships quickly has been tested and found to be in good order, bolstered by the quality of evidence and analysis which we are able to provide.

Our ability to attract candidates of quality when posts fall vacant has been shown to be high, with two appointments during the year. We continue to look for a diverse and talented workforce and encourage applications from those with lived experience of prison.

Covid

The pandemic's most immediate affect has been on the Prison Reform Trust's operations. Adaptions have been made in accordance with government and health guidelines. The office closed, some staff were 'furloughed' for a limited time, and prisons and other places where work is conducted have likewise been closed.

In terms of income, most of the Prison Reform Trust's funding comes from trusts, foundations and grant-making bodies. These were contacted and informed of our plans and any necessary revisions, and there is ongoing communication. Funders have been supportive and understanding. The fundraising strategy has been revised in preparation for the prospect of a more challenging landscape. Some events, like a supporter's party and a quiz, were cancelled, however engagement was the aim of these events, rather than financial targets.

The Prison Reform Trust's only fixed asset is the lease on the office premises. No income is derived from this lease and its value has not been affected.

There are no commercial or banking debts, other than charge cards which are paid in full monthly.

As stated previously, some staff were full-time 'furloughed' for up to a 2-month period, between April –May 2020 inclusive, thereafter some part-time furlough arrangements have variously been in place, and claims made on the government's job retention scheme. Staff are held on a variety of contracts, some of which are fixed. Most staff are held on one-month notice periods, only three staff have three-month notice periods. Some funding is restricted to pay for all, or part, of a specific role/staff members salary.

Reserves policy and going concern

Although the Prison Reform Trust is fortunate in the breadth of its donor base, the trustees believe that in the absence of endowments, and with few guaranteed recurrent grants, the charity should aim to maintain liquid reserves sufficient to cover at least three months' total anticipated expenditure. At least one-third should be held as unrestricted, free liquid reserves. Notwithstanding the present difficult economic environment, the charity has developed a strategy to enable it to meet this objective.

Free reserves, which are unrestricted funds not designated or held as fixed assets, total £339,677 (2020: £405,059) for the financial year (approximately 2.7 months total expenditure on 2021 results). Restricted funds total £567,783 (2020: £358,822), 4.6 months total expenditure. Together, amounting to £907,460 and 7.3 months, (2020: £763,881 5.6 months).

Designated funds consist of cash of £261,451 (2020: £385,674) which is to be largely spent over the next financial year, and a lease with a value of £81,650.

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. The trustees and the management team have reviewed all expected income and expenditure projections and have concluded that, together with the reserves, there is a reasonable expectation that the Prison Reform Trust has adequate resources to continue in operational existence for the foreseeable future. The Prison Reform Trust, therefore, continues to adopt the going concern basis in preparing its financial statements.

Fundraising

The Prison Reform Trust has the benefit of a part-time development manager, who is a member of the Institute of Fundraising. This role is generously funded and supported by The Alchemy Foundation.

The majority of our funding across restricted and unrestricted areas comes from grants awarded upon application, from charitable trusts and foundations.

We also receive money from individual donors, corporations, legacies, and members of our Friends scheme.

We do not use direct marketing, telemarketing, street collections, sponsorships or any other form of fundraising, other than that stated above. The Prison Reform Trust complies fully with fundraising regulations and codes and has not received any complaints with regards to its fundraising activities. The Prison Reform Trust considers if people may be vulnerable or be in vulnerable circumstances—if we have reasonable grounds for believing that a potential donor lacks the capacity to make a decision to support us, then a donation will not be taken. If a donation has already been made, and at the time of donating the individual lacked capacity (and we receive evidence of this) then we will return that donation.

We do not use professional fundraisers or commercial participators, or any third parties.

Statement of responsibilities of the trustees

The trustees (who are also directors of Prison Reform Trust for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these 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 UK Accounting Standards and statements of recommended practice 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 operation.

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

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware.
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of Section 418 of the Companies Act 2006.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2021 was 14 (2020: 13). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditor

Sayer Vincent LLP was re-appointed as the charitable company's auditor during the year and has expressed its willingness to continue in that capacity.

