BRANCHING OUT

England & Wales · Charity number 1047403

Details

Status	Registered
Legal form	Charitable company
Company number	03068661
Registered	1995-06-21
Register	View on the Charity Commission register

Contact

Address	Branching Out 27 Grange Lane Littleport Ely CB6 1HW
Phone	01353863221
Email	general.manager@branchingoutuk.com
Website	www.branchingoutuk.com

Activities

Objects: The Objects of the Charity are to provide support and training of adults residing in the East England area who have learning disabilities, in particular the provision of education and training designed to equip them with the necessary skills to live an active and fulfilling life.

Activities: Branching Out charitable activities focus on the support and training of adults with learning disabilities, working with our community. These activities are undertaken to further our charitable purposes for the public benefit.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Disability
- **Who:** People With Disabilities

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Geography

- **Area of benefit:** NOT DEFINED --- IN PRACTICE CAMBRIDGE AREA
- Cambridgeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£580,036	£589,240	£461,698	16
2024-03-31	£539,362	£546,036	£470,904	21
2023-03-31	£462,331	£467,027	-	-
2022-03-31	£434,934	£446,430	-	-
2021-03-31	£461,502	£419,359	-	-

Trustees

Name	Role	Appointed
John Boyle	Chair	2021-07-29
Christopher Walker		2024-11-29
Deborah Jane DAVIS		2025-12-12
Ian Hunt		2023-07-27
Janette Ceridwen Palmer		2026-05-29
Michelle Lynn Vinall		2024-09-27
Wendy Ann Cochrane		2024-11-29

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BRANCHING OUT

England & Wales - Charity number 1047403

Accounts

'Supporting adults with learning disabilities to live active and fulfilling lives'

Registered No.03068661
Charity No.1047403

BRANCHING OUT
(A company limited by guarantee)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

Approved by the Branching Out Board of Trustees 26th September 2025.

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BRANCHING OUT
TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2025

The Trustees, who are also Directors for the purposes of company law, present their report and the financial statements of the Charity for the year ended 31 March 2025.

Reference and administrative details of the Charity, it's Trustees and Advisers for the year ended 31 March 2025 are as follows:

REGISTERED NUMBER	03068661
CHARITY REGISTRATION NUMBER	1047403
TRUSTEES	Mr J Boyle, Chairperson Mr J Hummersone, Treasurer Mr I Hunt Mrs W Cochrane (Appointed 29.11.2024) Mr C Walker (Appointed 29.11.2024) Mr M Duff (Appointed 27.09.2024) Mrs M Vinall (Appointed 27.09.2024) Mrs A Hillerby (Resigned 21.11.2024) Mr B Hayes (Resigned 14.06.2024) Ms L Visagie (Resigned 12.02.2025)
REGISTERED OFFICE	27 Grange Lane Littleport Cambridgeshire CB6 1HW
INDEPENDENT EXAMINER	I Piper FCA Whitings LLP George Court Bartholemews Walk Ely Cambridgeshire CB7 4JW
BANKERS	Barclays Bank Plc 28 High Street Ely Cambridgeshire CB7 4LA

Structure, Governance and Management

Structure

Branching Out was founded in 1994 as a registered charity and became a private limited company in 1995. The Directors (who also act as Trustees for the Charity) are listed on page 1. The company operates from leased premises in Littleport, providing training to benefit adults with learning disabilities.

New Articles of Association (the Articles) were approved at an Extraordinary Meeting of Members in September 2025. This has had the effect of moving Branching Out from an 'association' model of governance where members are a wider group (including trustees, staff, volunteers and other representatives) to a 'foundation' model of governance where the Directors (Trustees) are the only members. This change removes the need for an AGM which has been seen as disingenuous and bureaucratic. The Board will ensure that there is regular contact with staff and volunteers during the year. Branching Out is governed by its Board of Trustees and under the new Articles the Board will elect new Trustees as vacancies arise.

Trustees meet 6 times a year to monitor performance, provide support within their areas of expertise and review the strategic direction of the Charity. Day to day management is delegated to the General Manager. Membership of the Board reflects the expertise of the respective Trustees in relation to the activities undertaken by the Charity. Minutes of the meetings are subsequently circulated to the full Board.

The induction process for Trustees includes attendance at an initial meeting of the Board and further in-depth briefings from the General Manager. Further training is arranged to meet the specific needs of individual Trustees.

Details of last year's Annual General Meeting

The 28th (and last) AGM was held on 27th September 2024. The Board of Directors was approved unanimously for another year. The Annual Report and Accounts 2023/24 was adopted unanimously.

Details of this year's Annual General Meeting

Under the new Articles, the Board may (but need not) hold an AGM, but annually the Trustees must receive the accounts of the Charity for the previous financial year, receive a written report on the Charity's activities, be informed of those Trustees wishing to retire and appoint reporting accountants, auditors or independent examiners (as applicable) for the Charity.

About Us

We are a local charity based in East Cambridgeshire. We support adults with learning disabilities in a variety of ways. The adults who attend Branching Out can choose to work in our horticultural areas, prepare items for sale such as greetings cards, small wooden items and seasonal gifts. There are also opportunities to interact socially in the community including shopping trips, preparing planters for the local village, and taking items made at Branching Out to our charity shop. Branching Out currently supports 41 adults over the course of a week. Several adults attend more than once a week. Their attendance is based on assessed needs. Over 50% of the adults we support attend for two days or more, and over 36% of those adults attend for three days or more.
We have a charity shop in Littleport which continues to support our fundraising. There are over 25 volunteers from the local community supporting fundraising for Branching Out.

Vision
When we achieve, we have value, when we make mistakes, we have understanding, when we look after our environment, we have a community.

Mission
At Branching Out, we provide in-house work experience for adults with learning disabilities. It is tailored to meet the needs of the individual to generate achievement and experience self-worth. This is continually monitored to ensure our service always has the flexibility to meet the needs of the individual. Through the conscientious financial planning we strive for financial stability to secure the future of the people we support. We recruit and train staff who are committed to providing the high standards we expect at Branching Out.

Values
We encourage the people we support to feel safe and build friendships with respect for each other and the wider community of Branching Out. All staff and volunteers show respect to our service users, our charity shop customers and to all who come in to contact with Branching Out.

Trustees' Review 2024/25
We are proud of the support of our staff and volunteers. They consistently show through their words and deeds how much they care about the adults who use the services of Branching Out.
Our focus is adults with learning disabilities who live in the Cambridgeshire area. The objects of the Charity say:
'The objects of the company shall be support and training for adults residing in the Cambridgeshire area who have learning disabilities, in particular the provision of education, training and advocacy to equip them for independent living within the community'.

We listen to those who need the support of the charity to develop our sense of ambition as Trustees. This allows us to create a wider service to support those who access the services we provide.
Listening to the views of adults who use our services, volunteers, and staff is an important guide in our decision making.

We have the following additional intents for the Charity:
'To grant emergency financial assistance to current clients of the Charity to alleviate temporary hardship to them'.
'To establish and run a shop to raise funds for the Charity by selling donated and second-hand goods of any kind but not in such a way as would constitute permanent trading'.

We understand that Branching Out services enrich the lives of many people, and we want everyone involved to feel that sense of optimism and belonging to Branching Out.
Recruitment and retention of staff that share the common values of Branching Out are vital to our services and to support the advocacy work social care ask us to undertake. Staff training together with the maintenance of safe practices for vulnerable adults and adherence to national guidelines for health and safety continues to be a priority.
Our charity shop in Littleport is important to the success of Branching Out and provide work related experiences for volunteers from the community.
Our website and use of social media have improved our communications overall, and we are always happy to receive feedback and suggestions to continue this improvement. It is important that we build on our social media presence to increase awareness of our work and how the community can get involved to support us.

Making a difference and public benefit:

The Trustees have had due regard for the Charity Commission's guidance on public benefit.

All the adults at risk with learning disabilities who use our services benefit from all organisations working together in partnership to support the adult at risk. During the year objectives are agreed for the year ahead. Progress during the past year is reviewed and monitored. In 2024/25 we provided our service to an average of 41 people on a weekly/daily basis.

Our volunteers make a real difference to peoples' lives daily, and they also benefit from the opportunity to be involved in their community. We are grateful to our volunteers for their continued support together with individual donors and organisations from our community who have worked hard to help us to raise funds over the last year to support our work and build on the success of previous years.

The charity shop provides quality items to the community at a low cost . This together with promoting recycling and reducing landfill. We have a system for helping those in our community in desperate need.

We collaborate closely with the local town council to enhance the village planters in Littleport, ensuring they are visually appealing and beneficial for the community.

We recognise that special care day provision is not at the current time subject to Care Quality Commission inspections, however we realise that this will happen in the future, and we are actively working to CQC standards.

Financial Review and Reserves Policy:

Branching Out is dependent on a number of fluctuating income streams particularly statutory funding, fundraising, shop profits, trust and corporate donations.

At its meeting on 28th March 2024 the Board set a deficit budget of £12,912 (on a turnover of £556,000) for 2024/25. This was a higher deficit budget than the prior year (£3,054). Sufficient reserves were available to bridge the gap, if required. At year end (excluding depreciation, which is a non cash cost, and the donations for the minibus £30k for 30 years appeal of £10,476), the total deficit for the year was £8,658.

Restricted funds carried forward and received in the year (except for the minibus donations) totaling £12,926 have all been spent on the projects specified by donors.

Memorial Garden/Outside Area	£2,926
Sensory Room	£3,000
House porch roof	£7,000

The Trustees are required to maintain a level of reserves so that the Charity can continue its operations in the event of an unforeseen shortfall in income or a significant increase in costs.

At the balance sheet date the Charity holds useable unrestricted funds of £329,177 (2024: £338,406) (which can be expended at the discretion of the Trustees in furtherance of the Charity's objects) and restricted funds of £10,476 (2024: £19,294) (which can only be applied for specific purposes). Full details of the reserves held and their purposes can be found in Note 16 of the accounts on page 24.

The General Fund (unrestricted) is required to support future projects for service users, finance capital spending needs (e.g. repairs to buildings and renewal of technology), to deal with uninsured events and provide a contingency for the operational delivery of business.

Financial Control and Audit

The Trustees have responsibility for the oversight of key issues such as the financial management and prevention of fraud. Trustees have approved a set of Financial Regulations (including an Investment Policy and an Anti Fraud, Corruption and Bribery Policy). This key governance document sets out who

is responsible for the various financial activities. At every meeting of the Board the Treasurer reports the latest financial position and the outlook.

The Board of Trustees has determined that the 2024/25 accounts will be subject to an Independent Examination (IE) instead of a full audit. There is a significant cost saving and a reduction in the support required from the Charity for this process. Whitings LLP has been appointed and the Board will determine each year whether an IE or a full audit is required.

Going concern
In considering its Medium-Term Financial Plan for 2025/28, Branching Out's Board of Trustees has assessed the Charity's finances and resources, and approved a provisional budget for 2025/26. On the basis of this assessment the Board of Trustees believe that the Charity is in a position to manage its business risks and it therefore has a reasonable expectation that adequate resources exist for the Charity to continue to operate for the foreseeable future and it continues to adopt the going concern basis of accounting in preparing these financial statements.

Trustees Liabilities
Branching Out indemnifies the Trustees and management against liability in respect of proceedings brought by third parties. This third-party indemnity provision was in force during the year. The insured amounts are Professional Liability £5m (2024: £5m) and Management Liability £1m (2024: £1m) at a cost of:

- Professional Liability: £1,854.89 (2024: £1,626.9)
- Management liability: £145.75 (2024: £127.83)
  (Both inclusive of Insurance Premium Tax).

Governance
The Board ensures the good and effective ongoing governance of Branching Out. Key responsibilities are any governance matters which need to be addressed, overseeing the appointment, re-election, and retirement of Trustees, ensuring good distribution of skills and experience among the Trustees, and advising on the appointment of the General Manager.

Health & Safety
The Operations Manager carries out an annual Health and Safety check and reports back to the General Manger and Trustees . In addition, we have an annual external health and safety audit. All checks and audits result in setting of actions as required. All employees have a vital part to play in the monitoring of health and safety within Branching Out and they are encouraged to report all hazards using our hazard reporting system. Any hazards are followed up with an open and honest discussion with the sole purpose of working to identify and reduce hazards to a minimum.

Disability and Equality
We have a Disability & Equality Scheme ensuring Branching Out gives full and equal access to all our beneficiaries. Our Equal Opportunities Policy is given to all new employees. If employees or beneficiaries have or develop a disability it is Branching Out's policy wherever possible to provide reasonable adaptations to enable their employment or the service, they receive to continue.

Employee involvement
We have employee involvement embedded into the culture of our organisation. Information is continually provided and shared with all our employees within the open culture (as agreed in

Branching Out policies) of our organisation.
All staff are consulted on the changes affecting their work activities and the organisation. Regular meetings are held with staff to seek a two-way flow of information. We use Microsoft Teams to share information with staff.

Service User involvement
We are committed to providing our service users with the materials they need to access our site as independently as possible. In addition, our open culture is extended to include our service users.
The staff explain all activities to our service users and expand on service users' ideas and choices throughout the organisation. All changes are discussed with all our service users, and their opinion is valued.
All service users participate in reviewing their support plans. Support plans are personalised to include likes, dislikes, and photographic evidence of achievements. All service users are familiar with their support plan and can use it to communicate their achievements within their circle of support during their annual reviews.

Use of Restrictive Interventions
Our support staff receive high quality, specialised training from PROACT SCIP ® UK for proactive, active, and reactive support using the least restrictive option focusing in on individuals' skills and preferences establishing the most proactive options.

Fundraising
The Charity understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. The charity received no fundraising complaints during the year.

What we wanted to happen during the year
- To celebrate our 30th Anniversary with a fundraiser across the year 30k for the 30th Birthday All funds raised to go towards the purchasing and first year of running costs of a minibus.
- To develop the horticulture social enterprise aspect of the day service offer.
- To develop the offer to the staff through restructuring, training and supporting work /life balance .

What did happen during the year.
For the year 2024/25 the charity has continued to move forward.
- The charity has strengthened its links with the local community. The general manager has worked tirelessly to build the profile of the charity. The local primary school pupils have visited the charity and seen the work completed in the gardens and have experienced the horticultural side of the day service. The charity has also teamed up with local special schools in offering work experience to years 10 and 11. The students experiencing working experience had a range of special needs from severe autism through to communication difficulties.
- There have been many visitors to the charity this year including the local MP, local councillors, representatives from local companies, volunteers from TrustFord and a variety of local supporters including the Red Hat Society , Freemasons and Women's Institute. To name a few.
- The charity was also subject to a service contract audit from the local authority and passed with flying colours.

- The charity has also worked tirelessly to expand its offer to its service users. This followed consultation with service users on what they would like when they attended Branching Out. Therefore, we have now extended our 'cooking ' option . This is offered across the five days. We discuss with the service users what they would like to cook and the reasons why. The service users also asked that they be more involved with the charity shop therefore many now get the opportunity to complete a range of customer services at the charity shop.
- Both the Head Office and Charity Shop have continued to add improvements. The shop had the storage area reconfigured. This included new racking and painting of the area. At Head Office the lighting and flooring have been upgraded. New doors were added to make access better and through donations we have been able to install a new kitchen with appliances - saving on labour as volunteers supported us.
- The team working in the charity shop has been overhauled together with the volunteers.

What we want to happen in the future.

We will continue to deliver a high quality, and efficient service for adults with learning disabilities.
An important part of this is to continually review our ability to raise income to support our work via our charity shop.
Striving to ensure our facilities are of good quality and condition.
Subject to cost and funding we are hoping to complete the following over the next few years:
The Trustees support a positive work life balance and are pleased to report this is happening.

- **Enhance Our Space:** Transform our premises into a vibrant hub that enriches the experiences of our service users, creating an inviting environment where everyone feels at home.
- **Embrace Technology:** Harness the power of innovative technology to empower our service users, ensuring they have the tools and support they need to thrive in a digital world.
- **Revitalise Our Garden:** Reimagine our garden area as a lush, productive oasis that is not only user-friendly but also fosters connection, creativity, and well-being among our service users.
- **Champion Work-Life Harmony:** Promote a culture that prioritises a positive work-life balance, enabling our team to flourish both personally and professionally.
- **Proudly Living Wage:** Maintain our esteemed accreditation as a Living Wage Foundation Employer since 2016, demonstrating our commitment to fair pay and valuing our dedicated team members. (The living wage is an hourly rate set independently and updated annually by the Centre for Social Policy at Loughborough University. The rate is calculated according to the basic cost of living in the UK. It should be enough to ensure that all our staff and their families can live free from poverty and reward them fairly for the work they do).
- **Forge Community Partnerships:** Continue to collaborate with local community organisations, building strong connections that enrich our services and create a lasting impact.
- **Maximize Our Potential:** Utilise our available service user hours to explore new growth opportunities, ensuring that we expand our reach and enhance the support we provide.
- **Seamlessly Integrate Expertise:** Welcome our new, highly skilled Day Service Manager into our team, ensuring their wealth of knowledge enhances our operations and elevates the quality of service we provide to our users.

Responsibilities of the Trustees

The Trustees (also the Directors of Branching Out Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements per 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 an accurate and fair view of the charitable company's state of affairs and 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 2015 (FRS102),
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper 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. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
27 Grange Lane
Littleport
Ely
Cambridgeshire
CB6 1HW

Signed on behalf of the Trustees.

Mr J Boyle
Chairperson
Date: 26/9/25

Mr J Hummersone
Treasurer
Date: 26/9/25

BRANCHING OUT
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRANCHING OUT FOR THE YEAR ENDED 31 MARCH 2025

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025 which are set out on pages 12 to 25.

Responsibilities and basis of report
As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement
Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



I Piper FCA
Whitings LLP
George Court
Barthlomews Walk
Ely
Cambridgeshire
CB7 4JW

Date: 29-Sep-25

BRANCHING OUT
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025

	Note	Unrestricted funds £	Restricted funds £	Total funds £	Prior year total funds restated £
Income from					
Donations and legacies	3	6,689	15,109	21,798	36,966
Charitable activities	4	427,159	-	427,159	382,619
Other trading activities	5	115,182	-	115,182	108,085
Investments	6	11,693	726	12,419	9,226
Fundraising activities		1,300	2,178	3,478	2,466
Total income		**562,023**	**18,013**	**580,036**	**539,362**
Expenditure on					
Raising funds	7	86,376	220	86,596	79,501
Charitable activities	7	497,426	5,218	502,644	466,535
Total expenditure		**583,803**	**5,438**	**589,240**	**546,036**
Net Expenditure/Income (-)	11	**21,779**	**-12,575**	**9,204**	**6,674**
Transfer between Funds		21,392	-21,392	-	-
Reconciliation of funds					
Total funds brought forward	16	**451,609**	**19,294**	**470,903**	**477,578**
Total funds carried forward	16	**451,222**	**10,476**	**461,699**	**470,904**

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

BRANCHING OUT
BALANCE SHEET
YEAR ENDED 31 MARCH 2025

	Note	at 31 March 2025 £	£	at 31 March 2024 £	£
Fixed Assets					
Tangible assets	12		122,049		120,159
Current Assets					
Debtors	13	27,320		24,005	
Cash at bank and in hand		328,672		340,374	
		355,992		364,379	
Current Liabilities					
Creditors: Amounts falling due in one year	14	-16,342		-13,634	
Net Current Assets			**339,651**		**350,745**
Total Assets			**461,699**		**470,904**
Represented by:					
Charity Funds					
Unrestricted funds					
General Fund	16		158,683		199,912
Designated Funds	16		292,540		251,698
Restricted Funds	16		10,476		19,294
Total Funds			**461,699**		**470,904**

For the year ending 31 March 2025, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

The Charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements (which include the notes on pages 14 to 25) were approved and authorised for issue by the Board of Trustees on 26 September 2025 and signed on their behalf, by:

Mr J Boyle
Chairperson

Mr J Hummersone
Treasurer

1. GENERAL INFORMATION

1.1 Branching Out is a Charity that is a Private Limited Company, limited by guarantee, which is registered in England & Wales. The principal office is 27 Grange Lane, Littleport, Ely, CB6 1HW.

