

Company Reg No: 03169578
Charity Reg No: 1056508

**POSTSCRIPT 360 LIMITED
ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2023**

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**POSTSCRIPT 360 LIMITED
TRUSTEES AND DIRECTORS REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023
Charity no: 1056508
Company no: 03169578 (England and Wales)**

Company Reg No: 03169578
Charity Reg No: 1056508

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Trustees Report

The Trustees present their annual report and financial statements for the year ended 31 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011, the Companies Act 2006, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland published on 16 July 2014.

Objectives and Activities for the public benefit

Aims and Purposes

We are committed to supporting people to reduce the harm caused by prescription drugs of dependence and withdrawal including benzodiazepines, Z drugs (sleeping pills), Pregabalin, Gabapentin and opiate-based painkillers through a wrap-around service consisting of one-to-one therapy, group therapy and a telephone support service. We share our knowledge with health professionals in our field, promote prevention awareness and support people through advocacy.

Our purpose is:

- To reach more people through our group therapy and telephone support service, supporting them to overcome their prescription drug dependence.
- Grow our therapy groups in our communities, empowering participants to make better choices around their mental health and overall well-being.
- Reduce the number of people misusing and developing a dependency to prescription drugs through prevention, awareness and education.
- Advocacy Service: liaise on behalf of clients, build bridges with their GPs and other health care services to develop a better understanding of and improved outcomes for our client's wellbeing.
- To share our knowledge with health professionals who come into direct contact with those who use prescription drug dependence.

The Charity's activities

All our charitable activities focus on the promotion of health, wellbeing and reducing the harms of prescription drug dependence to further our charitable purposes for the public benefit. The services we deliver are:

- Telephone Support Service providing practical advice, triage followed by a full, comprehensive assessment, a tapering schedule, reassurance and support through a tailored, recovery and support plan to taper off Benzodiazepines and other similar prescribed drugs.

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- Therapy 300 is a face-to-face service providing group therapy sessions for those who live close to Bristol, South Gloucestershire, Bath, and North East Somerset. Therapy 300 is also available online for people who not living locally. This service supports people who want to withdraw safely off Benzodiazepines (Benzos) and other similar prescribed drugs and to improve their emotional and social wellbeing.
- Advocacy service – liaising on behalf of our clients with their GPs and other health care services to get the best outcome for our client's health and wellbeing.
- Sharing our knowledge and experience with health practitioners who come into direct contact with people who misuse prescribed drugs including benzodiazepines, Z drugs, sleeping pills, Pregabalin, Gabapentin and opiate-based painkillers.
- Prevention awareness of the harms associated with prescription drugs of dependence to the public.

Achievements and performance

PostScript360 highlights:

- 10,817 inbound and outbound telephone calls combined. We support people through our Telephone Support Service, an average of 216 calls a week, 43 calls a day, 91% service users (clients), 9% of concerned family members and health professionals seeking advice.
- Provided 5,480 hours of one-to-one therapy sessions.
- We provided advocacy for 301 people, approximately 1,204 hours liaising with clients' GPs and mental health professionals.
- Supported 321 people in recovery, with 141 complex cases.
- 1,501 people called for advice and support related to the harms and misuse of benzodiazepines and other similar prescription drugs.
- Hosted 10 presentations of our services, and how to support people with a dependence to benzodiazepines, Z drugs, painkillers and other similar drugs to health organisations, and mental health crisis teams.
- Ran 18 campaigns on social media platforms, using anonymised examples from clients' life experiences, these highlighted the harms of benzodiazepines, prevention awareness, warnings of mixing other drugs with benzodiazepines, plus alerting people of bad batches in the community, reaching over 51,000 people.
- Implemented a new website that increased our presence, making it user friendly for people who wish to reach us through our contact form, easier to update information and engage with our audience with useful tips and guidance.

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How PostScript360 measures impact and outcomes

Long-term use of Benzodiazepine, Z Drugs, pain killers and other similar prescription drugs of dependence has caused adverse physiological and neurological effects for over 3.9 million people in England. This is a serious health problem. The average time people are supported by PostScript360 ranges from 9-18 months, depending on length of time using, the quantity and the type of drug. We inform our clients about the effects of the drugs they are using, produce a personal taper schedule and if the client gives their consent, we will send the taper schedule to their GP and/or mental health team to work together for the client's benefit. We calculate the client's daily, weekly, and fortnightly dose of medication, making it easier for the client to follow and to save time for the pharmacists distributing their medication. PostScript360 encourages and supports our clients to learn new skills, go back to work, reconnect with family and friends and to live a happier and healthier life through our Therapy 300. Plus offering volunteering opportunities to engage or start up their own peer to peer 360 Club which allows former clients help others, make friends, enjoy group activities together and be part of their community.