The trustees' annual report has been approved by the trustees on 5 October 2021 and signed on their behalf by

James Timpson OBE
Chair

Opinion

We have audited the financial statements of Prison Reform Trust (the 'charitable company') for the year ended 31 March 2021 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended.
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.
- Have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on Prison Reform Trust's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report

To the members of

Prison Reform Trust

Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' annual report, the financial year for which the financial statements are prepared is consistent with the financial statements.
- The trustees' annual report, has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or

Independent auditor's report

To the members of

Prison Reform Trust

- The trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud are set out below.

Capability of the audit in detecting irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management which included obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:
 - Identifying, evaluating, and complying with laws and regulations and whether they were aware of any instances of non-compliance;

Independent auditor's report

To the members of

Prison Reform Trust

- Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected, or alleged fraud;
- The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.
- We obtained an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a material effect on the financial statements or that had a fundamental effect on the operations of the charity from our professional and sector experience.
- We communicated applicable laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit.
- We reviewed any reports made to regulators.
- We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
- We performed analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Independent auditor's report

To the members of

Prison Reform Trust

Use of our report

This report is made solely to the charitable company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor'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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Judith Miller (Senior statutory auditor)

4 November 2021

for and on behalf of Sayer Vincent LLP, Statutory Auditor
Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

Prison Reform Trust

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2021

	Note	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Income from:							
Grants, donations and legacies	2	390,460	–	390,460	550,332	–	550,332
Charitable activities	3						
1 Reducing unnecessary imprisonment		–	532,291	532,291	–	507,890	507,890
2 Improving treatment & conditions for prisoners and their families		–	224,993	224,993	–	355,693	355,693
3 Promoting equality and human rights in the justice system		–	114,800	114,800	–	99,954	99,954
4 Informing the public, Parliament and policy development		–	78,993	78,993	–	131,493	131,493
Other trading activities (including government job retention scheme payments for 2020/21)	14	151,233	–	151,233	23,357	–	23,357
Interest		421	–	421	1,174	–	1,174
Total income		542,114	951,077	1,493,191	574,863	1,095,030	1,669,893
Expenditure on:							
Raising funds		30,000	–	30,000	38,778	–	38,778
Charitable activities							
1 Reducing unnecessary imprisonment		333,195	370,212	703,407	310,753	367,149	677,902
2 Improving treatment & conditions for prisoners and their families		210,797	232,505	443,302	196,599	360,412	557,011
3 Promoting equality and human rights in the justice system		47,599	64,627	112,226	44,393	115,976	160,369
4 Informing the public, Parliament and policy development		88,398	100,052	188,450	82,444	108,513	190,957
Total expenditure	4	709,989	767,396	1,477,385	672,967	952,050	1,625,017
Net income / (expenditure) for the year	5	(167,875)	183,681	15,806	(98,104)	142,980	44,876
Transfers between funds	14	(25,280)	25,280	–	(11,810)	11,810	–
Net movement in funds		(193,155)	208,961	15,806	(109,914)	154,790	44,876
Reconciliation of funds:							
Funds brought forward		875,933	358,822	1,234,755	985,847	204,032	1,189,879
Total funds carried forward		682,778	567,783	1,250,561	875,933	358,822	1,234,755

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 14 to the financial statements.

Prison Reform Trust

Balance sheet

Company no. 2906362

As at 31 March 2021

	Note	£	2021 £	£	2020 £
Fixed assets:					
Tangible assets	10		81,650		85,200
Current assets:					
Debtors	11	31,747		89,538	
Cash at bank and in hand		1,177,935		1,076,303	
		<u>1,209,682</u>		<u>1,165,841</u>	
Liabilities:					
Creditors: amounts falling due within one year	12	(40,771)		(16,286)	
Net current assets			<u>1,168,911</u>		<u>1,149,555</u>
Total net assets			<u><u>1,250,561</u></u>		<u><u>1,234,755</u></u>
The funds of the charity:	14				
Restricted income funds			567,783		358,822
Unrestricted income funds		339,677		405,059	
Designated funds (Northmoor Trust)		261,451		385,674	
Designated funds (lease)		<u>81,650</u>		<u>85,200</u>	
Total unrestricted funds:			<u>682,778</u>		<u>875,933</u>
Total charity funds			<u><u>1,250,561</u></u>		<u><u>1,234,755</u></u>