2. ACCOUNTING POLICIES

Basis of preparation of the financial statements

2.1 The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 Section 1A) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

2.3 The accounts are presented in British Pound Sterling which is the functional currency of the Charity, rounded to the nearest Pound.

Company status

2.4 The Charity is a Company limited by guarantee. The members of the Charity comprise the Trustees, service users, staff and other supportive members who provide services to the Charity. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The country of incorporation is the United Kingdom and registered office details are included within the reference and administration details on page 3.

Fund accounting

2.5 General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

2.6 Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

2.7 Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the general fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

2.8 All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

2.9 Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

2.10 Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of 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 and readers should refer to the Trustees' report for more information about their contribution.

2.11 Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

2.13 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. The (fixed) interest for term deposits, which is actually received on the anniversary of the deposit, is accrued and credited in the year to which the interest relates.

Expenditure

2.14 Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

2.15 Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

2.16 Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the Charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

2.17 Expenditure on raising funds is cost incurred in attracting voluntary income, and in trading activities that raise funds.

2.18 Expenditure on charitable activities are costs incurred to enable the Charity to meet the charitable objectives of the organisation.

Pensions

2.19 The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year. The assets of the scheme are held separately from that of the Charity in an independently administered fund.

Tangible fixed assets and depreciation

2.20 All fixed assets are initially recorded at cost (including VAT where applicable). A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating income and expenditure account.

2.21 From 1 April 2021 tangible fixed assets costing more than £750 have been treated as capital in these accounts. Prior to this tangible assets costing more than £250 were treated as capital.

2.22 Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less estimated residual value, over their expected useful lives on the following bases:

Freehold Property	- over 25 years (straight line basis)
Long Term Leasehold Property	- over the term of the lease (straight line basis)
Plant and Machinery	- between 2 and 10 years (straight line basis)

Operating leases

2.23 Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

Stocks

2.24 Donated items of stock for resale or distribution are not recognised in the accounts until they are sold or distributed because the Trustees consider it impractical to be able to assess the amount of donated stocks as there are no systems in place which records these items until they are sold and undertaking a stock take incurs undue cost and effort for the Charity which far outweigh the benefits. There are no bought-in stock items.

Debtors

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

Cash at bank and in hand

2.26 Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Liabilities and provisions

2.27 Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payment for the goods or services it must provide.

Financial instruments

2.28 The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value which is their cost with the exception of fixed assets which are recorded at depreciated historical cost.

Going concern

2.29 The accounts have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the level of expected income and expenditure for the 12 months from the date of signing these accounts and are satisfied that the Charity will continue as a going concern.

Estimates and significant accounting policies

2.30 In preparing these accounts there are no significant estimates or accounting policies used which could materially alter the results for the year (2024: none).

Government grants

2.31 Grants are recognised when receivable. In the event that a grant is subject to fulfilling performance conditions before the Charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period.

Taxation

2.32 The Company is considered to pass the tests set out in paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable Company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within the categories covered by Chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of the Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

3. DONATIONS AND LEGACIES

	2024/25	2023/24
	£	£
Unrestricted Funds		
Donations	6,689	16,550
Grants	-	-
	6,689	16,550
Restricted Funds		
Donations	-	-
Grants	15,109	20,416
	15,109	20,416
Total	**21,798**	**36,966**

4. INCOME FROM CHARITABLE ACTIVITIES

	2024/25	2023/24
	£	£
Unrestricted Funds		
Service User Income	424,868	379,378
Horticulture	2,291	3,241
	427,159	**382,619**

5. INCOME FROM OTHER TRADING ACTIVITIES

	2024/25	2023/24
	£	£
Unrestricted Funds		
Littleport Charity Shop	99,926	80,345
Rental Income	11,118	10,565
Ebay Sales	2,398	16,998
Other	1,741	177
	115,182	**108,085**

6. INVESTMENT INCOME

	2024/25	2023/24
	£	£
Unrestricted Funds		
Bank Interest Receivable	11,693	9,226
Restricted Funds		
Bank Interest Receivable	726	-
	12,419	**9,226**

7. ANALYSIS OF EXPENDITURE BY ACTIVITY

	Direct Costs £	Support Costs (Note 8) £	Total Costs 2024/25 £
Cost of raising funds	79,788	37,989	117,777
Charitable Activities:			
To support adults with learning difficulties	349,274	122,190	471,464
Total	**429,062**	**160,179**	**589,241**

All 2024/25 expenditure was unrestricted, except for Charitable Activities of £5,218 and Raising Funds costs of £220 which were restricted.

Analaysis of expenditure by activity - prior year (restated)

	Direct Costs £	Support Costs (Note 8) £	Total Costs 2023/24 £
Costs of raising funds	89,504	39,861	129,365
Charitable Activities:			
To support adults with learning difficulties	305,294	111,377	416,671
Total	**394,798**	**151,238**	**546,036**

All 2023/24 expenditure was unrestricted, except for Charitable Activities of £7,896 and Raising Funds costs of £179 which were restricted.

8. SUPPORT COSTS

	2024/25 £	2023/24 £
Unrestricted Funds		
Wages and Salaries	116,683	108,026
Premises	15,488	16,017
Governance Costs (Note 9)	12,229	11,844
Other	15,779	15,351
	160,179	**151,238**

9. GOVERNANCE COSTS

	2024/25 £	2023/24 £
Unrestricted Funds		
Independent Examination Fee	2,234	2,202
Other professional services	9,995	9,642
	12,229	**11,844**

10a. STAFF COSTS

	2024/25	2023/24
	£	£
Unrestricted Funds		
Wages and Salaries	406,585	367,153
Employer's National Insurance	28,239	23,902
Employer's Pension Contributions	7,137	6,537
	441,960	**397,592**

The average number of persons employed by the Charity during the year was as follows:

	2024/25	2023/24
Charitable Activity Staff	11.8	12.4
Fundraising and Trading Staff	3.5	4.3
Administrative Staff	4.1	4.7
	19.4	21.4

10b. KEY MANAGEMENT PERSONNEL

One employee received remuneration of more than £60,000 in 2024/25 (One in 2023/24).

The Charity considers its key management personnel to comprise 3 people. During the year, four personnel were engaged as one was covering maternity leave. The total employment benefits of these 4 key management personnel, salary, employer's national insurance and pension contributions, was £153,857 (2024: £153,221).

11. NET EXPENDITURE/INCOME (-)

Net Income/Expenditure is stated after charging:

	2024/25	2023/24
	£	£
Unrestricted Funds		
Independent Examination fee	2,234	2,202
Depreciation	26,030	22,459
Operating Lease Rentals - Land and Buildings	5,000	5,000
	33,264	29,661

12. TANGIBLE FIXED ASSETS

	Freehold Property £	Long Term Leasehold Property £	Plant and Machinery £	Total £
Cost				
At 1 April 2024	150,686	254,672	70,674	476,032
Additions	-	19,075	8,844	27,919
Disposals	-	-	-	-
At 31 March 2025	150,686	273,747	79,518	503,951
Depreciation				
At 1 April 2024	89,011	215,319	51,542	355,872
Charge for the year	6,259	11,647	8,124	26,030
On disposals	-	-	-	-
At 31 March 2025	95,270	226,966	59,666	381,902
Net Book Value				
At 31 March 2025	**55,417**	**46,781**	**19,852**	**122,049**
At 31 March 2024	61,675	39,353	19,132	120,160

13. DEBTORS

	2024/25 £	2023/24 £
Trade Debtors	16,238	14,489
Other Debtors	-	-
Prepayments and Accrued Income	11,082	9,516
	27,320	**24,005**

14. CREDITORS

	2024/25 £	2023/24 £
Trade Creditors	4,948	3,211
HMRC	6,845	5,072
Other Creditors	3,568	4,208
Accruals and Deferred Income	981	1,143
	16,342	**13,634**

15. Analysis of assets and liabilities representing each of the Charity's funds

Current Year 2024/25

	Unrestricted Funds 2024/25 £	Restricted Funds 2024/25 £	Restricted Funds 2024/25 £
Tangible Fixed Assets	122,049	-	122,049
Current Assets	355,992	-	355,992
Creditors due within one year	-16,342	-	-16,342
Total	**461,699**	**-**	**461,699**

Prior Year 2023/24

	Unrestricted Funds 2023/24 £	Restricted Funds 2023/24 £	Total Funds 2023/24 £
Tangible Fixed Assets	103,482	16,677	120,159
Current Assets	364,378	-	364,378
Creditors due within one year	-13,634	-	-13,634
Total	**454,226**	**16,677**	**470,903**

16. STATEMENT OF FUNDS

Current Year 2024/25

	Balance at 01-Apr-24 £	Incoming Resources £	Outgoing Resources £	Transfers In/Out(-) £	Balance at 31-Mar-25 £
Unrestricted Funds					
Designated Funds					
Fixed Asset Fund	113,204	-	-	8,842	122,046
Emergency Operating Reserve	110,000	-	-	32,000	142,000
Replacement Fund	26,494	-	-	-	26,494
Emergency Fund	2,000	-	-	-	2,000
Total Designated Funds	251,698	-	-	40,842	292,540
General Fund	199,912	562,023	583,803	-19,449	158,683
Total Unrestricted Funds	451,610	562,023	583,803	21,392	451,222
Restricted Funds:-					
Fixed Asset Fund	6,953	-	-	-6,953	-
Polytunnel No 1 Grant	2,744	-	-	-2,744	-
Memorial Garden/Outside Seating	2,389	537	2,926	-	-
Polytunnel No 2 Grant	3,179	-		-3,179	-
Nest (Sensory Room) Grant	3,000	-	2,293	-707	-
Workbench Grant	1,030	-	-	-1,030	-
Farthing Trust - house porch roof	-	7,000	220	-6,780	-
Minibus Fund (£30k fro 30 years)	-	10,476	-		10,476
Total Restricted Funds	19,294	18,013	5,438	-21,392	10,476
Total all Funds	470,904	580,036	589,241	-	461,698

Prior Year 2023/24

	Balance at 01-Apr-23 £	Incoming Resources £	Outgoing Resources £	Transfers In/Out(-) £	Balance at 31-Mar-24 £
Unrestricted Funds					
Designated Funds					
Fixed Asset Fund	123,557	-	-	-10,353	113,204
Emergency Operating Reserve	110,000	-	-	-	110,000
Replacement Fund	26,494	-	-	-	26,494
Emergency Fund	2,000	-	-	-	2,000
Total Designated Funds	262,051	-	-	-10,353	251,698
General Fund	215,526	518,946	537,961	3,400	199,911
Total Unrestricted Funds	477,577	518,946	537,961	-6,953	451,609
Restricted Funds:-					
Fixed Asset Fund	-	-	-	6,953	6,953
Polytunnel No 1 Grant	-	3,926	1,182	-	2,744
Memorial Garden/Outside Seating	-	2,389	-	-	2,389
Co-op Local Fund (Garden Improvemer	-	2,539	2,539	-	0
Polytunnel No 2 Grant	-	4,169	991	-	3,178
Inman Charity (Workshop Tools)	-	3,250	3,250	-	-
Nest (Sensory Room) Grant	-	3,000	-	-	3,000
Workbench Grant	-	1,144	114	-	1,030
Total Restricted Funds		20,417	8,076	6,953	19,294
Total all Funds	477,577	539,363	546,037	-	470,903

The 2024/25 transfers relate to

- the transfer of all restricted assets and funds to the General Fund as these have been spent in accordance with donor wishes. The only exception is the transfer of £10,476, being the funds raised by the £30k for 30 years campaign in 2024/25, to a new restricted fund.
- the adjustment to the Fixed Asset Fund to reflect additional capital aquisitions in 2024/25 net of depreciation.
- Top up of the Emergency Operating Fund (see below).

Unrestricted Funds – Designated

The Board has chosen to 'ring-fence' some unrestricted general funds, these are categorised as 'Designated':

Fixed Asset Fund. This fund represents the value of the Charity's fixed assets. The value cannot be realised and is therefore 'unusable.'

Emergency Operating Fund. This contingency fund represents approximately 3 months turnover and would, effectively, keep the Charity solvent in the event of a severe funding shortfall or be sufficient to deal with winding up costs. This fund has been topped up by £32,000 (transferred from General Fund) to maintain it at 3 months turnover.

Replacement Fund. This fund will finance the replacement of assets necessary for the continued operation of the Charity. These costs may be irregular and significant.

Emergency (assistance) Fund. This is a hardship fund set up by the Charity and originally financed from interest on investments. The fund can be used for grants to applicants who meet our criteria and who are suffering genuine hardship, e.g. to purchase household essentials such as a bed, fridge, or oven.

Unrestricted Funds - General

The General Fund is available to the Trustees to be allocated as required. This fund represents the working capital of the Charity, absorbing the cash flow fluctuations during the year but, more importantly, can be used to:

- support the budget (e.g., during periods where income is restricted),
- support future projects for service users,
- finance capital spending needs (e.g., repairs/alterations to buildings and renewal of technology, if no provision in the Replacement Fund),
- deal with any other unexpected or uninsured events.

17. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £7,137(2024: £6,537). Contributions totalling £1,212 (2024: £1,163) were payable to the fund at the balance sheet date and are included in creditors.

18. OPERATING LEASE COMMITMENTS

LESSEE:

At 31 March 2025 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	Land and Buildings	
	2024/25	2023/24
	£	£
Amounts payable		
Within 1 year	5,000	5,000
Between 1 and 5 years	20,000	20,000
After more than 5 years	5,000	5,000
Total	**30,000**	**30,000**

LESSOR:

At 31 March 2024 the Charity had agreed commitments as a lessor under non-cancellable operating leases to receive the receipts as follows:

	Land and Buildings	
	2024/25	2023/24
	£	£
Amounts receivable		
Within 1 year	5,694	5,370
	5,694	**5,370**

19. RELATED PARTY TRANSACTIONS

No Trustee received any emoluments during this year or last and there were no Trustee expenses incurred in either 2024/25 or 2023/24.

There are no other related party transactions to note.

BRANCHING OUT

England & Wales - Charity number 1047403

Accounts

'Supporting adults with learning disabilities to live active and fulfilling lives'

Registered No.03068661
Charity No.1047403

BRANCHING OUT
(A company limited by guarantee)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

Approved by the Branching Out Board of Trustees - 27 September 2024.

BRANCHING OUT
TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees, who are also Directors for the purposes of company law, present their report and the financial statements of the Charity for the year ended 31 March 2024.

Reference and administrative details of the Charity, it's Trustees and Advisers for the year ended 31 March 2024 are as follows:

REGISTERED NUMBER	03068661
CHARITY REGISTRATION NUMBER	1047403
TRUSTEES	Mr J Boyle (Chairperson) Mr J Hummersone (Treasurer) Mr B W Hayes (resigned 31 May 2024) Mrs A Hillerby (appointed 25 May 2023) Mr I Hunt (appointed 27 July 2023) Ms L Visagie (appointed 28 March 2024) Mrs M Moll (resigned 27 July 2023) Dr K B Taylor (resigned 28 March 2024)
REGISTERED OFFICE	27 Grange Lane Littleport Cambridgeshire CB6 1HW
INDEPENDENT EXAMINER	H Wisbey ACA Whitings LLP 14C Compass Point Business Park Stocks Bridge Way St Ives Cambridgeshire PE27 5JL
BANKERS	Barclays Bank Plc 28 High Street Ely Cambridgeshire CB7 4LA

BRANCHING OUT
TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2024

Structure, Governance and Management

Legal status and structure, and management

Branching Out was founded in 1994 as a registered charity and became a private limited company in 1995. The Directors (who also act as Trustees for the Charity) are listed on page 3. The company operates from leased premises in Littleport, providing training to benefit adults with learning disabilities. Branching Out is governed by its Board of Trustees who are elected by attendees at our General Meeting. Trustees can also co-opt additional Trustees to the Board, who must subsequently be elected at the General Meeting. The election or appointment of Trustees is detailed in the Articles of Association.

Trustees meet six times a year to monitor performance, provide support within their areas of expertise and review the strategic direction of the Charity. Day to day management is delegated to the General Manager. Membership of the Board reflects the expertise of the respective Trustees in relation to the activities undertaken by the Charity. Minutes of the meetings are subsequently circulated to the full Board.

The induction process for Trustees includes attendance at an initial meeting of the Board and further in-depth briefings from the General Manager. Further training is arranged to meet the specific needs of individual Trustees.

Details of last year's Annual General Meeting

The 28th AGM was held on 14 December 2023. The Board of Directors was approved unanimously for another year and the Annual Report and Accounts were apdopted unanimously.

Details of this year's Annual General Meeting

The company's 29th AGM will be held on 27 September 2024. At the meeting the Directors/Trustees will be asked to approve the receipt of the Annual Report and Independently Examined Accounts for the financial year ended 31 March 2024. New appointments to the board will also be considered.

About Us:

We are a local charity based in East Cambridgeshire. We support adults with learning disabilities in a variety of ways. The adults who attend Branching Out can choose to work in our horticultural areas, prepare items for sale, such as greetings cards, bird boxes and seasonal gifts. There are also opportunities to interact socially in the community, including shopping trips, preparing planters for the local village, and taking items made at Branching Out to our charity shop. Branching Out currently supports 36 adults over the course of a week. Several adults attend more than once a week. Their attendance is based on assessed needs. Over 50% of the adults we support attend for two days or more, and over 36% of those adults attend for three days or more.

We have a charity shop in Littleport which continues to support our fundraising. There are over 25 volunteers from the local community supporting fundraising for Branching Out.

Vision:
When we achieve, we have value, when we make mistakes, we have understanding, when we look after our environment, we have a community.

Mission:
At Branching Out, we provide in-house work experience for adults with learning disabilities. It is tailored to meet the needs of the individual to generate achievement and experience self-worth. This is continually monitored to ensure our service always has the flexibility to meet the needs of the individual. Through conscientious financial planning, we strive for financial stability to secure the future of the people we support. We recruit and train staff who are committed to providing the high standards we expect at Branching Out.

Values:
We encourage the people we support to feel safe and build friendships with respect for each other and the wider community of Branching Out. All staff and volunteers show respect to our service users, our charity shop customers and to all who come into contact with Branching Out.

Trustees' Review 2023/24
We are proud of the support of our staff and volunteers. They consistently show through their words and deeds how much they care about adults who use the services of Branching Out.
Our focus is adults with learning disabilities who live in the Cambridgeshire area. The objects of the *Charity say:*

'The objects of the company shall be support and training for adults residing in the Cambridgeshire area who have learning disabilities, in particular, the provision of education, training and advocacy to equip them for independent living within the community'.

We listen to those who need the support of the charity to develop our sense of ambition as Trustees. This allows us to create a wider service to support those who access the services we provide.

Listening to the views of adults who use our services, volunteers, and staff is an important guide in our decision making.

We have the following additional intents for the Charity:

'To grant emergency financial assistance to current clients of the Charity to alleviate temporary hardship to them'.

'To establish and run a shop to raise funds for the Charity by selling donated and second-hand goods of any kind but not in such a way as would constitute permanent trading'.

We understand that Branching Out services enrich the lives of many people, and we want everyone involved to feel that sense of optimism and belonging to Branching Out.

Recruitment and retention of staff who share the common values of Branching Out are vital to our services and to support the advocacy work social care asks us to undertake. Staff training, together with the maintenance of safe practices for vulnerable adults and adherence to national guidelines for

health and safety, continue to be a priority.

Our charity shop in Littleport is vital to the success of Branching Out and provides work-related experiences for volunteers from the community.

Our website and use of social media have improved our communications overall, and we are always happy to receive feedback and suggestions to continue this improvement. It is crucial that we build on our social media presence to increase awareness of our work and how the community can get involved to support us.

Making a difference and public benefit:
The Trustees have had due regard for the Charity Commission's guidance on public benefit.

All the adults at risk with learning disabilities who use our services benefit from all organisations working together in partnership to support the adult at risk. During the year, objectives are agreed for the year ahead, and progress during the past year is reviewed and monitored. In 2023/24 we provided our service to an average of 36 people on a weekly/daily basis.