We track progress through the National Drug Treatment Monitoring System from the Office for Health Improvement and Disparities (OHID) part of the Department of Health and Social Care.

We enter clients' treatment outcomes and profile reports quarterly. Our total successful exits of people who have reduced their intake or are drug free is 90%. This compares with the overall health system successful exits of 38.9% in 2022-23. Return to service OHID reports that of those in treatment on the 31 March 2022, a third (29%) were in treatment continuously and 34% had more than three attempts at treatment. PostScript360, in contrast, has had only 9 returns to service in 3 years.

To have a greater understanding of our clients we have an inhouse monitoring system because the National Drug Treatment Monitoring System does not identify or monitor all the drugs of dependence classified as benzodiazepines and Z drugs, other similar drugs nor are we able to list the different types of benzodiazepines and other prescription drugs of dependence.

We monitor our clients' anxiety, happiness and social inclusion with several tools - a Mood Tracker that helps clients understand their feelings - describing situations, how it made them feel and if there was a pattern that could be overcome.

Each client receives a personalised drug taper and recovery plan that is monitored every two weeks, practitioners also have one-to-one scheduled weekly meetings with the client for at least 3 months and for more complex cases much longer. We monitor their wellbeing, diet, sleep hygiene and housing. Part of the clients' progress is working towards their goals in their recovery and support plan until they are ready to join Therapy 300 (group sessions). We measure, record progress and collect data for the charity's outcomes reporting.

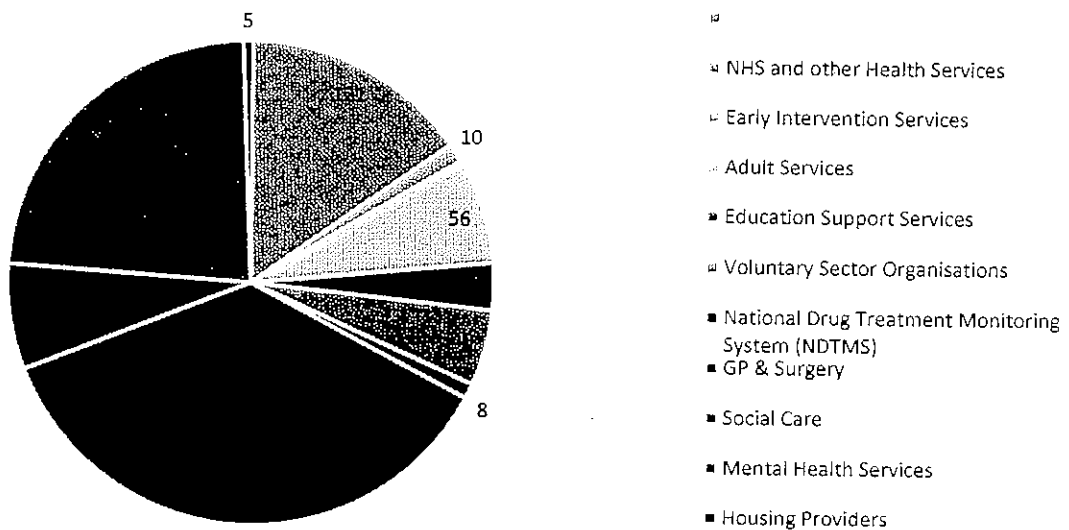
In house monitoring of clients is extremely important as only a small percentage of clients allow PostScript360 to share information with other parties, such as National Drug Treatment Monitoring System (NDTMS), Early Intervention Services, Adult Services, Mental Health Services and Housing Providers.

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Last year 8 out of 321 people supported by us for a dependence on benzodiazepines gave permission for PostScript360 to enter their data on NDTMS. Whereas 289 people gave their permission for PostScript360 to contact their GP. PostScript360 staff are trying to address this by explaining to the clients that their details are anonymous, however this must remain their personal choice.