Approved by the trustees on 5 October 2021 and signed on their behalf by

James Timpson OBE
Chair

Prison Reform Trust

Statement of cash flows

For the year ended 31 March 2021

Reconciliation of net expenditure to net cash flow from operating activities

	2021 £	2020 £
Net income for the reporting period (as per the statement of financial activities)	15,806	44,876
Depreciation charges	13,584	21,823
Interest income	(421)	(1,174)
Decrease in debtors	57,791	(67,332)
Increase in creditors	24,485	(31,954)
Net cash from/(used in) operating activities	<u>111,245</u>	<u>(33,761)</u>

	2021 £	£	2020 £	£
Net cash from/(used in) operating activities		111,245		(33,761)
Cash flows from investing activities:				
Interest income	421		1,174	
Purchase of fixed assets	<u>(10,034)</u>		<u>(18,273)</u>	
Net cash used in investing activities		<u>(9,613)</u>		<u>(17,099)</u>
Change in cash and cash equivalents in the year		101,632		(50,860)
Cash and cash equivalents at the beginning of the year		<u>1,076,303</u>		<u>1,127,163</u>
Cash and cash equivalents at the end of the year		<u>1,177,935</u>		<u>1,076,303</u>

1 Accounting policies

a) Statutory information

Prison Reform Trust is a charitable company limited by guarantee and is incorporated in the United Kingdom.

The registered office address is 15 Northburgh Street, London, EC1V 0JR.

b) Basis of preparation

The financial statements have been prepared on a going concern basis and 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) – (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

c) Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

The impact of the Covid-19 pandemic has been considered. There are no post-balance sheet events that require adjustments in the accounts or disclosure in the notes to the accounts. The lease asset has not been impaired and no borrowings are held. Income, largely through grants, has yet to be materially affected. Office premises were closed from April 2020, and the government staff retention scheme was accessed as needed throughout the financial year. There is no current assessment that staff contracts will be affected, other than in the normal course of events, in the period to September 2022. The majority of staff are subject to one-month notice periods, with three subject to three-month notice periods.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

f) Legacies

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

g) Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

h) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

i) Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Notes to the financial statements

For the year ended 31 March 2021

1 Accounting policies (continued)

j) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose
- Expenditure on charitable activities includes the costs of undertaken to further the purposes of the charity and their associated support costs, and
- Other expenditure represents those items not falling into any other heading

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

k) Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, the costs associated with this publicity are allocated to charitable expenditure.

Where such information about the aims, objectives and projects of the charity is also provided to potential donors, activity costs are apportioned between fundraising and charitable activities on the basis of area of literature occupied by each activity.

• Reducing unnecessary imprisonment	43%
• Improving treatment & conditions for prisoners & their families	28%
• Promoting equality & human rights in the justice system	6%
• Informing the public, parliament in the justice system	12%
• Support costs	5%
• Governance costs	6%

Support and governance costs are re-allocated to each of the activities on the following basis which is an estimate, based on staff time, of the amount attributable to each activity.

• Reducing unnecessary imprisonment	49%
• Improving treatment & conditions for prisoners & their	31%
• Promoting equality & human rights in the justice system	7%
• Informing the public, parliament in the justice system	13%

Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.

l) Operating leases

Service charges are charged quarterly over the term of the lease.

m) Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £1,000. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

• Leasehold property	2%
• Computer equipment	100%
• Fixtures & fittings	25%

n) Debtors

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

o) Cash at bank and in hand

Cash at bank and cash 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.

p) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1 Accounting policies (continued)

q) Pensions

The Prison Reform Trust contributes towards employees' personal pension plans with costs being charged to the Statement of Financial Activities as they fall due. The Prison Reform Trust contributes to staff pensions at the rate of 7% on gross salaries. Pensions can be taken out by all staff on all contracts.