Our volunteers make a real difference to people's lives daily, and they benefit from the opportunity to be involved in their community. We are grateful to our volunteers for their continued support, together with individual donors and organisations from our community who have worked hard to help us to raise funds over the last year to support our work and build on the success of previous years.

The charity shop provides quality items to the community at a low cost, promoting recycling and reducing landfill. We have a system for helping those from or moving into our community in desperate need.

We plant and water the planters in Littleport for the Town Council.

We recognise that special care day provision is not currently subject to Care Quality Commission inspections. However, we realise that this will happen in the future and are actively working to CQC standards.

Financial Review and Reserves Policy:
Branching Out is dependent on a number of fluctuating income streams particularly statutory funding, fundraising, shop profits, trust and corporate donations.

A small deficit budget for 2023/24 of £3,054 (on a turnover of £515,000) was approved by the Board on 30 March 2023. This was a lower deficit budget than the prior year (£10,684). At that time sufficient reserves were available to bridge the small gap if needed.

It is pleasing to report that over £20,000 of restricted donations were received in 2023/24 for a number of projects, including two poly tunnels. After transfers to the General Fund in respect of capital expenditure and depreciation the reduction in the Fund for 2023/24 is £15,600 but £12,300 of this is unspent restricted donations which have been transferred to Restricted Funds and will be spent in 2024/25.

The Trustees are required to maintain a level of reserves so that the Charity can continue its operations in the event of an unforeseen shortfall in income or a significant increase in costs.

At the balance sheet date the Charity holds unrestricted funds of £451,609 (2023: £477,579) (which can be expended at the discretion of the Trustees in furtherance of the Charity's objects) and restricted funds of £19,294 (2023: £NIL) (which can only be applied for specific purposes). Full details of the reserves held and their purposes can be found in Note 16 of the accounts on page 23.

The General Fund (unrestricted) is required to support future projects for service users, finance capital spending needs (e.g. repairs to buildings and renewal of technology), to deal with uninsured events and provide a contingency for the operational delivery of business.

Financial Control and Audit
The Trustees have responsibility for the oversight of key issues such as the financial management and prevention of fraud. Trustees have approved a set of Financial Regulations (including an Investment Policy and an Anti Fraud, Corruption and Bribery Policy). This key governance document sets out who is responsible for the various financial activities. At every meeting of the Board the Treasurer reports the latest financial position and the outlook.

The Board of Trustees has determined that the 2023/24 accounts will be subject to an Independent Examination (IE) instead of a full audit. There is a significant cost saving and a reduction in the support required from the Charity for the process. Whitings LLP has been appointed and the Board will determine each year whether an IE or a full audit is required.

Going concern
In considering its Medium Term Financial Plan for 2024/27, Branching Out's Board of Trustees has assessed the Charity's finances and resources, and approved a budget for 2024/25. On the basis of this assessment the Board of Trustees believe that the Charity is in a position to manage its business risks and it therefore has a reasonable expectation that adequate resources exist for the Charity to continue to operate for the foreseeable future and it continues to adopt the going concern basis of accounting in preparing these financial statements.

Trustees Liabilities
Branching Out indemnifies the Trustees and management against liability in respect of proceedings brought by third parties. This third-party indemnity provision was in force during the year. The insured amounts are Professional Liability £5m (2023: £5m) and Management Liability £1m (2023: £1m) at a cost of:
Professional Liability - £1,626.90 (2023: £1,702.23)
Management Liability - £127.83 (2023: £118.38)
(Both inclusive of Insurance Premium Tax).

Governance
The Board ensures the good and effective ongoing governance of Branching Out. Key responsibilities are any governance matters which need to be addressed, overseeing the appointment, re-election, and retirement of Trustees, ensuring good distribution of skills and experience among the Trustees, and advising on the appointment of the General Manager.

Health and Safety

The Operations Manager carries out an annual health and safety check and reports back to the General Manger and Trustees . In addition, we have an annual external health and safety audit. All checks and audits result in setting of actions as required. All employees have a vital part to play in the monitoring of health and safety within Branching Out and they are encouraged to report all hazards using our hazard reporting system. Any hazards are followed up with an open and honest discussion with the sole purpose of working to identify and reduce hazards to a minimum.

Disability and Equality

We have a Disability & Equality Scheme ensuring Branching Out gives full and equal access to all our beneficiaries. Our Equal Opportunities Policy is given to all new employees. If employees or beneficiaries have or develop a disability, it is Branching Out's policy, wherever possible, to provide reasonable adaptations to enable their employment or the service they receive to continue.

Employee involvement

We have employee involvement embedded into the culture of our organisation. Information is continually provided and shared with all our employees within the open culture (as agreed in Branching Out policies) of our organisation.

All staff are consulted on the changes affecting their work activities and the organisation. Regular meetings are held with staff to seek a two-way flow of information. We use Microsoft Teams to share information with staff.

Service User involvement

We are committed to providing our service users with the materials they need to access our site as independently as possible. In addition, our open culture is extended to include our service users.
The staff explain all activities to our service users and expand on service users' ideas and choices throughout the organisation. All changes are discussed with all our service users and their opinion is valued.
All service users participate in reviewing their support plans. Support plans are personalised to include likes, dislikes, and photographic evidence of achievements. All service users are familiar with their support plan and can use it to communicate their achievements within their circle of support during their annual reviews.

Use of Restrictive Interventions

Our support staff receive high quality, specialised training from PROACT SCIP ® UK for proactive, active, and reactive support using the least restrictive option focusing in on individuals' skills and preferences establishing the most proactive options. Our Proactive Support Team Manager is a qualified PROACT SCIP ® UK Instructor training our workforce and other organisations in the area in partnership with Cambridgeshire County Council. We are a PROACT SCIP ® UK sub-centre.

Fundraising

The Charity understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. The charity received no fundraising complaints during the year.

What we wanted to happen during the year

- To develop the offer to our service users.
- To raise the profile of the charity shop in order that this has a positive impact on the service users.
- To continue to explore and develop our community links

What did happen during the year

The year 2023/24 the charity has continued to move forward.

- The charity has strengthened its links with the local community. The new general manager has worked tirelessly to build the profile of the charity. She has visited the local primary school explaining the work of the charity and charities in general, introduced herself to the local parish council and attended forum meetings, made links with local companies that now support the charity with their fundraising efforts.
- Both the Head Office and Charity Shop have had improvements this year. The shop had the 'selling area' completely redecorated. This included new flooring, lighting and upgrading the shelving, rails and till area. At Head Office the lighting and flooring have been upgraded. New doors were added to make access better. Polytunnels were added through donations to allow access to our horticultural area throughout the year. The toilets were upgraded. The Head Office shop was given a complete redecoration. The meeting room was redecorated.

What we want to happen in the future

We will continue to deliver a high quality, and efficient service for adults with learning disabilities.

An important part of this is to continually review our ability to raise income to support our work via our charity shop.

We will strive to ensure our facilities are of good quality and condition.

Subject to cost and funding we are hoping to complete the following over the next few years:

- Continue to improve our premises for the benefit of our service users.
- Continue using technology to support our service users.
- Continue to support a positive work life balance.
- Continue with our accreditation (since 2016) as a Living Wage Foundation Employer*.
- Continue to work with community organisations.
- To use spare capacity in our service user hours to encourage growth.
- To fundraise for a minibus to widen the social aspirations of Branching Out for our service users .
- To revise the staffing arrangements in the charity shop.

The Trustees support a positive work-life balance and are pleased to report that this is happening.

*Branching Out is signed up to The Living Wage Foundation. Since 2016 Branching Out has been an accredited Living Wage Foundation Employer. The living wage is an hourly rate set independently and updated annually by the Centre for Social Policy at Loughborough University. The rate is calculated according to the basic cost of living in the UK. It should be enough to ensure that all our staff and their families can live free from poverty and reward them fairly for their work.

Responsibilities of the Trustees

The Trustees (also the Directors of Branching Out Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements per 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 an accurate and fair view of the charitable company's state of affairs and 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 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper 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. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

Small Company Provisions
This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
27 Grange Lane
Littleport
Ely
Cambridgeshire
CB6 1HW

Signed on behalf of the Trustees

Mr J Boyle
Chairperson
Date: 27/9/24

Mr J Hummersone
Treasurer
Date: 27/9/24

BRANCHING OUT
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRANCHING OUT FOR THE YEAR ENDED 31 MARCH 2024

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 14 to 25.

Responsibilities and basis of report
As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement
Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Hannah Wisbey ACA
Whitings LLP
Raleigh House
14C Compass Point Business Park
Stocks Bridge Way
St Ives
Cambridgeshire
PE27 5JL

Date: 1/10/24

BRANCHING OUT
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds £	Restricted funds £	Total funds £	Prior year total funds £
Income from					
Donations and legacies	3	16,550	20,416	36,966	23,226
Charitable activities	4	382,619	-	382,619	330,473
Other trading activities	5	110,551	-	110,551	104,414
Investments	6	9,226	-	9,226	4,218
Total income		**518,946**	**20,416**	**539,362**	**462,331**
Expenditure on					
Raising funds	7	76,208	179	76,387	93,001
Charitable activities	7	461,753	7,896	469,649	374,026
Total expenditure		**537,961**	**8,075**	**546,036**	**467,027**
Net Expenditure/Income (-)	11	**19,015**	**-12,341**	**6,674**	**4,696**
Transfer between Funds		-6,953	6,953	-	-
Reconciliation of funds					
Total funds brought forward	16	**477,577**	-	**477,577**	**482,274**
Total funds carried forward	16	**451,609**	**19,294**	**470,903**	**477,578**

All income and expenditure derives from continuing activities.

BRANCHING OUT
BALANCE SHEET
YEAR ENDED 31 MARCH 2024

	Note	at 31 March 2024 £	£	at 31 March 2023 £	£
Fixed Assets					
Tangible assets	12		120,159		123,560
Current Assets					
Debtors	13	24,005		14,040	
Cash at bank and in hand		340,374		351,137	
		364,379		365,177	
Current Liabilities					
Creditors: Amounts falling due in one year	14	-13,634		-11,159	
Net Current Assets			**350,745**		**354,018**
Total Assets			**470,904**		**477,578**
Represented by:					
Charity Funds					
Unrestricted funds					
General Fund	16		199,912		215,527
Designated Funds	16		251,698		262,051
Restricted Funds	16		19,294		-
Total Funds			**470,904**		**477,578**

For the year ending 31 March 2024, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

The Charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements (which include the notes on pages 14 to 25) were approved and authorised for issue by the Board of Trustees on 27 September 2024 and signed on their behalf, by:

Mr J Boyle
Chairperson

Mr J Hummersone
Trustee and Treasurer

1. GENERAL INFORMATION

1.1 Branching Out is a Charity that is a Private Limited Company by guarantee which is registered in England & Wales. The principal office is 27 Grange Lane, Littleport, Ely, CB6 1HW.

2. ACCOUNTING POLICIES

Basis of preparation of the financial statements

2.1 The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 Section 1A) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

2.3 The accounts are presented in British Pound Sterling which is the functional currency of the Charity, rounded to the nearest Pound.

Company status

2.4 The Charity is a Company limited by guarantee. The members of the Charity comprise the Trustees, service users, staff and other supportive members who provide services to the Charity. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The country of incorporation is the United Kingdom and registered office details are included within the reference and administration details on page 3.

Fund accounting

2.5 General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

2.6 Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

2.7 Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

2.8 All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

2.9 Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

2.10 Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of 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 and readers should refer to the Trustees' report for more information about their contribution.

2.11 *Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant* is recognised at the time of the donation.

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

2.13 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. The (fixed) interest for term deposits, which is actually received on the anniversary of the deposit, is accrued and credited in the year to which the interest relates.

Expenditure

2.14 Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

2.15 Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

2.16 Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the Charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

2.17 Expenditure on raising funds is cost incurred in attracting voluntary income, and in trading activities that raise funds.

2.18 Expenditure on charitable activities are costs incurred to enable the Charity to meet the charitable objectives of the organisation.

Pensions

2.19 The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year. The assets of the scheme are held separately from that of the Charity in an independently administered fund.

Tangible fixed assets and depreciation

2.20 All fixed assets are initially recorded at cost (including VAT where applicable). A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating income and expenditure account.

2.21 From 1 April 2021 tangible fixed assets costing more than £750 have been treated as capital in these accounts. Prior to this tangible assets costing more than £250 were treated as capital.

2.22 Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less estimated residual value, over their expected useful lives on the following bases:

Freehold Property	- over 25 years (straight line basis)
Long Term Leasehold Property	- over the term of the lease (straight line basis)
Plant and Machinery	- between 2 and 10 years (straight line basis)

Operating leases

2.23 Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

Stocks

2.24 Donated items of stock for resale or distribution are not recognised in the accounts until they are sold or distributed because the Trustees consider it impractical to be able to assess the amount of donated stocks as there are no systems in place which records these items until they are sold and undertaking a stock take incurs undue cost and effort for the Charity which far outweigh the benefits. There are no bought-in stock items.

Debtors

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

Cash at bank and in hand

2.26 Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Liabilities and provisions

2.27 Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payment for the goods or services it must provide.

Financial instruments

2.28 The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value which is their cost with the exception of fixed assets which are recorded at depreciated historical cost.

Going concern

2.29 The accounts have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the level of expected income and expenditure for the 12 months from the date of signing these accounts and are satisfied that the Charity will continue as a going concern.

Estimates and significant accounting policies

2.30 In preparing these accounts there are no significant estimates or accounting policies used which could materially alter the results for the year (2023: none).

Government grants

2.31 Grants are recognised when receivable. In the event that a grant is subject to fulfilling performance conditions before the Charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period.

Taxation

2.32 The Company is considered to pass the tests set out in paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable Company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within the categories covered by Chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of the Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

3. DONATIONS AND LEGACIES

	2023/24	2022/23
	£	£
Unrestricted Funds		
Donations	16,550	23,226
Grants	-	-
	16,550	23,226
Restricted Funds		
Donations	-	-
Grants	20,416	-
	20,416	-
Total	**36,966**	**23,226**

4. INCOME FROM CHARITABLE ACTIVITIES

	2023/24	2022/23
	£	£
Unrestricted Funds		
Service User Income	379,378	326,439
Horticulture	3,241	4,034
	382,619	**330,473**

5. INCOME FROM OTHER TRADING ACTIVITIES

	2023/24	2022/23
	£	£
Unrestricted Funds		
Fundraising	2,466	3,294
Littleport Charity Shop	80,345	75,707
Rental Income	10,565	10,020
Ebay Sales	16,998	15,138
Other	177	255
	110,551	**104,413**

6. INVESTMENT INCOME

	2023/24	2022/23
	£	£
Unrestricted Funds		
Bank Interest Receivable	9,226	4,218
	9,226	**4,218**

7. ANALYSIS OF EXPENDITURE BY ACTIVITY

	Direct Costs £	Support Costs (Note 8) £	Total Costs 2023/24 £
Cost of raising funds	70,947	34,262	105,209
Charitable Activities:			
To support adults with learning difficulties	329,526	111,301	440,827
Total	**400,473**	**145,563**	**546,036**

All 2023/24 expenditure was unrestricted, except for Charitable Activities of £11,146 and Raising Funds costs of £179 which were restricted.

Analaysis of expenditure by activity - prior year

	Direct Costs £	Support Costs (Note 8) £	Total Costs 2022/23 £
Costs of raising funds	59,946	33,055	93,001
Charitable Activities:			
To support adults with learning difficulties	272,747	101,279	374,026
Total	**332,693**	**134,334**	**467,027**

All 2022/23 expenditure was unrestricted, except for Charitable Activities of £3,500 which was restricted.

8. SUPPORT COSTS

	2023/24 £	2022/23 £ *restated*
Unrestricted Funds		
Premises	16,017	13,014
Wages and Salaries	102,351	96,384
Governance Costs (Note 9)	11,844	10,921
Other	15,351	14,015
	145,563	**134,334**

9. GOVERNANCE COSTS

	2023/24 £	2022/23 £
Unrestricted Funds		
Independent Examination Fee	2,202	2,200
Other professional services	9,642	8,721
	11,844	**10,921**

10a. STAFF COSTS

	2023/24	2022/23
	£	£
Unrestricted Funds		
Wages and Salaries	367,153	319,257
Employer's National Insurance	23,902	19,696
Employer's Pension Contributions	6,537	5,924
	397,592	**344,877**

The average number of persons employed by the Charity during the year was as follows:

	2023/24	2022/23
Charitable Activity Staff	12.4	9.7
Fundraising and Trading Staff	4.3	4.7
Administrative Staff	4.7	3.8
	21.4	18.2

10b. KEY MANAGEMENT PERSONNEL

One employee received remuneration of more than £60,000 in 2023/24.

The Charity considers its key management personnel to comprise 3 people. During the year, four personnel were engaged as one was covering maternity leave. The total employment benefits of these 4 key management personnel, salary, employer's national insurance and pension contributions, was £153,221 (2023: £124,175).

11. NET EXPENDITURE/INCOME (-)

Net Income/Expenditure is stated after charging:

	2023/24	2022/23
	£	£
Unrestricted Funds		
Independent Examination fee	2,202	2,200
Depreciation	22,459	22,510
Operating Lease Rentals - Land and Buildings	5,000	5,000
	29,661	29,710

12. TANGIBLE FIXED ASSETS

	Freehold Property £	Long Term Leasehold Property £	Plant and Machinery £	Total £
Cost				
At 1 April 2023	150,687	244,922	61,366	456,975
Additions	-	9,750	9,308	19,058
Disposals	-	-	-	-
At 31 March 2023	150,687	254,672	70,674	476,033
Depreciation				
At 1 April 2023	82,752	205,275	45,388	333,415
Charge for the year	6,259	10,049	6,151	22,459
On disposals	-	-	-	-
At 31 March 2024	89,011	215,324	51,539	355,874
Net Book Value				
At 31 March 2024	**61,676**	**39,348**	**19,135**	**120,159**
At 31 March 2023	67,935	39,647	15,978	123,560

13. DEBTORS

	2023/24 £	2022/23 £
Trade Debtors	14,489	7,145
Other Debtors	-	-
Prepayments and Accrued Income	9,516	6,895
	24,005	**14,040**

14. CREDITORS

	2023/24 £	2022/23 £
Trade Creditors	3,211	2,137
HMRC	5,072	4,579
Other Creditors	4,208	3,917
Accruals and Deferred Income	1,143	526
	13,634	**11,159**

15. Analysis of assets and liabilities representing each of the Charity's funds

Current Year 2023/24

	Unrestricted Funds 2023/24 £	Restricted Funds 2023/24 £	Total Funds 2023/24 £
Tangible Fixed Assets	103,482	16,677	120,159
Current Assets	364,378		364,378
Creditors due within one year	-13,634	-	-13,634
Total	**454,226**	**16,677**	**470,903**

Prior Year 2022/23

	Unrestricted Funds 2022/23 £	Restricted Funds 2022/23 £	Total Funds 2022/23 £
Tangible Fixed Assets	123,560	-	123,560
Current Assets	365,177	-	365,177
Creditors due within one year	-11,159	-	-11,159
Total	**477,578**	**-**	**477,578**

16. STATEMENT OF FUNDS

Current Year 2023/24

	Balance at 01-Apr-23 £	Incoming Resources £	Outgoing Resources £	Transfers In/Out(-) £	Balance at 31-Mar-24 £
Unrestricted Funds					
Designated Funds					
Fixed Asset Fund	123,557	-	-	-10,353	113,204
Emergency Operating Reserve	110,000	-	-	-	110,000
Replacement Fund	26,494	-	-	-	26,494
Emergency Fund	2,000	-	-	-	2,000
Total Designated Funds	262,051	-	-	-10,353	251,698
General Fund	215,526	518,946	537,961	3,400	199,911
Total Unrestricted Funds	477,577	518,946	537,961	-6,953	451,609
Restricted Funds:-					
Fixed Asset Fund	-			6,953	6,953
Polytunnel No 1 Grant	-	3,926	1,182	-	2,744
Memorial Garden/Outside Seating	-	2,389	-	-	2,389
Co-op Local Fund (Garden improvements)	-	2,539	2,539	-	-
Polytunnel No 2 Grant	-	4,169	991	-	3,178
Inman Charity (Workshop Tools)	-	3,250	3,250	-	-
Nest (Sensory Room) Grant	-	3,000	-	-	3,000
Workbench Grant	-	1,144	114	-	1,030
Total Restricted Funds	-	20,417	8,076	6,953	19,294
Total all Funds	477,577	539,363	546,037	-	470,903

Prior Year 2022/23

	Balance at 01-Apr-22 £	Incoming Resources £	Outgoing Resources £	Transfers In/Out(-) £	Balance at 31-Mar-23 £
Unrestricted Funds					
Designated Funds					
Fixed Asset Fund	120,386	-	-	3,171	123,557
Emergency Operating Reserve	110,000	-	-	-	110,000
Replacement Fund	26,494	-	-	-	26,494
Emergency Fund	2,000	-	-	-	2,000
Total Designated Funds	258,880	-	-	3,171	262,051
General Fund	219,893	462,331	463,527	-3,171	215,526
Total Unrestricted Funds	478,773	462,331	463,527	-	477,577
Restricted Funds:-					
Infection Control Grants	3,500	-	3,500	-	-
Total Restricted Funds	3,500	-	3,500	-	-
Total all Funds	482,273	462,331	467,027	-	477,577

The 2023/24 transfers relate to the capitalisation of applicable costs to Fixed Assets (some of these are new restricted assets) and charges for depreciation.