321 Clients consented to information sharing with:



Barriers for our communities and unmet needs

95% of clients told us that drug agencies do not understand prescription drug dependency, and 70% of mental health services excluded them if their problem is seen to be one of drug misuse. People ended up in a revolving door scenario with multiple visits to Accident & Emergency and Mental Health Crisis admissions. Data showed that two-fifths of patients waiting for mental health treatment contact emergency or crisis services, with one-in-nine (11%) ending up in A&E according to research by the Royal College of Psychiatrists. 64% wait more than four weeks between their initial assessment and second appointment. One-in-four wait more than three months, and one-in-nine wait longer than six months. Some respondents living with severe mental illness - including eating disorders, bipolar disorder, and PTSD - were left waiting up to two years for treatment. Others were left waiting up to four years for treatment for depression, anxiety and suicidal thoughts. 38% reported that they, or someone on their behalf, had contacted emergency or crisis services while waiting for their second appointment. These delays led to 39% said that waiting had led to a decline in their mental health¹.

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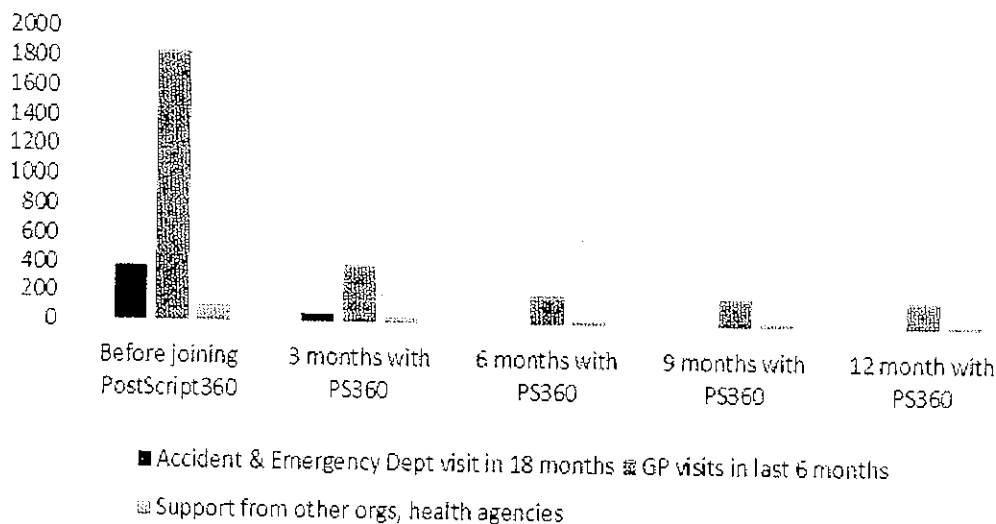
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Painkillers use is on the increase, especially for people waiting for operations. Opioid prescribing doubled in the period between 1998 and 2018, this rise has been referred to as an opioid epidemic in the UK, since 2018, figures have increased further due to a backlog of NHS operations and treatments.

Improving social value and peoples' wellbeing

PostScript360 adds social value economically to health care public services, especially when the need for investment in health and well-being is stronger than ever.

321 people from April 22 - March 23



N.B Whilst clients are tapering, they will continue to see their GPs.

The challenges we faced from April 2022 to the end of March 2023

The post pandemic downturn, alongside coming out of Europe, strikes and economic uncertainty have continued to have a negative effect on people's mental health. Other issues are socioeconomic including a lack of regional availability of services, poor support, stigma and racial barriers. There are many more hurdles for people to navigate, including long waits for hospital appointments, a diagnosis, being on long waiting lists for operations resulting in reliance on opioid painkillers which then results in dependence.

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People who are already living with mental health illness are having to rely on prolonged use of medication, leading to their misuse. People who self-diagnose, self-medicate, and buy illicit prescriptions drugs has also increased.

Most people on our caseload reported they had anxiety disorders (92%) and depression (62%). In the past year PostScript360 saw an increase of complex cases of:

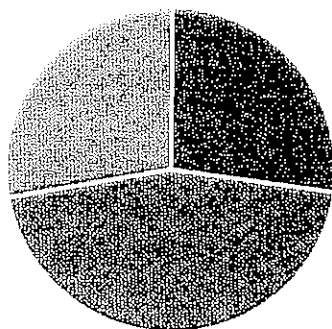
- 29% Suicide and suicidal ideation
- 20% borderline personality disorder
- 19% ADHD
- 14% bipolar disorder
- 19% sexual abuse and trauma
- 12% post-traumatic stress disorder (PTSD)
- 10% eating disorders
- 8% Fibromyalgia

Over 57% of people presented to PostScript360 with more than one illness and several had a combination of several of the disorders mentioned above.