2 Income from donations and legacies

	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Grants (see below for list of funders)	274,192	–	274,192	253,000	–	253,000
Gifts & donations	111,268	–	111,268	183,719	–	183,719
Legacies	5,000	–	5,000	113,613	–	113,613
	390,460	–	390,460	550,332	–	550,332
Unrestricted charitable activity						
Esmée Fairbairn Foundation	50,000	–	50,000	100,000	–	100,000
The Hadley Trust	50,000	–	50,000	–	–	–
J Leon Charitable Fund	25,000	–	25,000	25,000	–	25,000
Alchemy Foundation	30,000	–	30,000	30,000	–	30,000
The AB Charitable Trust	40,000	–	40,000	40,000	–	40,000
Other	79,192	–	79,192	58,000	–	58,000
Sub-total for unrestricted charitable activity	274,192	–	274,192	253,000	–	253,000

Legacies derived from the estate of Audrey Stern (£5,000).

The value of services provided by advisors and volunteers is not incorporated into these financial statements. Acknowledgement of their contribution can be found in the Report of the Trustees.

3 Income from charitable activities (restricted)

	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Reducing unnecessary imprisonment						
Big Lottery	–	27,416	27,416	–	260,157	260,157
National Lottery	–	504,875	504,875	–	247,733	247,733
Barrow Cadbury Trust	–	–	–	–	–	–
Kowitz Family Foundation	–	–	–	–	–	–
Sub-total for reducing unnecessary imprisonment	–	532,291	532,291	–	507,890	507,890
Improving treatment and conditions for prisoners and their families						
The Hadley Trust	–	150,000	150,000	–	200,000	200,000
Porticus Foundation	–	49,993	49,993	–	49,993	49,993
Goldsmiths Charitable Foundation	–	–	–	–	20,000	20,000
Blagrave Trust	–	–	–	–	20,000	20,000
Garfield Weston Foundation	–	–	–	–	50,000	50,000
Donation	–	–	–	–	10,000	10,000
AB Charitable Trust	–	25,000	25,000	–	–	–
Other	–	–	–	–	5,700	5,700
Sub-total for improving treatment & conditions for prisoners & their families	–	224,993	224,993	–	355,693	355,693

3 Income from charitable activities (restricted) continued

	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Promoting equality & human rights in the justice system						
The Open Society Foundation	-	114,800	114,800	-	99,954	99,954
The AB Charitable Trust	-	-	-	-	-	-
Sub-total for promoting equality & human rights in the justice system	-	114,800	114,800	-	99,954	99,954
Informing the public, Parliament & policy development						
The Bromley Trust	-	30,000	30,000	-	30,000	30,000
Rank Foundation	-	-	-	-	20,000	20,000
Persula Foundation	-	-	-	-	25,000	25,000
Barrow Cadbury Trust	-	19,000	19,000	-	21,500	21,500
Porticus Foundation	-	29,993	29,993	-	34,993	34,993
Other	-	-	-	-	-	-
Sub-total for informing the public, Parliament & policy development	-	78,993	78,993	-	131,493	131,493
Total income from charitable activities	-	951,077	951,077	-	1,095,030	1,095,030

Prison Reform Trust

Notes to the financial statements

For the year ended 31 March 2021

4a Analysis of expenditure (current year)

	Charitable activities								
	Cost of raising funds £	Reducing unnecessary imprisonment £	Improving treatment & conditions for prisoners & their families £	Promoting equality & human rights in the justice system £	Informing the public, Parliament, and policy development £	Governance costs £	Support costs £	2021 Total £	2020 Total £
Staff costs (Note 6)	27,787	244,381	162,492	24,207	86,026	–	574,761	1,119,654	1,056,295
Travel, training & subsistence	–	1,065	1,183	2,372	–	–	1,983	6,603	78,781
Research & consultancy fees	–	20,151	22,685	27,314	5,775	–	24,274	100,199	153,434
Events, legal & professional fees	–	–	–	–	–	–	–	–	28,917
Office & premises	–	–	–	–	–	–	21,534	21,534	18,995
Finance, audit & insurance	–	–	–	–	–	886	16,492	17,378	15,509
Printing & publications	–	3,639	21,769	3,085	4,861	–	11,946	45,300	51,311
Beneficiary engagement	–	108	4,620	–	–	–	5,301	10,029	7,597
Administration & support	–	93,563	5,000	3,115	2,640	–	(104,318)	–	70,186
Depreciation	–	–	–	–	–	–	13,584	13,584	21,823
Other costs	2,213	7,305	14,756	4,534	750	–	113,546	143,104	122,169
	30,000	370,212	232,505	64,627	100,052	886	679,103	1,477,385	1,625,017
Support costs	–	332,761	210,522	47,537	88,283	–	(679,103)	–	–
Governance costs	–	434	275	62	115	(886)	–	–	–
Total expenditure 2021	30,000	703,407	443,302	112,226	188,450	–	–	1,477,385	
Total expenditure 2020	38,778	677,902	557,011	160,369	190,957	–	–		1,625,017