The 2022/23 transfers relate to the capitalisation of applicable costs to Fixed Assets and charges for depreciation.

Restricted Funds
Any grants or donations where donors specify terms and conditions are classified as 'restricted.' Trustees cannot redirect these funds. If the funds cannot be spent in the year of receipt, any unspent balances are carried forward as Restricted Funds into the following financial year.

Infection Control Grants	Grant received from County Council to finance the additional staff costs related to covid testing for service users and staff.
Fixed Asset Fund	This fund represents the value of the Charity's fixed assets purchased from restricted donations.
Polytunnel No 1 Grant	To finance the capital purchase of our first polytunnel.
Memorial Garden/Outside seating	To finance a garden in memory of one of our service users.
CO op Community Fund	To finance raised beds in the garden, garden tools and equipment.
Polytunnel No 2 Grant	To finance the capital purchase of a second poytunnel.
Inman Charity (workshop tools)	To finance the purchase and renewal of workshop tools.
Nest (Sensory Room)	To update the sensory room (the Nest) and finance new equipment.
Workbench Grant	To finance the capital purchase of a new workbench.

Unrestricted Funds – Designated
The Board has chosen to 'ring-fence' some unrestricted general funds, these are categorised as 'Designated':
Fixed Asset Fund. This fund represents the value of the Charity's fixed assets. The value cannot be realised and is therefore 'unusable.'
Emergency Operating Fund. This contingency fund represents approximately 3 months turnover and would, effectively, keep the Charity solvent in the event of a severe funding shortfall or be sufficient to deal with winding up costs.
Replacement Fund. This fund will finance the replacement of assets necessary for the continued operation of the Charity. These costs may be irregular and significant.
Emergency (assistance) Fund. This is a hardship fund set up by the Charity and originally financed from interest on investments. The fund can be used for grants to applicants who meet our criteria and who are suffering genuine hardship, e.g. to purchase household essentials such as a bed, fridge, or oven.

Unrestricted Funds - General
The General Fund is available to the Trustees to be allocated as required. This fund represents the working capital of the Charity, absorbing the cash flow fluctuations during the year but, more importantly, can be used to:

- support the budget (e.g., during periods where income is restricted),
- support future projects for service users,
- finance capital spending needs (e.g., repairs/alterations to buildings and renewal of technology, if no provision in the Replacement Fund),
- deal with any other unexpected or uninsured events.

17. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £6,537 (2023: £5,924). Contributions totalling £1,163 (2023: £943) were payable to the fund at the balance sheet date and are included in creditors.

18. OPERATING LEASE COMMITMENTS

LESSEE:

At 31 March 2024 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	Land and Buildings	
	2023/24	2022/23
	£	£
Amounts payable		
Within 1 year	5,000	5,000
Between 1 and 5 years	20,000	20,000
After more than 5 years	5,000	5,000
Total	**30,000**	**30,000**

LESSOR:

At 31 March 2024 the Charity had agreed commitments as a lessor under non-cancellable operating leases to receive the receipts as follows:

	Land and Buildings	
	2023/24	2022/23
	£	£
Amounts receivable		
Within 1 year	5,370	5,160
	5,370	**5,160**

19. RELATED PARTY TRANSACTIONS

No Trustee received any emoluments during this year or last and there were no Trustee expenses incurred in either 2023/24 or 2022/23.

There are no other related party transactions to note.

BRANCHING OUT

England & Wales - Charity number 1047403

Accounts

'Supporting adults with learning disabilities to live active and fulfilling lives'

Registered No.03068661
Charity No.1047403

BRANCHING OUT
(A company limited by guarantee)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

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BRANCHING OUT
TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are also Directors for the purposes of company law, present their report and the financial statements of the Charity for the year ended 31 March 2023.

Reference and administrative details of the Charity, it's Trustees and Advisers for the year ended 31 March 2023 are as follows:

REGISTERED NUMBER	03068661
CHARITY REGISTRATION NUMBER	1047403
TRUSTEES	Mr J Boyle (Chairperson) Dr K B Taylor Mr B W Hayes Mr J Hummersone Mrs M Moll (resigned 27 July 2023) Mrs V Bowles (resigned 28 October 2022) Mrs A Hillerby (appointed 25 May 2023) Mr I Hunt (appointed 27 July 2023)
REGISTERED OFFICE	27 Grange Lane Littleport Cambridgeshire CB6 1HW
INDEPENDENT EXAMINER	H Wisbey ACA Whitings LLP 14C Compass Point Business Park Stocks Bridge Way St Ives Cambridgeshire PE27 5JL
BANKERS	Barclays Bank Plc 28 High Street Ely Cambridgeshire CB7 4LA

Structure, Governance and Management

Legal status and structure, and management

Branching Out was founded in 1994 as a registered charity and became a private limited company in 1995. The Directors (who also act as Trustees for the Charity) are listed on page 3. The company operates from leased premises in Littleport, providing training to benefit adults with learning disabilities. Branching Out is governed by its Board of Trustees who are elected by attendees at our General Meeting. Trustees can also co-opt additional Trustees to the Board, who must subsequently be elected at the General Meeting. The election or appointment of Trustees is detailed in the Articles of Association.

Trustees meet six times a year to monitor performance, provide support within their areas of expertise and review the strategic direction of the Charity. Day to day management is delegated to the General Manager. Membership of the Board reflects the expertise of the respective Trustees in relation to the activities undertaken by the Charity. Minutes of the meetings are subsequently circulated to the full Board.

The induction process for Trustees includes attendance at an initial meeting of the Board and further in-depth briefings from the General Manager. Further training is arranged to meet the specific needs of individual Trustees.

Details of last year's Annual General Meeting

The 27th AGM was held on 24 November 2022. The Board of Directors was approved unanimously for another year and the Annual Report and Accounts were apdopted unanimously.

Details of this year's Annual General Meeting

The company's 28th AGM will be held on 30 November 2023. At the meeting the Directors/Trustees will be asked to approve the receipt of the Annual Report and Independently Examined Accounts for the financial year ended 31 March 2023. New appointments to the board will also be considered.

About Us:

We are a local charity based in East Cambridgeshire. We support adults with learning disabilities in a variety of ways. The adults who attend Branching Out can choose to work in our horticultural areas and prepare items for sale, such as greetings cards, bird boxes and seasonal gifts. There are also opportunities to interact socially in the community, including shopping trips, preparing planters for the local village, and taking items made at Branching Out to our charity shop. Branching Out currently supports 38 adults over the course of a week. Several adults attend more than once a week. Their attendance is based on assessed needs. Over 50% of the adults we support attend for two days or more, and over 35% of those adults attend for three days or more.

We have a charity shop in Littleport which continues to support our fundraising. Furthermore, over 25 volunteers from the local community support fundraising for Branching Out.

Vision:
When we achieve, we have value, when we make mistakes, we have understanding, when we look after our environment, we have a community.

Mission:
At Branching Out, we provide in-house work experience for adults with learning disabilities. It is tailored to meet the needs of the individual to generate achievement and experience self-worth. This is continually monitored to ensure our service always has the flexibility to meet the needs of the individual. Through conscientious financial planning, we strive for financial stability to secure the future of the people we support. We recruit and train staff who are committed to providing the high standards we expect at Branching Out.

Values:
We encourage the people we support to feel safe and build friendships with respect for each other and the wider community of Branching Out. All staff and volunteers show respect to our service users, our charity shop customers and all who come into contact with Branching Out.

Trustees' Review 2022/23
We are proud of the support of our staff and volunteers. They consistently show through their words and deeds how much they care about adults who use the services of Branching Out.

Our focus is adults with learning disabilities who live in the Cambridgeshire area. The objects of the Charity say:

'The objects of the company shall be support and training for adults residing in the Cambridgeshire area who have learning disabilities, in particular, the provision of education, training and advocacy to equip them for independent living within the community'.

We listen to those who need the support of the charity to develop our sense of ambition as Trustees. This allows us to create a wider service to support those who access our services.

Listening to the views of adults who use our services, volunteers, and staff is essential in guiding our decision-making.

We have the following additional intents for the Charity:

'To grant emergency financial assistance to current clients of the Charity to alleviate temporary hardship to them'.

'To establish and run shops to raise funds for the Charity by selling donated and second-hand goods of any kind but not in such a way as would constitute permanent trading'.

We understand that Branching Out services enrich the lives of many people, and we want everyone involved to feel that sense of optimism and belonging to Branching Out.

Recruitment and retention of staff that share the common values of Branching Out are vital to our services and to support the advocacy work social care asks us to undertake. Staff training, together with the maintenance of safe practices for vulnerable adults and adherence to national guidelines for

health and safety, continues to be a priority.

Our charity shop in Littleport is vital to the success of Branching Out and provides work-related experiences for volunteers from the community.

Our website and use of social media have improved our communications overall, and we are always happy to receive feedback and suggestions to continue this improvement: It is crucial that we build on our social media presence to increase awareness of our work and how the community can get involved to support us.

Making a difference and public benefit:
The Trustees have had due regard for the Charity Commission's guidance on public benefit.

All the adults at risk with learning disabilities who use our services benefit from all organisations working together in partnership to support the adult at risk. Objectives are agreed for the year ahead, and progress during the past year is reviewed and monitored frequently. In 2022/23 we were able to slowly be released from the restrictions of COVID-19 Government Guidelines. This allowed the complete reopening of our on-site facilities and the services we provide. We provide our service to an average of 38 people on a weekly/daily basis.

Our volunteers make a real difference to people's lives daily, and they benefit from the opportunity to be involved in their community. We are grateful to our volunteers for their continued support, together with individual donors and organisations from our community who have worked hard to help us to raise funds over the last year to support our work and build on the success of previous years.

The charity shop provides quality items to the community at a low cost, promoting recycling and reducing landfill. We have a system for helping those from or moving into our community in desperate need.

We plant and water the village planters in Littleport for the Parish Council.

We recognise that special care day provision is not currently subject to Care Quality Commission inspections. However, we realise that this will happen in the future and are actively working to CQC standards.

Financial Review and Reserves Policy:
Branching Out is dependent on a number of fluctuating income streams, particularly statutory funding, fundraising, shop profits, trust and corporate donations.
The Board approved a small deficit budget for 2022/23 of £10,684 (on a turnover of £464,000) on 26 May 2022. This was a lower deficit budget than the prior year (£32,477). At that time, inflation and pay costs were rising, but sufficient reserves were available to bridge the small gap.
It is pleasing to report that the accounts show only a small General Fund reduction for the year of £4,400, and this is after the payment of £25,700 for the completion of the new roof on the charity shop.
The Trustees are required to maintain a level of reserves so that the Charity can continue its operations in the event of an unforeseen shortfall in income or a significant cost increase.
At the balance sheet date, the Charity holds unrestricted funds of £477,578 (2022: £478,774) (which can be expended at the discretion of the Trustees in furtherance of the Charity's objects) and

restricted funds of £NIL (2022: £3,500) (which can only be applied for specific purposes). Full details of the reserves held and their purposes can be found in Note 17 of the accounts on page 23.
The General Fund (unrestricted) is required to support future projects for service users, finance capital spending needs (e.g. repairs to buildings and renewal of technology), deal with uninsured events and provide a contingency for the operational delivery of business.

Financial Control and Audit
The Trustees have responsibility for the oversight of key issues such as the financial management and prevention of fraud. Trustees have approved a set of Financial Regulations (including an Investment Policy and an Anti Fraud, Corruption and Bribery Policy). This key governance document sets out who is responsible for the various financial activities. At every meeting of the Board the Treasurer reports the latest financial position and the outlook.

The Board of Trustees has determined that the 2022/23 accounts will be subject to an Independent Examination (IE) instead of a full audit. There is a significant cost saving and a reduction in the support required from the Charity for the process. Whitings LLP has been appointed and the Board will determine each year whether an IE or a full audit is required.

Going concern
In considering its Medium Term Financial Plan for 2023/26, Branching Out's Board of Trustees has assessed the Charity's finances and resources, and approved a budget for 2023/24. On the basis of this assessment the Board of Trustees believe that the Charity is in a position to manage its business risks and it therefore has a reasonable expectation that adequate resources exist for the Charity to continue to operate for the foreseeable future and it continues to adopt the going concern basis of accounting in preparing these financial statements.

Trustees Liabilities
Branching Out indemnifies the Trustees and management against liability in respect of proceedings brought by third parties. This third-party indemnity provision was in force during the year. The insured amounts are Professional Liability £5m (2022: £5m) and Management Liability £1m (2022: £1m) at a cost of:
Professional Liability - £1,702.23 (2022: £1,099.44)
Management Liability - £118.38 (2022: £448.00)
(Both inclusive of Insurance Premium Tax).

Governance
The Board ensures the good and effective ongoing governance of Branching Out. Key responsibilities are any governance matters which need to be addressed, overseeing the appointment, re-election, and retirement of Trustees, ensuring good distribution of skills and experience among the Trustees, and advising on the appointment of the General Manager.

Health and Safety
The General Manager and Trustees carry out an annual Health and Safety check. In addition, we have an annual external health and safety audit. All checks and audits result in the setting of actions as required. All employees have a vital part to play in monitoring health and safety within Branching Out and are encouraged to report all hazards using our hazard reporting system. Any hazards are followed up with an open and honest discussion with the sole purpose of working to identify and reduce

hazards to a minimum.

Disability and Equality
We have a Disability & Equality Scheme regarding ensuring that Branching Out gives full and equal access to all our beneficiaries. Our Equal Opportunities Policy is given to all new employees. If employees or beneficiaries have or develop a disability, it is Branching Out's policy, wherever possible, to provide reasonable adaptations to enable their employment or the service they receive to continue.

Employee involvement
We have employee involvement embedded into the culture of our organisation. Information is continually provided and shared with all our employees within our organisation's open culture (as agreed in Branching Out policies).

All staff are consulted on the changes affecting their work activities and the organisation. Regular meetings are held with staff to seek a two-way flow of information. We use Microsoft Teams to share information with staff and use a specified social media site to share ideas among the staff team.

Service User involvement
We are committed to providing our service users with the materials they need to access our site as independently as possible. In addition, our open culture is extended to include our service users. The staff explain all activities to our service users and expands on service users' ideas and choices throughout the organisation. All changes are discussed with all our service users, and their opinion is valued.

All service users participate in reviewing their support plans. Support plans are personalised to include likes, dislikes, and photographic evidence of achievements. All service users are familiar with their support plan and can use it to communicate their achievements within their circle of support during their annual reviews.

Use of Restrictive Interventions
Our support staff receive high quality, specialised training from PROACT SCIP ® UK for proactive, active, and reactive support using the least restrictive option focusing on individuals' skills and preferences, establishing the most proactive options. Our Proactive Support Team Manager is a qualified PROACT SCIP ® UK Instructor training our workforce and other organisations in the area in partnership with Cambridgeshire County Council. We are a PROACT SCIP ® UK sub-centre.

Fundraising
The Charity understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. It does not currently undertake significant activities to fundraise from the public, nor does it use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year.

What we wanted to happen during the year

- To develop our community partnerships.
- To continue improving our premises for our service users' benefit.
- To improve our charity shop to continue to be of benefit to our service users.

What did happen during the year

- The whole site was re-opened to service users.
- The General Manager of 26 years of service retired, and a new General Manager was appointed.
- The charity shop's whole roof has now been renewed.
- The charity purchased a defibrillator chosen by the previous General Manager as a retirement gift for the use of the Branching Out and the wider community.

What we want to happen in the future

We will continue to deliver a high-quality and efficient service for adults with learning disabilities.
An important part of this is to continually review our ability to raise income to support our work via our charity shop.
Striving to ensure our facilities are of good quality and condition.
Subject to cost and funding, we are hoping to complete the following over the next few years:

- Continue to improve our premises for the benefit of our service users.
- Continue using technology to support our service users.
- Continue to support a positive work-life balance.
- Continue with our accreditation (since 2016) as a Living Wage Foundation Employer*.
- Continue to work with community organisations.
- To use spare capacity in our service user hours to encourage growth.
- To redecorate the shop to celebrate its 20th anniversary.
- To reform the staffing arrangements in the charity shop.

The Trustees support a positive work-life balance and are pleased to report that this is happening.

**Branching Out is signed up to The Living Wage Foundation. Since 2016 Branching Out has been an accredited Living Wage Foundation Employer. The living wage is an hourly rate set independently and updated annually by the Centre for Social Policy at Loughborough University. The rate is calculated according to the basic cost of living in the UK. It should be enough to ensure that all our staff and their families can live free from poverty and reward them fairly for their work.*

Responsibilities of the Trustees

The Trustees (also the Directors of Branching Out Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements per 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 an accurate and fair view of the charitable company's state of affairs and 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 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper 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. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

Small Company Provisions
This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
27 Grange Lane
Littleport
Ely
Cambridgeshire
CB6 1HW

Signed on behalf of the Trustees

Mr J Boyle
Chairperson
Date: ~~16.~~ JB 24/9/23

Mr J Hummersone
Trustee and Treasurer
Date: 22/9/23

BRANCHING OUT
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRANCHING OUT FOR THE YEAR ENDED 31 MARCH 2023

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 12 to 25.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Hannah Wisbey ACA

Whitings LLP
Raleigh House
14C Compass Point Business Park
Stocks Bridge Way
St Ives
Cambridgeshire
PE27 5JL

Date: 27/09/2023

BRANCHING OUT
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted funds £	Restricted funds £	Total funds £	Prior year total funds £
Income from					
Donations and legacies	3	23,226		23,226	33,064
Charitable activities	4	330,473	-	330,473	304,475
Other trading activities	5	104,414	-	104,414	93,626
Investments	6	4,218	-	4,218	55
Other income	7	-	-	-	3,714
Total income		**462,331**	**-**	**462,331**	**434,934**
Expenditure on					
Raising funds	8	93,001	-	93,001	105,183
Charitable activities	8	370,526	3,500	374,026	341,247
Total expenditure		**463,527**	**3,500**	**467,027**	**446,430**
Net Expenditure/Income (-)	12	**1,196**	**3,500**	**4,696**	**11,496**
Transfer between Funds		-	-	-	-
Reconciliation of funds					
Total funds brought forward	17	**478,774**	**3,500**	**482,274**	**493,770**
Total funds carried forward	17	**477,578**	**-**	**477,578**	**482,274**

All income and expenditure derives from continuing activities.