During the last three years PostScript360 has seen an increase of people self-medicating with benzodiazepines (tranquillisers) and other similar drugs believing that prescription drugs are safe. People are continuing to buy prescription medication online from unregulated suppliers. Unaware if the medication they have brought is diluted or fake. This can result in people ending up in Accident and Emergency. For a third year running we are continuing to see a greater number of young people self-diagnosing and self-medicated with Alprazolam (Xanax), a medication no longer prescribed by the NHS; resulting in increased numbers of this demographic presenting to Accident and Emergency.

Dependency on benzodiazepines affects all ages.

Age range supported in 2022-23



■ 18 – 30 years 27% ■ 31 – 54 years 45% ■ 55+ plus years 28%

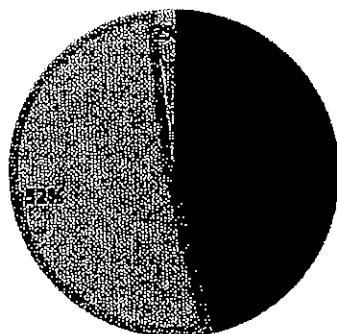
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Gender April 2022 to March 2023

GENDER

■ Male ■ Female ■ Non-binary people ■



Funding challenges

Less grants are now available. Charities and other services are closing due to the financial squeeze and the lack of local government support. Competition amongst charities applying to charitable trusts and grant giving charitable trusts has resulted in many receiving less funds. This is often due to the dwindling investment returns of those who provide such financial support. Incoming Council Commissioning Group changes under the new Health and Care Bill implemented by the Government, plus the Integrated Care System (ICS) and Integrated Care Partnerships mean that both public and private fundraising opportunities are at an all-time low due to the cost-of-living crisis and high inflation.

Financial Review

PostScript360 ended this financial year with a shortfall. In 2019 the board of Trustees planned a strategic approach to the reserves remaining from a legacy we received into our bank account 2017. To build, grow and improve our service delivery to meet the needs of our clients (service users) it was decided to release the funds. The goal of improving service delivery has been met; we are more person centred resulting in better outcomes. The charity had demonstrated model solutions: innovation, problem solving for our clients, creating, capturing data and evidencing practical solutions that support clients. Our advocacy efforts have successfully influenced others to get the best outcome for our client. The COVID-19 pandemic affected our financial performance and strategic position while the post pandemic downturn has increased the number of people with long term reliance on prescription drugs of dependence which is creating more labour-intensive demand for one-to-one therapy from the charity.

As charity released all its investments held by Brewin Dolphin in February 2022 for operating and running costs the charity's business plan has had to be adapted several times. This necessitated fundraising challenge events to be put on hold, staff have had to reevaluate their priorities leading to the loss of some

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staff. PostScript360 faced recruitment challenges with labour shortages and lack of qualified staff coupled with the continued rising demand on our services.

Investment policy

The charity has no long-term investments currently, its primary asset is cash in the bank. The landscape of funding and fundraising has changed. This may result in opportunities for the charity to work in partnership with other services. Other avenues of income are being explored, commissioning is one, purchasing a property to generate income, offering for our services to the private sector and companies, as well as improving our digital presences. The Trustees are being prudent with the charity's free reserves until economic stability returns.

Going forward

The charity's business plan is to deliver our mission goals: reduce the harms caused by prescription drug dependence such as benzodiazepines, Z drugs, pain killers and other similar prescription drugs, to support people to taper off those prescription drugs safely and to be dependence free. For clients to leave our service with the tools to live and maintain a healthier and more manageable lifestyle. The changes we aim to implicate are:

- Strengthening our programmes of work, acting on feedback from our clients to improve our services, to be more person centred, more inclusive and to deliver higher impact.
- Build the charity's reputation to be known as the best service delivery model for people withdrawing from prescription drugs in the UK.
- Work with mental health services, primary care providers and other drug organisations to build effective, equitable partnerships thereby achieving more together than we can do alone.
- To identify strategic partners with complementary values, commitment and expertise, to join, or bring together coalitions to create sustainable change.
- Improving the client's (service user) experience, positive impacts and outcomes by improving peoples' sense of choice and self-esteem, enabling an individual to have greater self-knowledge and understanding of their condition allowing them to move forward with their lives.
- Evidence-based approach: Gather and use evidence to demonstrate our successes and to drive impact.
- Supporting people to achieve a more balanced lifestyle, to take control of their condition, to build resilience, alleviate distress and combat isolation.