Of the total expenditure, £709,990 was unrestricted (2020: £672,967) and £767,395 was restricted: (2020: £952,050). Restricted staff costs of £53,737 were absorbed by unrestricted funds in respect of claims made to the government job retention scheme.

4b Analysis of expenditure (prior year)

	Charitable activities							
	Cost of raising funds £	Reducing unnecessary imprisonment £	Improving treatment & conditions for prisoners & their families £	Promoting equality & human rights in the justice system £	Informing the public, Parliament, and policy development £	Governance costs £	Support costs £	2020 Total £
Staff costs (Note 6)	37,432	216,347	254,796	38,259	88,174	–	421,287	1,056,295
Travel, training & subsistence	31	20,842	21,631	15,542	146	936	19,653	78,781
Research & consultancy fees	–	48,166	38,393	45,633	954	–	20,288	153,434
Events, legal & professional fees	–	13,002	1,130	10,527	1,748	–	2,510	28,917
Office & premises	–	–	–	–	–	–	18,995	18,995
Finance, audit & insurance	–	–	–	–	–	881	14,628	15,509
Printing & publications	–	2,649	22,351	1,329	11,318	–	13,664	51,311
Beneficiary engagement	–	1,215	6,382	–	–	–	–	7,597
Administration & support	–	58,784	5,000	3,762	2,640	–	–	70,186
Depreciation	–	576	–	–	–	–	21,247	21,823
Other costs	1,315	5,568	10,729	924	3,533	839	99,261	122,169
	38,778	367,149	360,412	115,976	108,513	2,656	631,533	1,625,017
Support costs	–	309,451	195,776	44,207	82,099	–	(631,533)	–
Governance costs	–	1,302	823	186	345	(2,656)	–	–
Total expenditure 2020	38,778	677,902	557,011	160,369	190,957	–	–	1,625,017

Of the total expenditure, £672,967 was unrestricted (2019: £407,218) and £952,050 was restricted (2019: £892,610).

Notes to the financial statements

For the year ended 31 March 2021

5 Net income / (expenditure) for the year

This is stated after charging / (crediting):

	2021 £	2020 £
Depreciation	13,584	21,823
Auditor's remuneration (including VAT):		
Audit	9,360	9,100
Under accrual from prior year	–	100
Trustee's indemnity insurance	886	881
	886	881

There were no fees for non-audit services.

6 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2021 £	2020 £
Salaries and wages	953,284	898,551
Social security costs	99,817	95,102
Employer's contribution to defined contribution pension schemes	53,434	49,421
Employer's contribution to personal pension schemes	13,119	13,221
	1,119,654	1,056,295

The following number of employees received employee benefits (excluding employer pension costs and national insurance) during the year between:

	2021 No.	2020 No.
£90,000 – £99,999	1	1

The total employee benefits (including pension contributions and national insurance) of the key management personnel were £96,862 (2020: £92,114).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2020: £nil). No charity trustee received payment for professional or other services supplied to the charity (2020: £nil).

Trustees' expenses represents the payment or reimbursement of travel and subsistence costs totalling £nil (2020: £1,775) incurred by 0 (2020: 9) members relating to attendance at meetings of the trustees. Training expenses were £nil (2020: £nil).

7 Staff numbers

The average number of employees (head count based on number of staff employed) during the year was 26 (2020: 25).