BRANCHING OUT
BALANCE SHEET
YEAR ENDED 31 MARCH 2023

	Note	at 31 March 2023 £	£	at 31 March 2022 £	£
Fixed Assets					
Tangible assets	13		123,560		120,387
Current Assets					
Debtors	14	14,040		13,572	
Cash at bank and in hand		351,137		360,138	
		365,177		373,710	
Current Liabilities					
Creditors: Amounts falling due in one year	15	-11,159		-11,823	
Net Current Assets			**354,018**		**361,887**
Total Assets			**477,578**		**482,274**
Represented by:					
Charity Funds					
Unrestricted funds					
General Fund	17		215,527		219,894
Designated Funds	17		262,051		258,880
Restricted Funds	17		-		3,500
Total Funds			**477,578**		**482,274**

For the year ending 31 March 2023, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

The Charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements (which include the notes on pages 14 to 25) were approved and authorised for issue by the Board of Trustees on 21 September 2023 and signed on their behalf, by:

Mr J Boyle
Chairperson

Mr J Hummersone
Trustee and Treasurer

1. GENERAL INFORMATION

1.1 Branching Out is a Charity that is a Private Limited Company by guarantee which is registerd in England & Wales. The principal office is 27 Grange Lane, Littleport Ely, Cambridgeshire, CB6 1HW.

2. ACCOUNTING POLICIES

Basis of preparation of the financial statements

2.1 The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 Section 1A) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

2.3 The accounts are presented in British Pound Sterling which is the functional currency of the Charity, rounded to the nearest Pound.

Company status

2.4 The Charity is a Company limited by guarantee. The members of the Charity comprise the Trustees, service users, staff and other supportive members who provide services to the Charity. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The country of incorporation is the United Kingdom and registered office details are included within the reference and administration details on page 3.

Fund accounting

2.5 General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

2.6 Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

2.7 Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

2.8 All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

2.9 Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

2.10 Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of 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 and readers should refer to the Trustees' report for more information about their contribution.

2.11 Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

2.13 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. The (fixed) interest for term deposits, which is actually received on the anniversary of the deposit, is accrued and credited in the year to which the interest relates.

Expenditure

2.14 Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

2.15 Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

2.16 Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the Charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

2.17 Expenditure on raising funds is cost incurred in attracting voluntary income, and in trading activities that raise funds.

2.18 Expenditure on charitable activities are costs incurred to enable the Charity to meet the charitable objectives of the organisation.

Pensions

2.19 The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year. The assets of the scheme are held separately from that of the Charity in an independently administered fund.

Tangible fixed assets and depreciation

2.20 All fixed assets are initially recorded at cost (including VAT where applicable). A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating income and expenditure account.

2.21 From 1 April 2021 tangible fixed assets costing more than £750 have been treated as capital in these accounts. Prior to this tangible assets costing more than £250 were treated as capital.

2.22 Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less estimated residual value, over their expected useful lives on the following bases:

Freehold Property	- over 25 years (straight line basis)
Long Term Leasehold Property	- over the term of the lease (straight line basis)
Plant and Machinery	- between 2 and 10 years (straight line basis)

Operating leases

2.23 Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

Stocks

2.24 Donated items of stock for resale or distribution are not recognised in the accounts until they are sold or distributed because the Trustees consider it impractical to be able to assess the amount of donated stocks as there are no systems in place which records these items until they are sold and undertaking a stock take incurs undue cost and effort for the Charity which far outweigh the benefits. There are no bought-in stock items.

Debtors

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

Cash at bank and in hand

2.26 Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Liabilities and provisions

2.27 Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payment for the goods or services it must provide.

Financial instruments

2.28 The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value which is their cost with the exception of fixed assets which are recorded at depreciated historical cost.

Going concern

2.29 The accounts have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the level of expected income and expenditure for the 12 months from the date of signing these accounts and are satisfied that the Charity will continue as a going concern.

2.30 The Trustees have considered the effects of the COVID-19 pandemic and consider there is no material impact on the Charity.

Estimates and significant accounting policies

2.31 In preparing these accounts there are no significant estimates or accounting policies used which could materially alter the results for the year (2022: none).

Government grants

2.32 Grants are recognised when receivable. In the event that a grant is subject to fulfilling performance conditions before the Charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period.

Taxation

2.33 The Company is considered to pass the tests set out in paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable Company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within the categories covered by Chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of the Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

3. DONATIONS AND LEGACIES

	2022/23	2021/22
	£	£
Unrestricted Funds		
Donations	23,226	15,463
Grants	-	-
	23,226	15,463
Restricted Funds		
Donations	-	565
Grants	-	17,036
	-	17,601
Total	**23,226**	**33,064**

4. INCOME FROM CHARITABLE ACTIVITIES

	2022/23	2021/22
	£	£
Unrestricted Funds		
Service User Income	326,439	301,556
Horticulture	4,034	2,919
	330,473	**304,475**

5. INCOME FROM OTHER TRADING ACTIVITIES

	2022/23	2021/22
	£	£
Unrestricted Funds		
Fundraising	3,294	1,942
Littleport Charity Shop	75,707	65,320
Rental Income	10,020	10,380
Ebay Sales	15,138	15,761
Other	255	224
	104,414	**93,626**

6. INVESTMENT INCOME

	2022/23	2021/22
	£	£
Unrestricted Funds		
Bank Interest Receivable	4,218	55
	4,218	**55**

7. OTHER INCOME

	2022/23	2021/22
	£	£
Unrestricted Funds		
COVID Retail Grant	-	2,667
COVID Job Retention Scheme Grant	-	1,047
	-	**3,714**

8. ANALYSIS OF EXPENDITURE BY ACTIVITY

	Direct Costs	Support Costs (Note 9)	Total Costs 2022/23
	£	£	£
Costs of raising funds	59,946	33,055	93,001
Charitable Activities:			
To support adults with learning difficulties	272,747	101,279	374,026
Total	**332,693**	**134,334**	**467,027**

All 2022/23 expenditure was unresticted, except for Charitable Activities of £3,500 which was restricted.

Analaysis of expenditure by activity - prior year

	Direct Costs	Support Costs (Note 9)	Total Costs 2021/22
	£	£	£
Costs of raising funds	65,007	40,176	105,183
Charitable Activities:			
To support adults with learning difficulties	242,852	98,395	341,247
Total	**307,859**	**138,571**	**446,430**

All 2021/22 expenditure was unresticted, except for Charitable Activities of £18,937 which was restricted.

9. SUPPORT COSTS

	2022/23	2021/22
	£	£
Unrestricted Funds		
Premises	12,995	16,900
Wages and Salaries	96,245	97,090
Governance Costs (Note 10)	10,921	8,707
Other	13,996	15,874
	134,157	**138,571**

10. GOVERNANCE COSTS

	2022/23	2021/22
	£	£
Unrestricted Funds		
Independent Examination Fee	2,200	2,100
Auditor remuneration - prior years	-	-654
Other professional services	8,721	7,261
	10,921	**8,707**

11a. STAFF COSTS

	2022/23	2021/22
	£	£
Unrestricted Funds		
Wages and Salaries	319,257	289,234
Employer's National Insurance	19,696	17,136
Employer's Pension Contributions	5,924	5,421
	344,877	**311,791**

The average number of persons employed by the Charity during the year was as follows:

	2022/23	2021/22
Charitable Activity Staff	9.7	9.2
Fundraising and Trading Staff	4.7	5.3
Administrative Staff	3.8	3.7
	18.2	18.2

11b. KEY MANAGEMENT PERSONNEL

No employee received remuneration of more than £60,000 in either year.

The Charity considers its key management personnel to comprise 3 people. During the year, the total employment benefits of these 3 key management personnel, salary, employer's national insurance and pension contributions, was £124,175 (2022: £121,276).

12. NET EXPENDITURE/INCOME (-)

Net Income/Expenditure is stated after charging:

	2022/23	2021/22
	£	£
Unrestricted Funds		
Independent Examination fee	2,200	2,100
Auditor remuneration - current year	-	-
Auditor remuneration - prior year	-	-654
Depreciation	22,510	21,226
Operating Lease Rentals - Land and Buildings	5,000	5,000
	29,710	27,672

13. TANGIBLE FIXED ASSETS

	Freehold Property	Long Term Leasehold Property	Plant and Machinery	Total
	£	£	£	£
Cost				
At 1 April 2022	125,003	244,922	61,366	431,291
Additions	25,684	-	-	25,684
Disposals	-	-	-	-
At 31 March 2023	150,687	244,922	61,366	456,975
Depreciation				
At 1 April 2022	76,492	194,016	40,396	310,904
Charge for the year	6,260	11,259	4,992	22,511
On disposals	-	-	-	-
At 31 March 2023	82,752	205,275	45,388	333,415
Net Book Value				
At 31 March 2023	**67,935**	**39,647**	**15,978**	**123,560**
At 31 March 2022	48,511	50,906	20,970	120,387

14. DEBTORS

	2022/23	2021/22
	£	£
Trade Debtors	7,145	8,913
Other Debtors	-	-
Prepayments and Accrued Income	6,895	4,659
	14,040	**13,572**

15. CREDITORS

	2022/23	2021/22
	£	£
Trade Creditors	2,137	2,684
HMRC	4,579	4,933
Other Creditors	3,917	3,967
Accruals and Deferred Income	526	239
	11,159	**11,823**

16. ANALYSIS OF ASSETS AND LIABILITIES REPRESENTING EACH OF THE CHARITY'S FUNDS

Current Year 2022/23

	Unrestricted Funds 2022/23	Restricted Funds 2022/23	Total Funds 2022/23
	£	£	£
Tangible Fixed Assets	123,560	-	123,560
Current Assets	365,177	-	365,177
Creditors due within one year	-11,159	-	-11,159
Total	**477,578**	**-**	**477,578**

Prior Year 2021/22

	Unrestricted Funds 2021/22	Resricted Funds 2021/22	Total Funds 2021/22
	£	£	£
Tangible Fixed Assets	120,387	-	120,387
Current Assets	370,210	3,500	373,710
Creditors due within one year	-11,823	-	-11,823
Total	**478,774**	**3,500**	**482,274**

17. STATEMENT OF FUNDS

Current Year 2022/23

	Balance at 01-Apr-22 £	Incoming Resources £	Outgoing Resources £	Transfers In/Out £	Balance at 31-Mar-23 £
Unrestricted Funds					
Designated Funds					
Fixed Asset Fund	120,386	-	-	3,171	123,557
Emergency Operating Reserve	110,000	-	-	-	110,000
Replacement Fund	26,494	-	-	-	26,494
Emergency Fund	2,000	-	-	-	2,000
Total Designated Funds	258,880	-	-	3,171	262,051
General Fund	219,894	462,331	463,527	-3,171	215,527
Total Unrestricted Funds	478,774	462,331	463,527	-	477,578
Restricted Funds:-					
Just Giving Donations	-	-	-	-	-
Co-op Home Group	-	-	-	-	-
Infection Control Grants	3,500	-	3,500	-	-
Total Restricted Funds	3,500	-	3,500	-	-
Total all Funds	482,274	462,331	467,027	-	477,578

Prior Year 2021/22

	Balance at 01-Apr-21 £	Incoming Resources £	Outgoing Resources £	Transfers In/Out £	Balance at 31-Mar-22 £
Unrestricted Funds					
Designated Funds					
Fixed Asset Fund	129,116	-	-	-8,730	120,386
Emergency Operating Reserve	110,000	-	-	-	110,000
Replacement Fund	26,494	-	-	-	26,494
Emergency Fund	2,000	-	-	-	2,000
Total Designated Funds	267,610	-	-	-8,730	258,880
General Fund	221,345	417,333	427,493	8,709	219,894
Total Unrestricted Funds	488,955	417,333	427,493	-21	478,774
Restricted Funds:-					
Just Giving Donations	-	565	565	-	-
Co-op Home Group	811	1,137	1,948	-	-
Infection Control Grants	4,004	15,899	16,424	21	3,500
Total Restricted Funds	4,815	17,601	18,937	21	3,500
Total all Funds	493,770	434,934	446,430	-	482,274

The 2022/23 transfers relate to the capitalisation of applicable costs to Fixed Assets and charges for depreciation.

The 2021/22 transfers relate to the capitalisation of applicable costs to Fixed Assets, charges for depreciation and the writing out of assets with an original cost price of less than £750. The £21 transfer relating to Infection Control Grants corrected a minor error in 2020/21.

[Note continued on next page...]

The purpose of each Reserve/Fund detailed above is set out in the Charity's Financial Regulations (Investment Policy). The Policy is reproduced below:

Restricted Funds
Any grants or donations where donors specify terms and conditions are classified as 'restricted.' Trustees cannot redirect these funds. If the funds cannot be spent in the year of receipt, any unspent balances are carried forward as Restricted Funds into the following financial year.

Just Giving Donations	Funds received to support Service Users in their own homes during periods of self isolation with covid.
Co-op Home Group	Funds received to buy equipment to help school leavers with learning disabilities who are not able to access physical support services during the covid pandemic.
Infection Control Grants	Grant received from County Council to finance the additional staff costs relating to covid testing for service users and staff.
Replacement PPE	Donations received to help finance the cost of new PPE for covid.

Unrestricted Funds – Designated
The Board has chosen to 'ring-fence' some unrestricted general funds, these are categorised as 'Designated':
Fixed Asset Fund. This fund represents the value of the Charity's fixed assets. The value cannot be realised and is therefore 'unusable.'
Emergency Operating Fund. This contingency fund represents approximately 3 months turnover and would, effectively, keep the Charity solvent in the event of a severe funding shortfall or be sufficient to deal with winding up costs.
Replacement Fund. This fund will finance the replacement of assets necessary for the continued operation of the Charity. These costs may be irregular and significant.
Emergency (assistance) Fund. This is a hardship fund set up by the Charity and originally financed from interest on investments. The fund can be used for grants to applicants who meet our criteria and who are suffering genuine hardship, e.g. to purchase household essentials such as a bed, fridge, or oven.

Unrestricted Funds - General
The General Fund is available to the Trustees to be allocated as required. This fund represents the working capital of the Charity, absorbing the cash flow fluctuations during the year but, more importantly, can be used to:

- support the budget (e.g., during periods where income is restricted),
- support future projects for service users,
- finance capital spending needs (e.g., repairs/alterations to buildings and renewal of technology, if no provision in the Replacement Fund),

18. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £5,924 (2022: £5,421). Contributions totalling £943 (2022: £1,101) were payable to the fund at the balance sheet date and are included in creditors.

19. OPERATING LEASE COMMITMENTS

LESSEE:

At 31 March 2023 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	Land and Buildings	
	2022/23	2021/22
	£	£
Amounts payable		
Within 1 year	5,000	5,000
Between 1 and 5 years	20,000	20,000
After more than 5 years	5,000	5,000
Total	**30,000**	**30,000**

LESSOR:

At 31 March 2023 the Charity had agreed commitments as a lessor under non-cancellable operating leases to receive the receipts as follows:

	Land and Buildings	
	2022/23	2021/22
	£	£
Amounts receivable		
Within 1 year	5,160	4,800
	5,160	**4,800**

20. RELATED PARTY TRANSACTIONS

No Trustee received any emoluments during this year or last and there were no Trustee expenses incurred in either 2022/23 or 2021/22.

There are no other related party transactions to note.

BRANCHING OUT

England & Wales - Charity number 1047403

Accounts

'Supporting adults with learning disabilities to live active and fulfilling lives'

Registered No.03068661
Charity No.1047403

BRANCHING OUT
(A company limited by guarantee)

FINANCIAL STATEMENTS
AND
TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

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BRANCHING OUT
TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees, who are also Directors for the purposes of company law, present their report and the financial statements of the Charity for the year ended 31 March 2022.

Reference and administrative details of the Charity, it's Trustees and Advisers for the year ended 31 March 2022 are as follows:

REGISTERED NUMBER	03068661
CHARITY REGISTRATION NUMBER	1047403
TRUSTEES	Dr K B Taylor, Chairperson (resigned as Chairperson 31 March 2022) Mr B W Hayes Mrs V Bowles Mr J Hummersone Mrs M Moll (appointed 27 May 2021) Mr J Boyle (appointed 29 July 2021 and as Chairperson 31 March 2022) Mr S J Gamble (resigned 19 November 2021)
REGISTERED OFFICE	27 Grange Lane Littleport Cambridgeshire CB6 1HW
INDEPENDENT EXAMINER	H Wisbey ACA Whitings LLP 14C Compass Point Business Park Stocks Bridge Way St Ives Cambridgeshire PE27 5JL
BANKERS	Barclays Bank Plc 28 High Street Ely Cambridgeshire CB7 4LA

Structure, Governance and Management

Legal status and structure, and management
Branching Out was founded in 1994 as a registered charity and became a private limited company in 1995. The Directors (who also act as Trustees for the Charity) are listed on page 3. The company operates from leased premises in Littleport, providing training to benefit adults with learning disabilities. Branching Out is governed by its Board of Trustees who are elected by attendees at our General Meeting. Trustees can also co-opt additional Trustees to the Board, who must subsequently be elected at the General Meeting. The election or appointment of Trustees is detailed in the Articles of Association.

Trustees meet 6 times a year to monitor performance, provide support within their areas of expertise and review the strategic direction of the Charity. Day to day management is delegated to the General Manager. Membership of the Board reflects the expertise of the respective Trustees in relation to the activities undertaken by the Charity. Minutes of the meetings are subsequently circulated to the full Board.

The induction process for Trustees includes attendance at an initial meeting of the Board and further in-depth briefings from the General Manager. Further training is arranged to meet the specific needs of individual Trustees.

Details of last year's Annual General Meeting
The 26th AGM was held on 25 November 2021.
The Board of Directors was approved unanimously for another year.
The Annual Report and Accounts were apdopted unanimously.

Details of this year's Annual General Meeting
The company's 27th AGM will be held on 24 November 2022. At the meeting the Directors/Trustees will be asked to approve the receipt of the Annual Report and Independently Examined Accounts for the financial year ended 31 March 2022. New appointments to the board will also be considered.

About Us:
We are a local charity based in East Cambridgeshire. We support adults at risk with learning disabilities in a variety of fun work experience and social activities. Our high-quality staff team helps people, with encouragement to overcome difficulties and achieve in everyday life. The people we support are involved to become part of the Branching Out team helping the community with hands on experience.

Vision:
When we achieve, we have value, when we make mistakes, we have understanding, when we look after our environment, we have a community.

Mission:
We provide work experience with training for adults with learning disabilities, improving the environment and community. A wide choice of provision, tailored to meet the needs of the individual creates achievement and self-worth.

Values:
Branching Out values and supports vulnerable adults with learning disabilities in East Cambridgeshire. The people we support are given a choice of the types of work experience they would like and are regularly consulted to see if they would like any changes.
We encourage the people we support to feel safe and build friendships with respect for each other and the wider community of Branching Out.

Our values are:
- Showing respect to our service users, our charity shop customers and others
- Having courage to do the right thing
- Valuing our work

We will also:
- Continue to monitor the quality of the services we are providing to adults with learning disabilities to ensure that we provide flexibility and meet the needs of each individual.
- Continue to strive to be financially sustainable to secure the future of our staff and the people we support.
- Recruit and train high quality staff who are committed to providing the high standards we expect for people with learning disabilities.

Trustees' Review 2021/22
We are proud of the support of our staff and volunteers, who have again shown how passionately they care about adults who use Branching Out services.

Our focus is upon adults with learning disabilities who live in the Cambridgeshire area. The objects of the Charity say:

'The objects of the company shall be support and training for adults residing in the Cambridgeshire area who have learning disabilities, in particular the provision of education, training and advocacy to equip them for independent living within the community'

We have found that by listening to people carefully we are able to develop our sense of ambition as Trustees to create wider services to support adults who access the services we provide.

We know we can continue to make an impact by listening to the views of adults who use our services, volunteers and staff and that will continue to be the most important way to guide our decisions.

We have the following additional objects for the Charity:

'To grant emergency financial assistance to current clients of the Charity to alleviate temporary hardship to them'

'To establish and run shops to raise funds for the Charity by selling donated and second-hand goods of any kind but not in such a way as would constitute permanent trading'

We know that Branching Out services enrich the lives of so many people and we want everyone involved to feel that sense of optimism and belonging to Branching Out.

Recruitment and retention of staff that share common values are vital to enhance our services and to support the advocacy work social care ask us to undertake. We have an apprenticeship scheme to support potential new staff into employment. Staff training continues to be a priority to maintain safe practices for vulnerable adults and to adhere to national guidelines for health and safety.