Growth of income

The charity's priorities are to diversify its revenue streams and activities to support PostScript360's charitable objectives. This will include more applications to charitable trusts, statutory funding, and councils. To partner with larger organisations that take the lead bid in commissioning, to promote legacy giving in all our clients, clients family members and friends, to engage with corporates for pro bono, cause related and charity of the year partnerships. To promote challenge fundraising events, runs and

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marathons to our community through Therapy 300, 360 Clubs and eventually to create a new carers hub to fundraise for our charity.

PostScript360 asks clients for suggested donations to contribute towards their therapy. It can take 5 months to 24 months for a person to be dependence free and a further 2-4 months to build resilience for their psychological wellbeing. In a typical year, PostScript360 will have approximately 150 complex cases on our caseloads, costing the charity around £860 to £1,900 per person, per year. There will be 120 clients half way through their taper schedule, 50 clients managing or coming to the end of their taper that are less labour intensive and costly for the charity. On a weekly basis we have approximately 20 - 25 new enquiries.

The nature of benzodiazepines and Z drugs make it impossible to taper off quickly or go 'cold turkey' because it can be life-threatening and result in severe withdrawal syndromes, suicidal ideation, long-lasting and protracted damage to the central nervous system.

Potential areas of income generation

- People who are employed to contribute more/or pay full costs towards their tapering and therapy monthly.
- Partnering with other organisations
- Individuals living outside the South West area who require our Services of Telephone Support and Therapy 300 to contribute a monthly donation towards our capacity in delivering our services.
- Presentations to companies for a fee or to fundraise for our charity.
- Prevention, awareness and support programmes to schools, colleges, and universities for a fee or to fundraise for the charity.
- Fundraising activities from 360 Club (peer to peer support clubs).
- Applications to grant giving charitable trusts, parish councils and statutory funders such as the Lottery.
- Sharing our knowledge and expertise with health practitioners and other organisations for a fee.

Principal Funding Sources

PostScript360 drew down on its reserves in 2022 – 2023, the charity received grants from The John James Bristol Foundation, Foyle Foundation, Jack Lane Charitable Trust, South Gloucestershire Area Wide Grant, Souter Charitable Trust and contribution donations from clients.

Reserves Policy

PostScript360 recognises the importance of maintaining an appropriate level of reserves to allow for contingency planning or action. The Charity's reserves policy is to hold up to six months operating costs. This is in the event of the charity needing to wind down and to meet all its financial obligations.

The trustees are aware of the extreme importance for the charity to have enough funds to grow in capacity to meet the needs of vulnerable people. During this time, whilst the charity adjusts to the economic

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downturn, the trustees will decide the future of the charity on an ongoing basis. Our new strategy aims to enable PostScript360 to implement an innovative strategic approach to secure different income streams with more certainty around sustainability for the future growth of the charity.

Unrestricted reserves stand at six months operating costs, PostScript360's Trustees are prudent to hold reserves for the following reasons:

- To protect against fluctuations in fundraising income that has not materialised due to the pandemic.
- To ensure the continuation of PostScript360's services of unforeseen setbacks.
- To continue the development of programmes in the event of a reduction in funding.

Plans for Future Periods

The main aims for the Board of Trustees for the next financial year is to recruit more trustees and seek professional advice for more insight and perspective in the business side of the charity' sustainability which will ultimately create a strong platform from which to launch the growth we ultimately desire, impacting positively of the lives of many more people who need support.

The Board of Trustees and Staff team aim to continue the services offered by the charity with the overall aim being expanding to reach more individuals in need of these charity's services. The priorities are:

- Therapy 300 group sessions in larger GP practices through the South West by the end of 2023.
- 360 Clubs, peer to peer support up and running by 2024.
- People who are employed to pay full cost or contribute towards their therapy.
- Have six volunteering opportunities through student placements yearly or for those who want to come back to the professional arena, to have a greater understanding of the harm prescription drugs have on people's wellbeing.
- To engage and promote prevention awareness to younger people, support those who need help now at universities, colleges and in the wider community by 2024.
- To promote awareness to and engage a larger audience in awareness of the dangers of buying benzodiazepines and other similar drugs, through short information videos via social media, presentations, and events.
- To be known as the 'go-to' organisation for support and expert knowledge of the effects of benzodiazepines and other similar drugs by the health professionals and practitioners.
- To offer our services to the private sector for a fee, using the income to reach the most vulnerable people in our community.
- To be centre of excellence for people overcoming prescription drugs of dependence, working with other health care professional, agencies and charities to get the best outcomes for our clients.