Staff deployment

	2021 Approx. head count	2020 Approx. head count
Reducing unnecessary imprisonment	5.5	7
Improving treatment & conditions for prisoners & their families	9.5	9
Promoting equality & human rights in the justice system	1	2
Informing the public, parliament in the justice system	5.5	4
Support	4.5	3
	26	25

Notes to the financial statements

For the year ended 31 March 2021

8 Related party transactions

There are no related party transactions to disclose for 2021 (2020: none).

Aggregate donations from related parties were £nil (2020: £nil).

9 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

10 Tangible fixed assets

	Leasehold property £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation				
At the start of the year	177,500	44,476	78,763	300,739
Additions in year	–	–	10,034	10,034
At the end of the year	177,500	44,476	88,797	310,773
Depreciation				
At the start of the year	92,300	44,476	78,763	215,539
Charge for the year	3,550	–	10,034	13,584
At the end of the year	95,850	44,476	88,797	229,123
Net book value				
At the end of the year	81,650	–	–	81,650
At the start of the year	85,200	–	–	85,200

All of the above assets are used for charitable purposes.

11 Debtors

	2021 £	2020 £
Other debtors	12,495	9,985
Prepayments	12,605	11,060
Accrued income	6,647	68,493
	31,747	89,538

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	32,225	3,345
Taxation, social security, pensions	811	–
Other creditors	1,022	1,208
Charge card	473	2,633
Accruals & deferred income	6,240	9,100
	40,771	16,286

13a Analysis of net assets between funds (current year)

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	–	81,650	–	81,650
Net current assets	339,677	261,451	567,783	1,168,911
Net assets at the end of the year	339,677	343,101	567,783	1,250,561

13b Analysis of net assets between funds (prior year)

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	–	85,200	–	85,200
Net current assets	405,059	385,674	358,822	1,149,555
Net assets at the end of the year	405,059	470,874	358,822	1,234,755

Notes to the financial statements

For the year ended 31 March 2021

14a Movements in funds (current year)

	At the start of the year £	Income & gains £	Expenditure & losses £	Transfers £	At the end of the year £
Restricted funds:					
Reducing unnecessary imprisonment					
BIG Lottery–Reducing Women's Imprisonment	16,100	27,416	64,421	20,905	–
National Lottery–Building Futures	176,216	504,875	305,791	–	375,300
Improving treatment & conditions for prisoners & their families					
Advice & information service	48,172	150,000	156,643	–	41,529
Prisoner engagement	13,473	49,993	44,932	–	18,534
Active citizens–improving regimes	1,555	–	1,555	–	–
Writing competition	–	–	4,375	4,375	–
Independent Commission	–	25,000	25,000	–	–
Promoting equality & human rights in the justice system					
Disability in prison–global	63,577	114,800	64,627	–	113,750
Informing the public, Parliament & policy development					
All Party Parliamentary Penal Group	4,049	19,000	18,145	–	4,904
Bromley Briefings Prison Factfile	354	30,000	16,861	–	13,493
Communications & policy	23,243	29,993	52,963	–	273
Director salary	12,083	–	12,083	–	–
Total restricted funds	358,822	951,077	767,396	25,280	567,783
Unrestricted funds:					
Designated funds:					
Fixed asset fund	85,200	–	3,550	–	81,650
Northmoor Trust	385,674	–	124,223	–	261,451
Total designated funds	470,874	–	127,773	–	343,101
Unrestricted income fund	405,059	542,114	582,216	(25,280)	339,677
Total unrestricted funds	875,933	542,114	709,989	(25,280)	682,778
Total funds	1,234,755	1,493,191	1,477,385	–	1,250,561

The narrative to explain the purpose of each fund is given at the foot of the note below.