Our charity shop in Littleport continues to be vital to the success of Branching Out and provide work related experiences for volunteers from the community.

Our website and use of social media have improved our communications overall, and we are always happy to receive feedback and suggestions.

Making a difference and public benefit:
The Trustees have had due regard for the Charity Commission's guidance on public benefit.

All the adults at risk with learning disabilities who use our services benefit from all organisations working together in partnership to support the adult at risk. During the year objectives are agreed for the year ahead and progress during the past year is reviewed and monitored. In 2021/22 we were operating under the impact of the COVID-19 pandemic. Due to government guidelines and national lockdowns/tiers we delivered a service subject to guidance updates. In addition to the day placements, we did manage to deliver an extensive range of remote support so that all the people we support continued to benefit from the Charity throughout the pandemic We provided this service to an average of 36 people on a weekly/daily basis.

Our volunteers make a real difference to peoples' lives on a daily basis and they also benefit from the opportunity to be involved in their community. During the year because of the COVID-19 pandemic impact volunteering opportunities we were limited to volunteering opportunities in the charity shop. We are very grateful to our volunteers for their continued support during this time with helping us to close and re-open the shop on various occasions according to changing guidelines and we kept in touch with the shop and other volunteers throughout the year. During the year we averaged approximately 40 volunteer hours per week (160 hours per month and 1920 hours per year).

We would like to thank all our volunteers who make such a difference to the lives of adults at risk in their community through all the various volunteer roles they undertake at Branching Out. We are grateful to all the individual donors and organisations from our community who have worked hard to help us to raise funds over the last year to support our work and build on the success of previous years.

During the year we have continued to develop the promotion of Branching Out via social media and increased our presence and awareness amongst our local community. It is important that we build on our social media presence to increase awareness of our work and how the community can get involved to support us.

The activities we provide to our service users each day are based on their preferences and identified need. These preferences and needs are identified with the service users and their circle of support including other professionals at each individual service user's review. This brings service user led change and development of Branching Out activities to meet the needs of the people we support. Information on current activities is available on our website and Facebook.

We have one charity shop which we run for fundraising to subsidise the income we receive for social care placements and to pay for additional resources to ensure our ability to work to high quality standards. The charity shop also has the added benefit of providing quality items to the community at a low cost and promoting recycling and reducing landfill. We have a system for helping those from or moving into our community in desperate need, with a basics pack subject to stock availability.

We continue to plant and water the village planters in Littleport for the Parish Council.

We recognise that special care day provision is not at the current time subject to Care Quality Commission inspections, however we realise that this will happen in the future, and we are actively working to CQC standards.

We intend to continue our apprenticeship scheme in order to transfer skills to a younger generation of people who want to develop a career in social care.

Financial Review and Reserves Policy:

Branching Out is dependent on a number of fluctuating income streams particularly statutory funding, fundraising, shop profits, trust and corporate donations.

A deficit budget for 2021/22 of £32,476 was approved by Trustees following their meeting 25 February 2021. At that time income steams were expected to be constrained and sufficient reserves were available to bridge the gap.

It is pleasing to report that the accounts show only a small General Fund reduction for the year of £1,451. This is attributable to the charity shop income being well above budget and additional COVID related grants (unbudgeted) received from government.

The Trustees are required to maintain a level of reserves so that the Charity can continue its operations in the event of an unforeseen shortfall in income or a significant increase in costs.

At the balance sheet date the Charity holds unrestricted funds of £478,774 (2021: £488,955) (which can be expended at the discretion of the Trustees in furtherance of the Charity's objects) and restricted funds of £3,500 (2021: £4,815) (which can only be applied for specific purposes). Full details of the reserves held and their purposes can be found in Note 17 of the accounts on page 24.

The General Fund (unrestricted) is required to support future projects for service users, finance capital spending needs (e.g. repairs to buildings and renewal of technology), to deal with uninsured events and provide a contingency for the operational delivery of business.

Financial Control and Audit
The Trustees have responsibility for the oversight of key issues such as the financial management and prevention of fraud. Trustees have approved a set of Financial Regulations (including an Investment Policy and an Anti Fraud, Corruption and Bribery Policy). This key governance document sets out who is responsible for the various financial activities. At every meeting of the Board the Treasurer reports the latest financial position and the outlook.

The Board of Trustees has determined that the 2021/22 accounts will be subject to an Independent Examination (IE) instead of a full audit. There is a significant cost saving and a reduction in the support required from the Charity for the process. Whitings LLP has been appointed and the Board will determine each year whether an IE or a full audit is required.

Going concern
In considering its Medium Term Financial Plan for 2022/25, Branching Out's Board of Trustees has assessed the Charity's finances and resources, and approved a budget for 2022/23. On the basis of this assessment the Board of Trustees believe that the Charity is in a position to manage its business risks and it therefore has a reasonable expectation that adequate resources exist for the Charity to continue to operate for the foreseeable future and it continues to adopt the going concern basis of accounting in preparing these financial statements.

Health & Safety
The Trustees and management monitor health and safety within the organisation. Each work area carries out periodic health and safety checks. The General Manager and Trustees carry out an annual Health and Safety check. In addition, we have an annual external health and safety audit. All checks and audits result in setting of actions as required. All employees have a vital part to play in the monitoring of health and safety within Branching Out and they are encouraged to report all hazards using our hazard reporting system. Any hazards are followed up with an open and honest discussion with the sole purpose of working to identify and reduce hazards to a minimum.

Disability and Equality
We have a Disability & Equality Scheme regarding ensuring Branching Out gives full and equal access to all our beneficiaries.

We have an Equal Opportunities Policy which is given to all new employees as part of their induction.

Where employees or beneficiaries have or develop a disability it is Branching Out's policy wherever possible to provide reasonable adaptations to enable their employment or the service they receive to continue.

Employee involvement
We have employee involvement embedded into the culture of our organisation. Information is continually provided and shared with all our employees within the open culture of our organisation. All staff are consulted on the changes affecting their work activities and the organisation. Regular meetings are held with staff to seek a two-way flow of information. We use Microsoft Teams to share information with staff and in addition we use a specified social media site to share ideas among the staff team.

Service User involvement
We are committed to providing our service users with the information they need to access our site as independently as possible. We use specialised software for signage and assistive technology.

In addition, our open culture is extended to include our service users. The staff explain all activities to our service users and expand on service users' ideas and choices throughout the organisation. All changes are discussed with all our service users and their opinion is valued.

All service users are involved in reviewing their support plans. All support plans are personalised to include likes, dislikes and photographic evidence of outcomes. All service users are familiar with their support plan and are able to use it to communicate their achievements within their circle of support during their annual reviews.

Use of Restrictive Interventions
Our support staff receive high quality, specialised training from PROACT SCIP ® UK for proactive, active and reactive support using the least restrictive option focusing in on individuals' skills and preferences establishing the most proactive options. Our Proactive Support Team Manager is a qualified PROACT SCIP ® UK Instructor training our workforce and other organisations in the area in partnership with Cambridgeshire County Council. We are a PROACT SCIP ® UK sub-centre.

Trustees Liabilities
Branching Out indemnifies the Trustees and management against liability in respect of proceedings brought by third parties. This third-party indemnity provision was in force during the year. The insured amounts are Professional liability is £5m (2021: £5m) and Management liability is £1m (2021: £1m) at a cost of:
Professional Liability - £1,099.44
Management Liability - £448.00
(Both inclusive of Insurance Premium Tax).

Governance
The Board ensures the good and effective ongoing governance of Branching Out. Key responsibilities are any governance matters which need to be addressed, overseeing the appointment, re-election and retirement of Trustees, ensuring good distribution of skills and experience among the Trustees and advising on the appointment of the General Manager.

Staff, Volunteers and Trustees
Finally, the Chair would like to thank the service users, staff, volunteers and fellow Board members for their commitment, dedication and hard work during the past year.

Fundraising
The Charity understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. It does not currently undertake significant activities in order to fundraise from the public nor does it use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year.

What we wanted to happen during the year

- Introduce Learning Tours for members of the Board
- Continue to improve our premises for the benefit or our service users
- Continue using technology to support our service users

What did happen during the year

- Use of technology to expand our service to remote support for those service users impacted by the pandemic (COVID -19) restrictions, using Microsoft Teams, a secure Facebook group for service users, and weekly secure zoom chats for service users to keep in touch with each other, and introduction of a home support communication channel on Microsoft Teams.
- Organised regular activity packs posted to service users, when self isolating.
- Organised free remote support for school and college leavers with learning disabilities during the pandemic.
- Improved drainage of the car park and rear gravel areas to prevent flood risk.
- Work started in preparation to replace the shop roof in 2022. Work completed in June 2022.
- Purchase of laptops for all support and office based staff to enable flexible working and compliance with COVID guidelines and enabling support of our service users.

What we want to happen in the future

We will continue to deliver a high quality, and efficient service for adults with learning disabilities.

An important part of this is to continually review our ability to raise income to support our work via our charity shop.

Striving to ensure our facilities are good quality.

Subject to cost and funding we are hoping to complete the following over the next few years:

- Continue to improve our premises for the benefit or our service users
- Continue using technology to support our service users
- Continue to support a positive work life balance.
- Continue with our accreditation (since 2016) as a Living Wage Foundation Employer*.
- Continue to work with community organisations
- Introduce Learning Tours for new members of the Board after the pandemic

The Trustees support a positive work life balance and are pleased to report this is happening.

* Branching Out is signed up to The Living Wage Foundation. Since 2016 Branching Out has been an accredited Living Wage Foundation Employer. The living wage is an hourly rate set independently and updated annually by the Centre for Social Policy at Loughborough University. The rate is calculated according to the basic cost of living in the UK. It should be enough to ensure that all our staff and their families can live free from poverty and reward them fairly for the work they do.

Responsibilities of the Trustees

The Trustees (who are also the Directors of Branching Out Limited 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 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards 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 charitable company will continue in operation.

The Trustees are responsible for keeping proper 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. The Trustees 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.

Small Company Provisions
This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
27 Grange Lane
Littleport
Ely
Cambridgeshire
CB6 1HW

Signed on behalf of the Trustees

John Hummersone (Nov 2, 2022 09:13 EDT)

Mr J Boyle
Chairperson
Date: 03/11/2022

Mr J Hummersone
Trustee and Treasurer
Date: 02/11/2022

BRANCHING OUT
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRANCHING OUT FOR THE YEAR ENDED 31 MARCH 2022

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 13 to 26.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Hannah Wisbey ACA

Whitings LLP
Raleigh House
14C Compass Point Business Park
Stocks Bridge Way
St Ives
Cambridgeshire
PE27 5JL

Date:

BRANCHING OUT
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds £	*As restated* Prior year total funds £
Income from					
Donations and legacies	3	15,463	17,601	33,064	29,204
Charitable activities	4	304,475	-	304,475	308,051
Other trading activities	5	93,626	-	93,626	43,419
Investments	6	55	-	55	214
Other income	7	3,714	-	3,714	80,614
Total income		**417,333**	**17,601**	**434,934**	**461,502**
Expenditure on					
Raising funds	8	105,183	-	105,183	98,372
Charitable activities	8	322,310	18,937	341,247	320,984
Total expenditure		**427,493**	**18,937**	**446,430**	**419,356**
Net Expenditure/Income (-)	12	**10,160**	**1,336**	**11,496**	**-42,146**
Transfer between Funds		-21	21	-	-
Reconciliation of funds					
Total funds brought forward	17	**488,955**	**4,815**	**493,770**	**451,624**
Total funds carried forward	17	**478,774**	**3,500**	**482,274**	**493,770**

All income and expenditure derives from continuing activities.

BRANCHING OUT
BALANCE SHEET
YEAR ENDED 31 MARCH 2022

	Note	at 31 March 2022 £	£	at 31 March 2021 £	£
Fixed Assets					
Tangible assets	13		120,387		129,116
Current Assets					
Debtors	14	13,572		25,969	
Cash at bank and in hand		360,138		357,557	
		373,710		383,526	
Current Liabilities					
Creditors: Amounts falling due in one year	15	-11,823		-18,872	
Net Current Assets			**361,887**		**364,654**
Total Assets			**482,274**		**493,770**
Represented by:					
Charity Funds					
Unrestricted funds					
General Fund	17		219,894		221,345
Designated Funds	17		258,880		267,610
Restricted Funds	17		3,500		4,815
Total Funds			**482,274**		**493,770**

The Charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements (which include the notes on pages 15 to 26) were approved and authorised for issue by the Board of Trustees on 28 October 2022 and signed on their behalf, by:

John Hummersone (Nov 2, 2022 09:13 EDT)

Mr J Boyle
Chairperson

Mr J Hummersone
Trustee and Treasurer

1. GENERAL INFORMATION

1.1 Branching Out is a Charity that is a Private Limited Company by guarantee which is registerd in England & Wales. The principal office is 27 Grange Lane, Littleport Ely, Cambridgeshire, CB6 1HW.

2. ACCOUNTING POLICIES

Basis of preparation of the financial statements

2.1 The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 Section 1A) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

2.3 The accounts are presented in British Pound Sterling which is the functional currency of the Charity, rounded to the nearest Pound.

Company status

2.4 The Charity is a Company limited by guarantee. The members of the Charity comprise the Trustees, service users, staff and other supportive members who provide services to the Charity. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The country of incorporation is the United Kingdom and registered office details are included within the reference and administration details on page 3.

Fund accounting

2.5 General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

2.6 Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

2.7 Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

2.8 All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

2.9 Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

2.10 Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of 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 and readers should refer to the Trustees' report for more information about their contribution.

2.11 Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

2.13 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.

Expenditure

2.14 Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

2.15 Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

2.16 Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the Charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

2.17 Expenditure on raising funds is cost incurred in attracting voluntary income, and in trading activities that raise funds.

2.18 Expenditure on charitable activities are costs incurred to enable the Charity to meet the charitable objectives of the organisation.

Pensions

2.19 The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year. The assets of the scheme are held separately from that of the Charity in an independently administered fund.

Tangible fixed assets and depreciation

2.20 All fixed assets are initially recorded at cost (including VAT where applicable). A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating income and expenditure account.

2.21 From 1 April 2021 tangible fixed assets costing more than £750 have been treated as capital in these accounts. Prior to this tangible assets costing more than £250 were treated as capital.

2.22 Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less estimated residual value, over their expected useful lives on the following bases:

Freehold Property	- over 25 years (straight line basis)
Long Term Leasehold Property	- over the term of the lease (straight line basis)
Plant and Machinery	- between 2 and 10 years (straight line basis)

Operating leases

2.23 Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

Stocks

2.24 Donated items of stock for resale or distribution are not recognised in the accounts until they are sold or distributed because the Trustees consider it impractical to be able to assess the amount of donated stocks as there are no systems in place which records these items until they are sold and undertaking a stock take incurs undue cost and effort for the Charity which far outweigh the benefits. There are no bought-in stock items.

Debtors

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

Cash at bank and in hand

2.26 Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Liabilities and provisions

2.27 Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payment for the goods or services it must provide.

Financial instruments

2.28 The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value which is their cost with the exception of fixed assets which are recorded at depreciated historical cost.

Going concern

2.29 The accounts have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the level of expected income and expenditure for the 12 months from the date of signing these accounts and are satisfied that the Charity will continue as a going concern.

2.30 The Trustees have considered the effects of the COVID-19 pandemic and consider there is no material impact on the Charity.

Estimates and significant accounting policies

2.31 In preparing these accounts there are no significant estimates or accounting policies used which could materially alter the results for the year (2021: none).

Government grants

2.32 Grants are recognised when receivable. In the event that a grant is subject to fulfilling performance conditions before the Charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period.

Taxation

2.33 The Company is considered to pass the tests set out in paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable Company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within the categories covered by Chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of the Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

3. DONATIONS AND LEGACIES

	2021/22	2020/21
	£	£
Unrestricted Funds		
Donations	15,463	13,203
Grants	-	-
	15,463	13,203
Restricted Funds		
Donations	565	565
Grants	17,036	15,436
	17,601	16,001
Total	**33,064**	**29,204**

4. INCOME FROM CHARITABLE ACTIVITIES

	2021/22	2020/21
	£	£
Unrestricted Funds		
Service User Income	301,556	306,317
Horticulture	2,919	1,734
	304,475	**308,051**

5. INCOME FROM OTHER TRADING ACTIVITIES

	2021/22	2020/21
	£	£
Unrestricted Funds		
Fundraising	1,942	1,865
Littleport Charity Shop	65,320	24,873
Rental Income	10,380	7,413
Ebay Sales	15,761	9,005
Other	224	263
	93,626	**43,419**

6. INVESTMENT INCOME

	2021/22	2020/21
	£	£
Unrestricted Funds		
Bank Interest Receivable	55	214
	55	**214**

7. OTHER INCOME

	2021/22	2020/21
	£	£
Unrestricted Funds		
Other Operating Income	-	564
Insurance Claims	-	13,623
COVID Retail Grant	2,667	19,907
COVID Job Retention Scheme Grant	1,047	46,520
	3,714	**80,614**

8. ANALYSIS OF EXPENDITURE BY ACTIVITY

	Direct Costs	Support Costs (Note 9)	Total Costs 2021/22
	£	£	£
Costs of raising funds	65,007	40,176	105,183
Charitable Activities:			
To support adults with learning difficulties	242,852	98,395	341,247
Total	**307,859**	**138,571**	**446,430**

All 2021/22 expenditure was unresticted, except for Charitable Activities of £18,937 which was restricted.

Analaysis of expenditure by activity - prior year - as restated

	Direct Costs	Support Costs (Note 9)	Total Costs 2020/21
	£	£	£
	Restated	*Restated*	*Restated*
Costs of raising funds	49,402	48,970	98,372
Charitable Activities:			
To support adults with learning difficulties	215,035	105,949	320,984
Total	**264,437**	**154,919**	**419,356**

All 2020/21 expenditure was unresticted, except for Charitable Activities of £11,486 which was restricted.

9. SUPPORT COSTS

	2021/22	2020/21
	£	£
		Restated
Unrestricted Funds		
Premises	16,900	10,285
Wages and Salaries	97,090	116,318
Governance Costs (Note 10)	8,707	14,932
Other	15,874	13,384
	138,571	**154,919**

10. GOVERNANCE COSTS

	2021/22	2020/21
	£	£
Unrestricted Funds		
Independent Examination Fee (estimated)	2,100	-
Auditor remuneration - prior years	-654	8,394
Financial advice and consultancy	7,261	6,538
	8,707	**14,932**

11a. STAFF COSTS

	2021/22	2020/21
	£	£
Unrestricted Funds		
Wages and Salaries	289,234	285,972
Employer's National Insurance	17,136	17,236
Employer's Pension Contributions	5,421	5,059
	311,791	**308,267**

The average number of persons employed by the Charity during the year was as follows:

	2021/22	2020/21
Charitable Activity Staff	9.2	8.2
Fundraising and Trading Staff	5.3	4.7
Administrative Staff	3.7	3.3
	18.2	16.2

11b. KEY MANAGEMENT PERSONNEL

No employee received remuneration of more than £60,000 in either year.

The Charity considers its key management personnel to comprise 3 people. During the year, the total employment benefits of these 3 key management personnel, salary, employer's national insurance and pension contributions, was £121,276 (2021: £116,211).