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Risk Management

The Board of Trustees will annually review the major risks to which PostScript360 is exposed. Where deemed appropriate, systems and/or procedures have been established to mitigate the risks the charity faces. Control risks are minimised by the implementation of financial controls which are regularly monitored and updated. A Risk Management Policy, Financial Policy and Health and Safety are in place and followed to ensure compliance, for the protection of staff, volunteers and charity as a whole.

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee incorporated on 08 March 1996 and registered as a charity on 01 July 1996. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.00. In 2020 the Memorandum of Association of the charity was updated and reviewed by the Board of Trustees this was replaced with Articles of Association.

Recruitment and Appointment of Trustees

The number of trustees shall be not less than three but shall not be subject to any maximum. At each annual general meeting, one third of the trustees who are subject to retirement by rotation, or if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but if there is only one trustee who is subject to retirement by rotation, he/she shall retire. The trustees to retire by rotation shall be those who have been longest in office.

Trustee Induction and Training

New trustees are provided with a full induction to the organisation, covering the roles and responsibilities of Board members, operational, financial and health and safety policies, services and activities, and the Strategic Plans of the Charity.

Reference and Administrative Details of the Charity.

PostScript360 is a company limited by guarantee and a registered Charity.

Registered office: 1st Floor, East Wing, The Kingswood Estate, Britannia Road, Kingswood, Bristol BS15 8DB

Registered Company No: 03169578

Registered Charity No: 1056508

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Trustees and Directors on March 31st, 2023

Mr Robert Farrow resigned September 2022
Ms Michelle Wynne
Ms Sophia Knight
Ms Dionne Smart
Ann Deamer

Bankers Charities Aid Foundation (CAF) Bank
25 Kings Hill Ave,
Kings Hill,
West Malling
ME19 4JQ

Examiners Harwood, Lane & Co
Chartered Accountants
Units 1-4 Crossley Farm Business Centre
Swan Lane, Winterbourne
BRISTOL, BS36 1RH

Statement of trustees' responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Accepted Accounting Practices).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

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Members of the Board

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 11.

In accordance with company law, as the company's directors, we certify that:

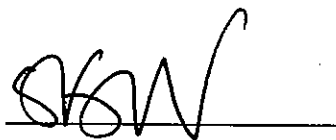
- so far as we are aware, there is no relevant accounts information of which the independent examiners are unaware.
- as the directors of the company we have taken all the steps that we ought to have taken to make ourselves aware of any relevant accounts information and to establish that the charity's examiners are aware of that information.

Independent Examiners

Harwood Lane & Co were the charitable company's independent examiners for the year and have expressed their willingness to continue in that capacity.

Approval

This report was approved by the Board of Trustees on 24 September 2023 and signed on its behalf.



Name: Sophia Knight
Chair of Trustees

¹ <https://www.rcpsych.ac.uk/news-and-features/latest-news/detail/2020/10/06/two-fifths-of-patients-waiting-for-mental-health-treatment-forced-to-resort-to-emergency-or-crisis-services>

East Wing, The Kingswood Estate, Kingswood Bristol BS15 8ND
T: 0117 966 3629 E: info@postscript360.org.uk www.postscript360.org.uk
Chair: Sophie Knight Patron: The Right Hon. Baroness Corston
Registered Charity in England & Wales No. 1056508



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
POSTSCRIPT 360 LIMITED**

I report on the accounts of the Company for the year ended 31 March 2023, which are set out on pages 17 to 25.

Respective responsibilities of trustees and examiners

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

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

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a true and fair view' and the report is limited to those matters set out in the statement below.