Notes to the financial statements

For the year ended 31 March 2021

14b Movements in funds (prior year)

	At the start of the year £	Income & gains £	Expenditure & losses £	Transfers £	At the end of the year £
Restricted funds:					
Reducing unnecessary imprisonment					
Recall	15,495	–	15,495	–	–
BIG Lottery–Reducing Women's Imprisonment	36,080	260,157	280,137	–	16,100
National Lottery–Building Futures	–	247,733	71,517	–	176,216
Improving treatment & conditions for prisoners & their families					
Advice & information service	2,761	200,000	154,589	–	48,172
Prisoner engagement	79,330	112,670	178,527	–	13,473
Active citizens–improving regimes	–	5,700	4,145	–	1,555
Writing competition	–	–	4,480	4,480	–
Offenders work placements	1,341	–	1,341	–	–
Independent Commission	–	10,000	17,330	7,330	–
Promoting equality & human rights in the justice system					
Disability in prison–global	27,323	127,277	91,023	–	63,577
Sex offenders	24,953	–	24,953	–	–
Informing the public, Parliament & policy development					
All Party Parliamentary Penal Group	2,166	21,500	19,617	–	4,049
Bromley Briefings Prison Factfile	–	30,000	29,646	–	354
Communications & policy	–	59,993	36,750	–	23,243
Director salary	14,583	20,000	22,500	–	12,083
Total restricted funds	204,032	1,095,030	952,050	11,810	358,822
Unrestricted funds:					
Designated funds:					
Fixed asset fund	88,750	–	3,550	–	85,200
Northmoor Trust	500,000	–	114,326	–	385,674
Total designated funds	588,750	–	117,876	–	470,874
Unrestricted income fund	397,097	574,863	555,091	(11,810)	405,059
Total unrestricted funds	985,847	574,863	672,967	(11,810)	875,933
Total funds	1,189,879	1,669,893	1,625,017	–	1,234,755

Purposes of restricted funds

In the financial year ended 31 March 2021, the Prison Reform Trust operated the following programmes through restricted funding:

Reducing unnecessary imprisonment

Reducing Women's Imprisonment: Funded by the Big Lottery, this four– year programme pursued the reduction of women's imprisonment across the UK. This programme was completed in November 2020.

Building Futures: Funded by the National Lottery, this is a five–year programme focusing on long–term imprisonment in the UK.

14 Movement in funds (continued)

Improving treatment & conditions for prisoners and their families

Advice & Information Service: Funded by the Hadley Trust, the Prison Reform Trust's advice and information service responds to thousands of queries a year from prisoners, their friends and families, and from people working with prisoners.

Prisoner engagement: Funded by Porticus UK, the prisoner engagement programme involves and seeks views from those affected by the criminal justice system. This programme has also been supported by the Blagrove Trust (Listening Fund), Garfield Weston Foundation and Goldsmiths.

Active Citizens: On active citizenship, the Prison Reform Trust continued to engage with prisons to facilitate workshops to identify new ways in which prisoners can take more responsibility for the health of their community.

Writing competition: The annual writing competition is open to prisoners, prisoners' families and friends and former prisoners across the UK.

Independent Commission: This work is supported by the Prison Reform Trust. It is looking at how prison sentences work for the most serious of crimes, and the experience of victims and prisoners. Some funding has been provided by the AB Charitable Trust.

Promoting equality & human rights in the justice system

Disability in prisons, global: This work is funded by the Open Society Foundation.

Informing the public, Parliament & policy development

All Party Parliamentary Penal Group: The Prison Reform Trust is funded by the Barrow Cadbury Trust to organise and provide the secretariat to meetings.

Bromley Briefings Prison Factfile: The Bromley Trust funds towards the bi-annual compilation, publication and dissemination of Prison: the Facts.

Communications & policy: Porticus UK supports the communication and policy function.

Director salary: The Rank Foundation awarded funding towards the director's salary.

Transfers

The reason for transfers at the Prison Reform Trust is to apply cash from unrestricted funds to finance a deficit on restricted funds. The total amount transferred from unrestricted funds to finance deficits in restricted programmes totals £25,280 for the financial year (2020: £11,810). Salary costs incurred by restricted programmes, totalling £53,737, were absorbed by unrestricted funds as a calculated element of income received by unrestricted funds through the government job retention scheme. The total received under the scheme for the financial year was £115,382.

Purposes of designated funds

Designated funds consist of: a single fixed asset fund, representing the lease at 15 Northborough Street. There remains 23 years at the current rate of amortisation.

A designated fund was established in the 2018/19 financial year from monies donated by the Northmoor Trust. These designated funds will be expended according to the agreement reached by trustees, see the trustees report for more details.

15 Legal status of the charity

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