12. NET EXPENDITURE/INCOME (-)

Net Income/Expenditure is stated after charging:

	2021/22	2020/21
	£	£
Unrestricted Funds		
Independent Examination fee (estimated)	2,100	-
Auditor remuneration - current year	-	6,540
Auditor remuneration - prior year	-654	1,854
Auditor remuneration - for other services	-	2,904
Depreciation	21,226	21,550
Operating Lease Rentals - Land and Buildings	5,000	3,025
	27,672	35,873

13. TANGIBLE FIXED ASSETS

	Freehold Property	Long Term Leasehold Property	Plant and Machinery	Total
	£	£	£	£
Cost				
At 1 April 2021	119,620	247,288	75,480	442,388
Additions	6,421	-	12,519	18,940
Disposals	-1,038	-2,366	-26,633	-30,037
At 31 March 2022	125,003	244,922	61,366	431,291
Depreciation				
At 1 April 2021	72,102	183,963	57,207	313,272
Charge for the year	4,975	11,259	4,992	21,226
On disposals	-585	-1,206	-21,803	-23,594
At 31 March 2022	76,492	194,016	40,396	310,904
Net Book Value				
At 31 March 2022	**48,511**	**50,906**	**20,970**	**120,387**
At 31 March 2021	47,518	63,325	18,273	129,116

14. DEBTORS

	2021/22	2020/21
	£	£
Trade Debtors	8,913	7,340
Other Debtors	-	15,377
Prepayments and Accrued Income	4,659	3,252
	13,572	**25,969**

15. CREDITORS

	2021/22	2020/21
	£	£
Trade Creditors	2,684	4,112
HMRC	4,933	3,585
Other Creditors	3,967	800
Accruals and Deferred Income	239	10,375
	11,823	**18,872**

16. ANALYSIS OF ASSETS AND LIABILITIES REPRESENTING EACH OF THE CHARITY'S FUNDS

Current Year 2021/22

	Unrestricted Funds 2021/22	Resricted Funds 2021/22	Total Funds 2021/22
	£	£	£
Tangible Fixed Assets	120,387	-	120,387
Current Assets	370,210	3,500	373,710
Creditors due within one year	-11,823	-	-11,823
Total	**478,774**	**3,500**	**482,274**

Previous Year 2020/21

	Unrestricted Funds 2020/21	Resricted Funds 2020/21	Total Funds 2020/21
	£	£	£
Tangible Fixed Assets	129,116	-	129,116
Current Assets	378,711	4,815	383,526
Creditors due within one year	-18,872	-	-18,872
Total	**488,955**	**4,815**	**493,770**

17. STATEMENT OF FUNDS

Current Year 2021/22

	Balance at 01-Apr-21 £	Incoming Resources £	Outgoing Resources £	Transfers In/Out £	Balance at 31-Mar-22 £
Unrestricted Funds					
Designated Funds					
Fixed Asset Fund	129,116	-	-	-8,730	120,386
Emergency Operating Reserve	110,000	-	-	-	110,000
Replacement Fund	26,494	-	-	-	26,494
Emergency Fund	2,000	-	-	-	2,000
Total Designated Funds	267,610	-	-	-8,730	258,880
General Fund	221,345	417,333	427,493	8,709	219,894
Total Unrestricted Funds	488,955	417,333	427,493	-21	478,774
Restricted Funds:-					
Just Giving Donations	-	565	565	-	-
Co-op Home Group	811	1,137	1,948	-	-
Infection Control Grants	4,004	15,899	16,424	21	3,500
Total Restricted Funds	4,815	17,601	18,937	21	3,500
Total all Funds	493,770	434,934	446,430	-	482,274

Prior Year 2020/21

	Balance at 01-Apr-20 £	Incoming Resources £	Outgoing Resources £	Transfers In/Out £	Balance at 31-Mar-21 £
Unrestricted Funds					
Designated Funds					
Fixed Asset Fund	135,956	-	-	-6,840	129,116
Emergency Operating Reserve	110,000	-	-	-	110,000
Replacement Fund	26,494	-	-	-	26,494
Emergency Fund	2,000	-	-	-	2,000
Total Designated Funds	274,450	-	-	-6,840	267,610
General Fund	176,874	445,501	-407,870	6,840	221,345
Total Unrestricted Funds	451,324	445,501	-407,870	-	488,955
Restricted Funds:-					
Just Giving Donations	-	565	-565	-	-
Co-op Home Group	-	811	-	-	811
Infection Control Grants	-	14,625	-10,621	-	4,004
Replacement PPE	300		-300	-	-
Total Restricted Funds	300	16,001	-11,486	-	4,815
Total all Funds	451,624	461,502	-419,356	-	493,770

The transfers relate to the capitalisation of applicable costs to Fixed Assets, charges for depreciation and the writing out of assets with an original cost price of less than £750. The £21 transfer relating to Infection Control Grants corrects a minor error in 2020/21.

[Note continued on next page…]

The purpose of each Reserve/Fund detailed above is set out in the Charity's Financial Regulations (Investment Policy). The Policy is reproduced below:

Restricted Funds
Any grants or donations where donors specify terms and conditions are classified as 'restricted.' Trustees cannot redirect these funds. If the funds cannot be spent in the year of receipt, any unspent balances are carried forward as Restricted Funds into the following financial year.

Just Giving Donations	Funds received to support Service Users in their own homes during periods of self isolation with covid.
Co-op Home Group	Funds received to buy equipment to help school leavers with learning disabilities who are not able to access physical support services during the covid pandemic.
Infection Control Grants	Grant received from County Council to finance the additional staff costs relating to covid testing for service users and staff.
Replacement PPE	Donations received to help finance the cost of new PPE for covid.

Unrestricted Funds – Designated
The Board has chosen to 'ring-fence' some unrestricted general funds, these are categorised as 'Designated':
Fixed Asset Fund. This fund represents the value of the Charity's fixed assets. The value cannot be realised and is therefore 'unusable.'
Emergency Operating Fund. This contingency fund represents approximately 3 months turnover and would, effectively, keep the Charity solvent in the event of a severe funding shortfall or be sufficient to deal with winding up costs.
Replacement Fund. This fund will finance the replacement of assets necessary for the continued operation of the Charity. These costs may be irregular and significant.
Emergency (assistance) Fund. This is a hardship fund set up by the Charity and originally financed from interest on investments. The fund can be used for grants to applicants who meet our criteria and who are suffering genuine hardship, e.g. to purchase household essentials such as a bed, fridge, or oven.

Unrestricted Funds - General
The General Fund is available to the Trustees to be allocated as required. This fund represents the working capital of the Charity, absorbing the cash flow fluctuations during the year but, more importantly, can be used to:

- support the budget (e.g., during periods where income is restricted),
- support future projects for service users,
- finance capital spending needs (e.g., repairs/alterations to buildings and renewal of technology, if no provision in the Replacement Fund),
- deal with any other unexpected or uninsured events.

18. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £5,421 (2021: £5,059). Contributions totalling £1,101 (2021: £800) were payable to the fund at the balance sheet date and are included in creditors.

19. OPERATING LEASE COMMITMENTS

LESSEE:

At 31 March 2022 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	Land and Buildings	
	2021/22	2020/21
	£	£
Amounts payable		
Within 1 year	5,000	3,000
Between 1 and 5 years	20,000	12,000
After more than 5 years	5,000	2,250
Total	**30,000**	**17,250**

LESSOR:

At 31 March 2022 the Charity had agreed commitments as a lessor under non-cancellable operating leases to receive the receipts as follows:

	Land and Buildings	
	2021/22	2020/21
	£	£
Amounts receivable		
Within 1 year	4,800	4,680
	4,800	**4,680**

20. RELATED PARTY TRANSACTIONS

No Trustees received any emoluments during this year or last and there were no Trustee expenses incurred in either 2022 or 2021.

There are no other related party transactions to note.

Accounts 2021_22 v11 final approved by board 28 oct 2022 for signature

Final Audit Report 2022-11-03

Created:	2022-11-02
By:	Jacqueline Grindey (jackie.grindey@branchingoutuk.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZzAX6glaiboT_NP5zgn81BLgVN-apmpK

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BRANCHING OUT

England & Wales - Charity number 1047403

Accounts

Registered
No.03068661
Charity No.1047403

BRANCHING OUT

(A company limited by guarantee)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

BRANCHING OUT

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BRANCHING OUT

REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 MARCH 2021

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details of the Charity, it's Trustees and Advisers for the year ended 31 March 2021 are as follows:

REGISTERED NUMBER	03068661
CHARITY REGISTRATION NUMBER	1047403
TRUSTEES	Dr K B Taylor, Chairperson Ms W Wilkinson Mr B W Hayes Mr S J Gamble Mrs V Bowles (appointed 26 November 2020) Mr J Hummersone (appointed 26 November 2020) Mrs M Moll (appointed 3 June 2021)
REGISTERED OFFICE	27 Grange Lane Littleport Cambridgeshire CB6 1HW
INDEPENDENT AUDITORS	Price Bailey LLP Tennyson House Cambridge Business Park Cambridge CB4 0WZ
BANKERS	Barclays Bank Plc 28 High Street Ely Cambridgeshire CB7 4LA

BRANCHING OUT

(A Company limited by guarantee. No: 03068661)
(Charity No: 1047403)

TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Structure, Governance and Management

Legal status and structure, and management
Branching Out was founded in 1994 as a registered charity and became a private limited company in 1995. The directors (who also act as trustees for the charity) are listed on page 3. The company operates from leased premises in Littleport, providing training to benefit adults with learning disabilities. Branching Out is governed by its Board of Trustees who are elected by attendees at our General Meeting. Trustees can also co-opt additional Trustees to the Board, who must subsequently be elected at the General Meeting. The election or appointment of Trustees is detailed in the Articles of Association.

Trustees meet 6 times a year to review the strategic direction of the charity. Day to day management is delegated to the General Manager. Membership of the Board reflects the expertise of the respective Trustees in relation to the activities undertaken by the charity. Minutes of the meetings are subsequently circulated to the full Board.

The induction process for Trustees includes attendance at an initial meeting of the Board and further in-depth briefings from the General Manager. Further training is arranged to meet the specific needs of individual Trustees.

Details of last year's Annual General Meeting
The 25th AGM was held on 28th January 2021.
The Board of Directors was approved for another year unanimously.
The Annual Report and Accounts were also apdopted unanimously.

Details of this year's Annual General Meeting
The company's 26th AGM will be held on 25th November 2021. At the meeting the Directors/Trustees will be asked to approve the receipt of the Annual Report and Accounts. They will also review this years and next year's objectives. New appointments to the board will also be considered.

BRANCHING OUT

(A Company limited by guarantee. No: 03068661)
(Charity No: 1047403)

TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

About Us:
We are a local charity based in East Cambridgeshire. We support adults at risk with learning disabilities in a variety of fun work experience and social activities. Our high-quality staff team help people, with encouragement to overcome difficulties and achieve in everyday life. The people we support are involved to become part of the Branching Out team helping the community with hands on experience.

Vision:
When we achieve, we have value, when we make mistakes, we have understanding, when we look after our environment, we have a community.

Mission:
We provide work experience with training for adults with learning disabilities, improving the environment and community. A wide choice of provision, tailored to meet the needs of the individual creates achievement and self-worth.

Values:
Branching Out values and supports vulnerable adults with learning disabilities in East Cambridgeshire.
The people we support are given a choice of the types of work experience they would like to do and are regularly consulted to see if they would like any changes.

We encourage the people we support to feel safe and build friendships with respect for each other and the wider community of Branching out.
Our values are:

- Showing respect to our service users, our charity shop customers and others
- Having courage to do the right thing
- Valuing our work

We will also:

- Continue to monitor the quality of the services we are providing to adults with learning disabilities to ensure that we provide flexibility and meet the needs of each individual.
- Continue to strive to be financially sustainable to secure the future of our staff and the people we support.
- Recruit and train high quality staff who are committed to providing the best care standards we expect for people with learning disabilities.

Trustees' Review 2020/21
We are proud of the support of our staff and volunteers, who have again shown how passionately they care about adults who use Branching Out services.

Our focus is upon adults with learning disabilities who live in the Cambridgeshire area. The objects of the charity say:

'The objects of the company shall be support and training for adults residing in the Cambridgeshire area who have learning disabilities, in particular the provision of education, training and advocacy to equip them for independent living within the community'

Trustees' Review 2020/21 (continued)
We have found that by listening to people carefully we are able to develop our sense of ambition as Trustees to create wider services to support adults who access the services we provide.

We know we can continue to make an impact by listening to the views of adults who use our services, volunteers and staff and that will continue to be the most important way to guide our decisions.

We have the following additional objects for the charity:

'To grant emergency financial assistance to current clients of the charity to alleviate temporary hardship to them'

'To establish and run shops to raise funds for the charity by selling donated and second-hand goods of any kind but not in such a way as would constitute permanent trading'

We know that Branching Out services enrich the lives of so many people and we want everyone involved to feel that sense of optimism and belonging to Branching Out.

Recruitment and retention of staff that share common values is vital to enhance our services and to support the advocacy work social care ask us to undertake. We have an apprenticeship scheme to support potential new staff into employment. Staff training continues to be a priority to maintain safe practice for vulnerable adults and to adhere to national guidelines for health and safety.

Our charity shop at Littleport continues to be vital to the success of Branching Out and provides work related experiences for volunteers from the community.

Our website and use of social media have improved our communications overall, and we are always happy to receive feedback and suggestions.

Making a difference and public benefit:
The Trustees have had due regard for the Charity Commission's guidance on public benefit.

All the adults at risk with learning disabilities who use our services benefit from all organisations working together in partnership to support the adult at risk. During the year objectives are agreed for the year ahead and progress during the past year is reviewed and monitored. In 2020/21 we were operating under the impact of the COVID-19 pandemic. Due to social distancing, government guidelines and repeated national lockdowns we delivered a varied limited number of physical day placements to adults with learning disabilities. In addition to the day placements, we did manage to deliver an extensive range of remote support via newsletters, Safe and Well checks, home visits, activity packs delivered by post, a secure social media group and a weekly online zoom meeting with an activity so that all the people we support continued to be supported by the charity through the pandemic. We provided this service to an average of 37 people on a weekly/daily basis.

Our volunteers make a real difference to peoples' lives on a daily basis and they also benefit from the opportunity to be involved in their community. During the year because of the COVID-19 pandemic impact most volunteering opportunities had to temporarily stop as our charity shop was not able to open for approximately 7 months, and other volunteering opportunities were impacted by COVID guidelines. We are very grateful to our volunteers for their continued support during this time with helping us to re-open and close the shop on 3 occasions according to changing guidelines and we kept in touch with the shop and other volunteers throughout the year. Due to the impact/changes we do not have the full number of volunteer hours contributed during the year however it was significantly reduced on previous years.

Making a difference and public benefit (continued):
We also supported the community with the pandemic by donating fabric to sewers to make face masks and hospital scrubs, donating PPE to the Learning Disability Partnership, giving free books and jigsaws to people impacted in the community by the lockdown measures.

We would like to thank all our volunteers who make such a difference to the lives of adults at risk in their community through all the various volunteer roles they undertake at Branching Out. We are grateful to all the individual donors and organisations from our community who have worked hard to help us to raise funds over the last year to support our work and build on our success of previous years.

During the year we have continued to develop the promotion of Branching Out via social media and increased our presence and awareness in our local community. It is important that we build on our social media presence to increase awareness of our work and how the community can get involved to support us.

The activities we provide to our service users each day are based on their preferences and identified need. These preferences and needs are identified with the service users and their circle of support including other professionals at each individual service user's review. This brings service user led change and development of Branching Out activities to meet the needs of the people we support. Information on current activities is available on our website and Facebook.

We have one charity shop which we run for fundraising to subsidise the income we receive for social care placements and to pay for additional resources to ensure our ability to work to high quality standards. The charity shop also has the added benefit of providing quality items to the community at a low cost and recycling to reduce landfill. We have a system for helping those from or moving into our community in desperate need, with a basics pack subject to stock availability.

We continue to plant and water the village planters in Littleport for the Parish Council. During the COVID pandemic some of our workforce helped deliver over 1,100 Littleport Life Magazines to houses and businesses in the village in their own time to continue the past support we have given the magazine.

We recognise that special care day provision is not at the current time subject to Care Quality Commission inspections, however we realise that this will happen in the future, and we are actively working to CQC standards.

We intend to continue our apprenticeship scheme in order to transfer skills to a younger generation of people who want to develop a career in social care.

Financial Review and Reserves Policy:

Branching Out is dependent on a number of fluctuating income streams particularly statutory funding, fundraising, shop profits, trust and corporate donations. During the past year the charity shop income was impacted by the pandemic and the charity is grateful to the government and local authorities for the support received through the furlough scheme and retail grants.

The charity has business interruption insurance and is in discussions with our insurance company regarding compensation for loss of income from our premises. An interim payment has been included in the accounts and a final claim payment was received in the new financial year.

To enable the charity to make commitments to the community we work with, it needs to maintain a level of reserves so that it can continue its operation in the event that an unforeseen shortfall in income or

Financial Review and Reserves Policy (continued):
held based on the assessment of risks affecting the income and expenditure of the charity to be 3 months expenditure which equates to £110,000 (2020: £110,000) of unrestricted funding.

At the balance sheet date the Charity holds unrestricted funds of approximately £493,770 (2020: £451,624) (which can be expended at the discretion of the Trustees in furtherance of the charity's objects) and restricted funds of £4,815 (2020: £300) (which can only be applied for specific purposes).

The unrestricted reserve is required to support future projects for service users, finance capital spending needs (e.g., repairs to buildings and renewal of technology), to deal with uninsured events and provide a contingency for the operational delivery of the business.

Emergency Fund:
The charity operates an Emergency Fund which is open for applications on behalf of adults at risk with learning disabilities who are supported by Branching Out or who have been supported by Branching Out sometime in the previous 10 years and are suffering hardship. Applications are subject to terms and conditions and details are available on request from the General Manager.

Going concern
Branching Out's Board of Trustees has assessed the charity's finances and resources, alongside regular reviews of the budget for 2021/22. On the basis of this assessment the Board of Trustees believe that the charity is in a position to manage its business risks.The Board therefore has a reasonable expectation that adequate resources exist for the charity to continue to operate for the foreseeable future and thus continues to adopt the going concern basis of accounting in preparing these financial statements.

On the 23rd March 2020 government guidelines put the country into temporary lockdown due to Coronavirus COVID-19. The Board of Trustees and the General Manager met regularly using technology to support the charity to continue its work while meeting new government guidelines to combat the impact of the virus on our service users and staff. This has resulted in using technology in a new project called @Home Group. We have received assurances from Cambridgeshire County Council of intent to continue to pay the charity for its social care work while we work to get our service users back into our Day Services, subject to regular review. We reopened our charity shop and eBay shop on 16th June and our Day services at the beginning of July 2020. Our staff worked very hard getting all guidelines implemented to be one of the first to re-open all aspects of our organisation in order to meet the needs of our customers and the people we support. During "lockdown" we continued to support all our service users via Activity Packs, Safe and Well Checks, Home Visits, and @Home Group. Further lockdowns were implemented during November 2020 and January 2021. During the January 2021 lockdown most of our service users reverted to remote support using the systems already in place. Some service users continued to attend the physical service due to need. Our charity shop closed during the year under non-essential shops government guidance 3 times in total, and was allowed to re-open on 12 April 2021, shortly after the financial year end.

Health & Safety:
The Trustees and management monitor health and safety within the organisation. Each work area carries out periodic health and safety checks. The General Manager and Trustees carry out an annual Health and Safety check. In addition, we have an annual external health and safety audit. All checks and audits result in setting of actions as required. All employees have a vital part to play in the monitoring of health and safety within Branching Out and they are encouraged to report all hazards using our hazard reporting

Health & Safety (continued):
system. Any hazards are followed up with an open and honest discussion with the sole purpose of working to identify and reduce hazards to a minimum.

Disability and Equality
We have a Disability & Equality Scheme regarding ensuring Branching Out gives full and equal access to all our beneficiaries.

We have an Equal Opportunities Policy which is given to all new employees as part of their induction.

Where employees or beneficiaries have or develop a disability it is Branching Out's policy wherever possible to provide reasonable adaptations to enable their employment or the service they receive to continue.

Employee involvement
We have employee involvement embedded into the culture of our organisation. Information is continually provided and shared with all our employees within the open culture of our organisation. All staff are consulted on all major and minor changes affecting their work activities and the organisation. Regular meetings are held with staff to seek a two-way flow of information. We use our intranet to share information with staff and in addition we use a specified social media site to share ideas among the staff team.

Service User involvement
We are committed to providing our service users with the information they need to access our site as independently as possible. We use specialised software for signage and assistive technology.

In addition, our open culture within Branching Out is extended to include our service users. The staff explain all activities to our service users and expand on service users' ideas and choices throughout the organisation. All major and minor changes are discussed with all our service users and their opinion is valued.