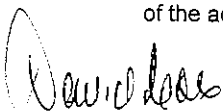
Independent examiner's statement

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

- 1 which give me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with s386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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



David Cox F.C.A.
For and on behalf of Harwood Lane & Co
Chartered Accountants and Statutory Auditors
Units 1 - 4
Crossley Farm Business Centre
Swan Lane
Winterbourne
BRISTOL
BS36 1RH

Date: 24 SEPTEMBER 2023

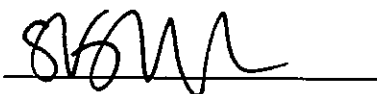
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BALANCE SHEET AS AT 31 MARCH 2023

	Notes	2023	2022
FIXED ASSET INVESTMENTS	2	0	0
CURRENT ASSETS			
Debtors	3	159	0
Cash at Bank		191,949	288,952
		<hr/>	<hr/>
		192,108	288,952
CREDITORS: amounts falling due within one year	4	-3,094	-3,518
		<hr/>	<hr/>
Net Current Assets		189,014	285,434
Total Assets Less Current Liabilities		£189,014	£285,434
CAPITAL AND RESERVES			
General Reserve	10	189,014	285,434
Restricted Reserve	10	0	0
Charity Funds		£189,014	£285,434

The Directors considers that the company is entitled to exemption from the requirement to have an audit under the provisions of s.477 of the Companies Act 2006. Members have not required the company under s.476 of the Companies Act 2006, to obtain an audit for the period ended 31 March 2023. The Directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s.386 and s.387 of the Companies Act 2006, and for preparing accounts which give a true and fair view of the state of affairs of the company as at 31 March 2023 and of its profit for the period then ended in accordance with the requirements of s.396, and which otherwise comply with the requirements of the Act relating to the accounts so far as applicable to the company.

The financial statements which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 were approved by the board on 24 SEPTEMBER 2023 and are signed on its behalf.



Trustee
Name: S Knight

The notes on page 20 to 25 form part of these accounts

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2023

SUMMARY INCOME AND EXPENDITURE ACCOUNT

<u>INCOMING RESOURCES</u>	Notes	Restricted Funds	Unrestricted Fund	2023 Total	2022 Total
Income from Charitable Activities	13	0	23,000	23,000	11,100
<i>Donations and Legacies</i>		0	9,385	9,385	7,784
<i>Income from other trading activities</i>	14	0	0	0	0
Investment Income	15	0	616	616	4,811
Total Incoming Resources		0	33,001	33,001	23,695
<u>RESOURCES EXPENDED</u>					
Cost of Generating Funds					
Fundraising Costs	16	0	0	0	0
Charitable Activities	17	0	129,421	129,421	106,054
Total Expenditure		0	129,421	129,421	106,054
Transfer between funds		0	0	0	0
		0	129,421	129,421	106,054
Net Incoming/(Outgoing) Resources for the year	7	0	-96,420	-96,420	-82,359
Realised (losses)/gains on investments		0	0	0	6,028
Unrealised (losses)/gains on investments		0	0	0	0
Balance brought forward	10	0	285,434	285,434	361,765
Total Funds Carried Forward	10	£0	£189,014	£189,014	£285,434

The notes on page 20 to 25 form part of these accounts

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Total Funds 2023	Prior Year 2022
Net Cash used in operating activities	18	<u>-97,619</u>	<u>-87,495</u>
<i>Cash Flow from investing activities:</i>			
Interest and dividends		616	4,811
Purchase of investments		0	-48,441
Proceeds from sale of investments		0	323,656
Net cash provided by investing activities		<u>616</u>	<u>280,026</u>
<i>Cash Flow from financing activities:</i>			
Repayment of borrowing		0	0
Receipt of expendable endowment		0	0
Net cash provided by financing activities		<u>0</u>	<u>0</u>
Change in cash and cash equivalents in the year		<u>-97,003</u>	<u>192,531</u>
Cash and cash equivalent brought forward		288,952	96,421
Cash and cash equivalent carried forward		£191,949	£288,952

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

(a) Basis of Accounting

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

Post Script 360 Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

(b) Income Recognition

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

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(c) Expenditure Recognition

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

(d) Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(e) Fixed Asset Investments

Investments are stated at market value as at the balance sheet date. The Income and Expenditure account includes the net gains and losses arising on revaluation and disposals throughout the year.

(f) Realised Gains and Losses

All gains and losses are taken to the Income and Expenditure account as they arise. Realised gains and losses in investments are calculated as the difference between sales proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later). Realised and unrealised gains are not separate in the Income and Expenditure account.

2	FIXED ASSET INVESTMENTS	2023	2022
	Quoted Shares and Corporate Bonds - historical cost	£0	£0
	Quoted Shares and Corporate Bonds - market value	£0	£0
3	Debtors	2023	2022
	Grants Receivable	0	0
	Prepayments	0	0
	Other Debtors	159	0
		£159	£0
4	Creditors: amounts falling due within one year	2023	2022
	Accruals	870	974
	Other Taxes and Social Security Costs	2,224	2,544
		£3,094	£3,518

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

5	Employee costs	2023	2022
	Wages and Salaries	106,002	83,511
	Social Security Costs	6,212	4,495
	Pension Contributions	2,452	1,908
		£114,666	£89,914

No employees received emoluments of more than £60,000.

Average number of employees	3	3
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6 Trustees remuneration and related party transactions

No members of the board of trustees received any remuneration during the year.

No trustees or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2022 - Nil).

7	Net incoming resources	2023	2022
	Net Incoming Resources is stated after charging:		
	Depreciation	0	0
	Independent Examiners Fee (inc VAT)	870	840

8	Capital commitments	2023	2022
	Authorised but not contracted	£ nil	£ nil
	Contracted but not spent	£ nil	£ nil

9	Analysis of net assets between funds	General Funds	Restricted Funds	Total
	Fixed Asset Investments	0	0	0
	Current Assets	192,108	0	192,108
	Current Liabilities	-3,094	0	-3,094
		£189,014	£0	£189,014

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

10	Reserves	At 01.04.22	Transfers	Income	Expenditure	At 31.03.23
	<i>General Reserves</i>					
	- general funds	256,369	0	33,001	-129,421	159,949
	- designated funds	29,065	0	0	0	29,065
		285,434	0	33,001	-129,421	189,014
	Gains/(losses)	0	0	0	0	0
	Total Reserves	£285,434	£0	£33,001	(£129,421)	£189,014

11	Designated reserves	2023	2022
	Designated Reserves consist of:		
	Development Reserve	29,065	29,065
		£29,065	£29,065

Purpose of Restricted Funds

There were no restricted funds during the year.

Purpose of Designated Funds

Development Reserve

A Development Reserve has been established to set aside funds for the purpose of the on-going development of the charity.

12 Taxation

As a charity, Post Script 360 Limited is exempt from tax on income and gains falling within current tax legislation to the extent that these are applied to its charitable objectives. No tax charges have arisen in the Charity.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

13	Income from charitable activities	Restricted	Unrestricted	2023 Total	2022 Total
	South Gloucestershire Council	0	4,000	4,000	0
	John James Foundation	0	10,000	10,000	8,000
	Jack Lane Charitable Trust	0	1,000	1,000	0
	Albert Hunt Trust	0	0	0	1,000
	The Hedley Foundation	0	0	0	2,100
	Souter Charitable Trust	0	3,000	3,000	0
	The Foyle Foundation	0	5,000	5,000	0
		£0	£23,000	£23,000	£11,100
14	Income from other trading activities	Restricted	Unrestricted	2023 Total	2022 Total
	Group Work		0	0	0
		£0	£0	£0	£0
15	Investment income	All of the charities investment income of £616 (2022 - £4,811) arises from money held in interest bearing accounts and investments.			
16	Direct charitable expenditure	Restricted	Unrestricted	2023 Total	2022 Total
	Fundraising Costs	£0	£0	£0	£0
17	Charitable activities	Restricted	Unrestricted	2023 Total	2022 Total
	Salaries	0	114,666	114,666	89,914
	Postage	0	218	218	0
	Photocopying and Printing	0	360	360	86
	IT Costs	0	2,328	2,328	145
	Training	0	395	395	0
	Subscriptions and Publications	0	490	490	447
	Advertising/Promotion	0	435	435	590
	Telephone	0	3,184	3,184	3,252
	Bank Charges	0	226	226	207
	Investment Fees	0	0	0	2,434
	Rent and Rates	0	4,288	4,288	4,180
	Insurance	0	727	727	710
	Professional	0	0	0	0
	Repairs and Renewals	0	51	51	25
	Payroll Bureau	0	421	421	248
	Miscellaneous Expenses	0	266	266	191
	Book-Keeping	0	496	496	520
	Consultancy	0	0	0	0
	Office Equipment	0	0	0	2,265
	Independent Examination	0	870	870	840
		£0	£129,421	£129,421	£106,054

POSTSCRIPT 360 LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

18	Reconciliation of net movements in funds to net cash flow from operating activities	2023	2022
	Net Movement in funds	-96,420	-82,359
	Deduct interest income	-616	-4,811
	Decrease (increase) in debtors	-159	0
	Decrease (increase) in stocks	0	0
	Increase (decrease) in creditors	-424	-325
	Net cash used in operating activities	(£97,619)	(£87,495)