All service users are involved in reviewing their support plans. All support plans are personalised to include likes, dislikes and photographic evidence outcomes. All service users are familiar with their support plan and are able to use it to communicate their achievements with their circle of support during their annual reviews.

Use of Restrictive Interventions
Our support staff receive high quality, specialised training from PROACT SCIP ® UK for proactive, active and reactive support using the least restrictive option focusing in on individuals' skills and preferences establishing the most proactive options. Our Proactive Support Team Manager is a qualified PROACT SCIP ® UK Instructor training our workforce and other organisations in the area in partnership with Cambridgeshire County Council. We are a PROACT SCIP ® UK sub-centre.

Trustees Liabilities
Branching Out indemnifies the Trustees and management against liability in respect of proceedings bought by third parties. This third-party indemnity provision was in force during the year. Professional liability is £5,000,000 (2020: £5,000,000) and Management liability is £1,000,000 (2020: £1,000,000).

Finance and Audit
The Trustees have responsibility for the oversight of key issues such as the financial management and prevention of fraud. At each meeting the Board formally reviews the budget and finances of the charity and informally monitors the charity's progress throughout the year.The Board has appointed one Trustee to be the Treasurer.

Governance
The Board ensures the good and effective ongoing governance of Branching Out. Key responsibilities are any governance matters which need to be addressed, overseeing the appointment, re-election and retirement of Trustees, ensuring good distribution of skills and experience among the Trustees and advising on the appointment of the General Manager.

Staff, Volunteers and Trustees
Finally, the Board would like to thank the service users, staff, volunteers and fellow Board members for their commitment, dedication and hard work during the past year.

Fundraising
The charity understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. It does not currently undertake significant activities in order to fundraise from the public nor does it use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year.

What we wanted to happen during the year

- Introduce Learning Tours for members of the Board
- Continue to improve our premises for the benefit or our service users
- Continue using technology to support our service users

What did happen during the year

- Continued to work with community organisations
- Use of technology to expand our service to remote support for those service users impacted the pandemic (COVID -19) restrictions, using Microsoft Teams, a secure Facebook group for service users, and weekly secure zoom chats for service users to keep in touch with each other.
- Organised regular activity packs posted to service users.
- Organised regular Safe and Well checks and home visits – restrictions allowing.
- Organised free remote support for school and college leavers with learning disabilities during the pandemic.

What we want to happen in the future

We will continue to deliver our good quality, and efficient service for adults with learning disabilities.

Fundraising (continued):
An important part of this is to continually review our ability to raise income to support our work with our charity shop.

Striving to ensure our facilities are good quality.

Subject to cost we are hoping to complete the following over the next few years:

- Continue to improve our premises for the benefit or our service users
- Continue using technology to support our service users
- Continue to support a positive work life balance.
- Continue with our *accreditation (since 2016) as a Living Wage Foundation Employer.
- Continue to work with community organisations
- Introduce Learning Tours for new members of the Board after the pandemic

Branching Out is proud to be the charity partner of White Stuff store in Ely and we have enjoyed working with them over the past several years to raise money for our charity, sadly during the year White Stuff Foundation decided to change from supporting local charities to supporting one national charity. We have enjoyed our work with White Stuff store in Ely and have many fond memories and shared experiences working together and would like to thank everyone involved.

The Trustees are supporting a positive work life balance and are pleased to report this is now happening.

Branching Out is signed up to *The Living Wage Foundation. Since 2016 Branching Out has been an accredited Living Wage Foundation Employer. The living wage is an hourly rate set independently and updated annually by the Centre for Social Policy at Loughborough University. The rate is calculated according to the basic cost of living in the UK. It is enough to ensure that all our staff and their families can live free from poverty and reward them fairly for the work they do.

Remuneration of Key Management Personnel
Trustees are responsible for reviewing the pay of the key management personnel of the Charity.

Responsibilities of the Trustees
The trustees (who are also the directors of Branching Out Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affair 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 directors are required to:

Responsibilities of the Trustees (continued):

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards 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 charitable company will continue in operation.

The trustees are responsible for keeping proper 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. The trustees 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; and
- 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.

Small Company Provisions
This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
27 Grange Lane
Littleport
Ely
Cambridgeshire
CB6 1HW

K Taylor

Dr K B Taylor
Chairperson

Date: 02 Dec 2021

Signed on behalf of the trustees

Mr J Hummersone
Trustee and Treasurer

Date: 02 Dec 2021

BRANCHING OUT
(A Company limited by guarantee. No: 03068661)
(Charity No: 1047403)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRANCHING OUT FOR THE YEAR ENDED 31 MARCH 2021

Opinion

We have audited the financial statements of Branching Out (the 'charitable Company') for the year ended 31 March 2021, which comprise the Statement of Fianncial Activities, the Balance Sheet, 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; and
- 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 United Kingdom, including the Financial Reporting Council'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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees' have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable Company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Trustees' are responsible for the 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. 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' report incorporating the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and

- the Trustee's report incorporating the Directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our 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 Trustee's report incorporating the Directors' 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 Directors' remuneration specified by law are not made; or

- we have not received all the information and explanations we require for our audit; or

- 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 Directors' report and from the requirement to prepare a strategic report.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRANCHING OUT FOR THE YEAR ENDED 31 MARCH 2021

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, 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 is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the charitable company and how it operates and considered the risk of the charitable company not complying with the applicable laws and regulations including fraud in particular those that could have a material impact on the financial statements. This included those regulations directly related to the financial statements. In relation to the charitable company this included employment law, financial reporting and health & safety.

The risks were discussed with the audit team and we remained alert to any indications of non-compliance throughout the audit. We carried out specific procedures to address the risks identified these included the following:

- We reviewed systems and procedures to identify potential areas of management override risk. In particular, we carried out testing of journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions to identify large or unusual transactions.

- We reviewed key authorisation procedures and decision making processes for any unusual or one-off transactions.

- We reviewed minutes of Trustee Board meetings and agreed the financial statement disclosures to underlying supporting documentation.

- We have made enquiries of management and officers of the charitable company regarding laws and regulations applicable to the organisation.

- We reviewed the risk management processes and procedures in place including a review of the Risk Register and Board assurance reporting.

- We have reviewed any correspondence with the Charity Commission and reviewed the procedures in place for the reporting of incidents to the Trustee Board including serious incident reporting of any such matters if necessary.

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 as to what extent the audit was considered capable of detecting irregularities, including fraud.

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

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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.

HJWilkinson

Helena Wilkinson BSc FCA DChA (Senior Statutory Auditor)

For and on behalf of:
Price Bailey LLP
Statutory Auditors
Tennyson House
Cambridge Business Park
Cambridge
CB4 0WZ

Date: 3 December 2021

BRANCHING OUT

(A Company limited by guarantee. No: 03068661)

(Charity No: 1047403)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
		£	£	£	£
INCOME FROM					
Donations and legacies	3	13,203	16,001	29,204	17,694
Charitable activities	4	308,051	-	308,051	353,215
Other trading activites	5	43,419	-	43,419	111,530
Investments	6	214	-	214	785
Other income	7	80,614	-	80,614	1,164
TOTAL INCOME		**445,501**	**16,001**	**461,502**	**484,388**
EXPENDITURE ON					
Raising funds	8	67,673	-	67,673	63,591
Charitable activities	8	340,197	11,486	351,683	371,263
TOTAL EXPENDITURE		**407,870**	**11,486**	**419,356**	**434,854**
NET INCOME		**37,631**	**4,515**	**42,146**	**49,534**
RECONCILIATION OF FUNDS					
Total funds brought forward		451,324	300	451,624	402,090
TOTAL FUNDS CARRIED FORWARD		**488,955**	**4,815**	**493,770**	**451,624**

All income and expenditure derives from continuing activities.

The notes on pages 19 to 26 form part of these financial statements.

BRANCHING OUT

(A Company limited by guarantee. No: 03068661)

(Charity No: 1047403)

BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2021

	Note	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible assets	13		129,116		135,956
CURRENT ASSETS					
Debtors	14	25,969		16,535	
Cash at bank and in hand		357,557		317,168	
		383,526		**333,703**	
CREDITORS					
Amounts failing due within one year	15	(18,872)		(18,035)	
NET CURRENT ASSETS			**364,654**		**315,668**
NET ASSETS			**493,770**		**451,624**
CHARITY FUNDS					
Unrestricted funds:					
General funds	16		221,345		176,874
Designated funds	16		267,610		274,450
Restricted funds	16		4,815		300
TOTAL FUNDS			**493,770**		**451,624**

The charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 25 Nov 2021 and signed on their behalf, by:

K Taylor

Dr K B Taylor
Chairperson

Mr J Hummersone
Trustee and Treasurer

The notes on page 19 to 26 form part of these accounts.

1. GENERAL INFORMATION

Branching Out is a Charity that is a Private Limited Company by guarantee which is registerd in England & Wales. The principal office is 27 Grange Lane, Littleport Ely, Cambridgeshire, CB6 1HW.

2. ACCOUNTING POLICIES

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 Section 1A) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

The accounts are presented in British Pound Sterling which is the functional currency of the charity, rounded to the nearest Pound.

2.2 Company status

The charity is a Company limited by guarantee. The members of the charity comprise the Trustees, service users, staff and other supportive members who provide services to the charity. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The country of incorporation is the United Kingdom and registered office details are included within the reference and administration details on page 1.

2.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2.4 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

2 ACCOUNTING POLICIES (continued)

2.4 Income (continued)

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

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

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.

2.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either:

- Terminate the employment of an employee or group of employees before normal retirement date; or
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

Expenditure on raising funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Expenditure on charitable activities are costs incurred to enable the charity to meet the charitable objectives of the organisation.

2.6 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year. The assets of the scheme are held separately from that of the charity in an independently administered fund.

2.7 Tangible fixed assets and depreciation

All fixed assets are initially recorded at cost (including VAT where applicable).
A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

The capitalisation policy of tangible fixed assets used throughout the year is £250.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	over 25 years (straight line basis)
L/Term Leasehold Property	-	over the term of the lease (straight line basis)
Plant & machinery	-	between 2 and 10 years (straight line basis)

2.8 Operating leases

Rentals under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

2.9 Stocks

Donated items of stock for resale or distribution are not recognised in the accounts until they are sold or distributed because the Trustees consider it impractical to be able to assess the amount of donated stocks as there are no systems in place which records these items until they are sold and undertaking a stock take incurs undue cost and effort for the charity which far outweigh the benefits. Thre are no bought-in stock items.

2.10 Debtors

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

2.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.13 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value which is their cost with the exception of fixed assets which are recorded at depreciated historical cost.

2.14 Going concern

The accounts have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the level of expected income and expenditure for the 12 months from the date of signing these accounts and are satisfied that the charity will continue as a going concern.

The Trustees have considered the effects of the COVID-19 pandemic and consider there is no material impact on the charity.

Therefore, the Trustees continue to adopt the going concern basis in preparing these financial statements.

2.15 Estimates and significant accounting policies

In preparing these accounts there are no significant estimates or accounting policies used which could materially alter the results for the year (2020: none).

2.16 Government grants

Grants are recognised when receivable. In the event that a grant is subject to fulfilling performance conditions before the charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period.

2.17 Taxation

The Company is considered to pass the tests set out in paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable Company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within the categories covered by Chapter 3 art 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of the Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

3. DONATIONS AND LEGACIES

	2021 Total £	2020 Total £
Donations	13,768	14,538
Grants	15,436	3,156
	29,204	**17,694**

Income from donations and legacies was £29,204 (2020: £17,694) of which £16,001 (2020: £3,156) was restricted and £13,203 (2020: £14,538) was unrestricted.

4. INCOME FROM CHARITABLE ACTIVITIES

	2021 Total £	2020 Total £
Service user income	306,317	350,030
Horticulture	1,734	3,135
Recycling	-	50
	308,051	**353,215**

All 2021 and 2020 income was unrestricted.

5. OTHER TRADING ACTIVITIES

	2021 Total £	2020 Total £
Fundraising	1,865	6,011
Littleport shop	24,873	84,321
Rental income	7,413	6,726
Ebay	9,005	14,257
Other	263	215
	43,419	**111,530**

All 2021 and 2020 income was unrestricted.

6. INVESTMENT INCOME

	2021 Total £	2020 Total £
Bank interest receivable	214	785

All 2021 and 2020 income was unrestricted.

7. OTHER INCOME

	2021 Total £	2020 Total £
Other operating income	564	1,164
Insurance claims	13,623	-
Covid grants receivable	19,907	-
Job retention scheme	46,520	-
	80,614	**1,164**

All 2021 and 2020 income was unrestricted.

8. ANALYSIS OF EXPENDITURE BY ACTIVITY

	Direct Costs £	Support costs (note 9) £	2021 costs £
Costs of raising funds	18,703	48,970	67,673
Charitable activities:			
To support adults at risk with learning disabilities	243,545	108,138	351,683
	262,248	157,108	419,356

All 2021 expenditure was unrestricted, except for Charitable activities of £11,486 which were restricted and £nil which were designated.

Analysis of expenditure by activity – prior year

	Direct Costs £	Support costs (note 9) £	2020 costs £
Costs of raising funds	20,785	42,806	63,591
Charitable activities:			
To support adults at risk with learning disabilities	262,609	108,654	371,263
	283,394	151,460	434,854

All 2020 expenditure was unrestricted, except for Charitable activities of £780 which were restricted and £4,351 which were designated.

9. SUPPORT COSTS

	2021 Total £	2020 Total £
		Restated
Premises	10,285	11,589
Wages and salaries	116,318	112,644
Governance (note 10)	14,932	13,249
Other	15,573	13,978
	157,108	**151,460**

All 2021 and 2020 expenditure was unrestricted. The prior year figures have been restated to move payroll fees from governance to other support costs.

10. GOVERNANCE COSTS

	2021 Total £	2020 Total £
		Restated
Auditor remuneration – current year	6,540	6,240
Auditor remuneration – prior year	1,854	1,850
Financial advice and consultancy	6,538	5,159
	14,932	**13,249**

All 2021 and 2020 expenditure was unrestricted.

11a. STAFF COSTS

Staff costs were as follows:

	2021 £	2020 £
Wages and salaries	285,972	295,095
Social security costs	17,236	17,923
Pension costs	5,059	4,404
Total	**308,267**	**317,422**

The average number of persons employed by the charity during the year was as follows:

	2021 £	2020 £
Charitable activity staff	8	9
Fundraising trading staff	5	5
Administrative staff	3	4
Total	**16**	**18**

11a. STAFF COSTS (CONTINUED)

During the year redundancy payments were made to 1 employees (2020: none) totalling £2,061 (2020: £Nil). These payments were authorised for payment in a meeting of the Trustees.

11b. KEY MANAGEMENT PERSONNEL

No employee received remuneration to more than £60,000 in either year.

The charity considers its key management personnel to comprise of 3 people. During the year, the total employment benefits of these 3 key management personnel, including social security and pension was £116,211 (2020: £103,591).

12. NET INCOME

Net income is stated after charging:

	2021 Total £	2020 Total £
Auditor remuneration – current year	6,540	6,240
Auditor remuneration – prior year	1,854	1,850
Auditor remuneration – for other services	2,904	1,560
Depreciation	21,550	19,987
Operating lease rentals – L&B	3,025	3,000

13. TANGIBLE FIXED ASSETS

	Freehold property £	L/Term Leasehold Property £	Plant & machinery £	Total £
Cost				
At 1 April 2020	118,170	245,128	64,380	427,678
Additions	1,450	2,160	11,100	14,710
Disposals	-	-	-	-
At 31 March 2021	**119,620**	**247,288**	**75,480**	**442,388**
Depreciation				
At 1 April 2020	67,033	172,477	52,212	291,722
Charge for the year	5,069	11,486	4,995	21,550
On Disposals	-	-	-	-
At 31 March 2021	**72,102**	**183,963**	**57,207**	**313,272**
Net book value				
At 31 March 2021	**47,518**	**63,325**	**18,273**	**129,116**
At 31 March 2020	51,137	72,651	12,168	135,956

14. DEBTORS

	2021 £	2020 £
Trade debtors	7,340	8,082
Other debtors	15,377	-
Prepayments and accrued income	3,252	8,453
	25,969	**16,535**

15. CREDITORS

	2021 £	2020 £
Trade creditors	4,112	2,659
Other taxation and social security	3,585	5,412
Other creditors	800	759
Accruals and deferred income	10,375	9,205
	18,872	**18,035**

16. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance At 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds					
Fixed asset fund- all funds	135,956	-	-	(6,840)	129,116
Emergency operating reserve	110,000	-	-	-	110,000
Replacement fund	26,494	-	-	-	26,494
Emergency fund	2,000	-	-	-	2,000
	274,450	**-**	**-**	**(6,840)**	**267,610**
General funds					
General funds- all funds	176,874	445,501	(407,870)	6,840	221,345
Restricted funds					
Just giving donations	-	565	(565)	-	-
Co-op home group	-	811	-	-	811
Infection control grants	-	14,625	(10,621)	-	4,004
Replacement PPE	300	-	(300)	-	-
Total of funds	**451,624**	**461,502**	**(419,356)**	**-**	**493,770**

The replacement fund is money set aside to replace assets that are reaching the end of their usefulness or have become faulty.

The emergency fund is money set aside from interest paid on Branching Out's Reserve. This money is set aside to fund grants towards the purchase of resources such as a bed, fridge, oven etc. for applicants who meet our criteria and who are suffering genuine hardship.

The replacement PPE fund is related to amounts donated to purchase replacement PPE items.

The just giving donations is money set aside to fund the purchase of resources such as IT and video recording equipment for applications who would normally be receiving face to face support.

The Co-op home group fund is money set aside to buy equipment to help school leavers with learning difficulties who are not able to access a physical support service throughout Covid-19.

The transfers relate to the capitalisation of applicable costs to Fixed assets and movement in depreciation.

SUMMARY OF FUNDS - PRIOR YEAR

	Balance At 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Designated funds					
Fixed asset fund- all funds	152,869	-	-	(16,913)	135,956
Emergency operating reserve	90,000	-	-	20,000	110,000
Replacement fund	28,233	1,000	(4,351)	1,612	26,494
Emergency fund	2,000	-	-	-	2,000
	273,102	**1,000**	**(4,351)**	**4,699**	**274,450**
General funds					
General funds- all funds	128,988	480,232	(429,723)	(2,623)	176,874
Restricted funds					
Workshop repairs	-	2,156	(80)	(2,076)	-
New chairs	-	700	(700)	-	-
Replacement PPE	-	300	-	-	300
Total of funds	**402,090**	**484,388**	**(434,854)**	**-**	**451,624**

The replacement fund is money set aside to replace assets that are reaching the end of their usefulness or have become faulty.

The emergency fund is money set aside from interest paid on Branching Out's Reserve. This money is set aside to fund grants towards the purchase of resources such as a bed, fridge, oven etc. for applicants who meet our criteria and who are suffering genuine hardship.

The workshop repairs fund relates to funds raised by a local supermarket for repairs in the workshop.

The new chairs fund is related to amounts donated to purchase new chairs.

The replacement PPE fund is related to amounts donated to purchase replacement PPE items.

The transfers relate to the capitalisation of applicable costs to Fixed assets and movement in depreciation.

17. PENSION COMMITMENTS

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £5,059 (2020: £4,404). Contributions totalling £800 (2020: £759) were payable to the fund at the balance sheet date and are included in creditors.

18. OPERATING LEASE COMMITMENTS

LESSEE:

At 31 March 2021 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	Land and buildings	
	2021	**2020**
	£	**£**
Amounts payable		
Within 1 year	3,000	3,000
Between 1 and 5 years	12,000	12,000
After more than 5 years	2,250	5,250
Total	17,250	20,250

LESSOR:

At 31 March 2021 the Charity had agreed commitments as a lessor under non-cancellable operating leases to receive the receipts as follows:

	Land and buildings	
	2021	**2020**
	£	**£**
Amounts payable		
Within 1 year	4,680	4,680
Total	4,680	4,680

19. RELATED PARTY TRANSACTIONS

No Trustees received any emoluments during this year or last and there were no Trustee expenses incurred in either 2021 or 2020. There are no other related party transactions to note.