

Company no: 03169578  
Charity no: 1056508

**POSTSCRIPT 360 LIMITED**  
**TRUSTEES AND DIRECTORS REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**  
**Charity no: 1056508**  
**Company no: 03169578 (England and Wales)**

Company no: 03169578  
Charity no: 1056508

**POSTSCRIPT 360 LIMITED**  
**ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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## **POSTSCRIPT 360 LIMITED ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024**

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### **Trustees Report 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

The Trustees present their annual report and financial statements for the year ended 31 March 2024 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 the 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; FRS 102) issued in October 2019.

### **Objectives and Activities for the public benefit**

#### **Aims and Purposes**

PostScript360 provides comprehensive support to people withdrawing safely from dependence on prescription drugs, including benzodiazepines (tranquillisers), Z drugs, painkillers, and similar substances, whether prescribed, misused, or purchased illicitly. We create a safe, supportive, and nonjudgmental environment that empowers our clients to taper off drug dependence while addressing the underlying causes and stigma associated with it. PostScript360 provides a wrap-around service consisting of one-to-one support, group sessions, Therapy 300 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 wraparound service of one-to-one support, telephone and online service, group sessions, Therapy 300 and our volunteer led 360 Clubs. Our aim is to support people to overcome their prescription drug dependence of benzodiazepines, Z drugs, Gabapentinoids and painkillers.
- To 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 clients' wellbeing.
- To share our knowledge with health professionals who come into direct contact with those who use prescription drug dependence.

### **Background and Need**

Prescription drug dependence is a growing issue, impacting peoples' health, relationships, and overall well-being. Dependence on benzodiazepines, Z drugs, and painkillers can lead to severe withdrawal symptoms and even death, that requires specialised support for safe tapering (deprescribing). Many people face stigma and barriers in accessing the help they need, resulting in prolonged dependency and associated harms. On average, clients report ten GP visits and two A&E visits within a period of six months. Each GP appointment costs from £56 for 10 minutes, and more for longer, A&E visit costs £418.00, with an additional £367.00 for an ambulance relating to falls and seizures occurrence due to

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a medication lapse, mixing other drugs and alcohol. PostScript360 saves healthcare services an average of £3,526.00 annually. This does not include costs for falls and other conditions associated with taking dependence-forming drugs.

PostScript360 aims to fill this critical gap by offering a holistic approach to recovery and filling in the gaps that is lacking in health services and drug agencies.

### **Our objectives:**

#### **1. Safe Tapering Support:**

- Provide a structured, individualised tapering program for clients to safely reduce their dependence on prescription drugs.
- Ensure a nonjudgmental and empathetic environment to encourage client engagement and trust.

#### **2. Advocacy and Communication:**

- Facilitate effective communication between clients, their GPs, and other healthcare professionals to ensure coordinated care and support.
- Advocate for clients in situations where communication has broken down, working to rebuild trust and cooperation.

#### **3. Exploration of Underlying Conditions:**

- Conduct thorough assessments to understand the underlying conditions that contribute to drug dependence.
- Provide therapeutic interventions and support to address these root causes, promoting long-term recovery.

#### **4. Breaking Down Barriers and Stigma:**

- Implement educational programs to reduce stigma and promote understanding of prescription drug dependence within the community and health care services.
- Advocate for policies and practices that support equality and reduce discrimination against people with drug dependence.

#### **5. Building Resilience:**

- Equip clients with the skills and strategies needed to manage their mental health and prevent relapse.
- Foster a sense of empowerment and control over their recovery journey.

### **Activities**

#### **1. Comprehensive Assessment and Individualised Tapering Plans:**

- Conduct initial assessments to determine the appropriate tapering plan for each client.
- Provide ongoing monitoring and adjustments to ensure safe and effective tapering.

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**2. Therapeutic Support:**

- Offer one-on-one support and group therapy sessions to address emotional and psychological aspects of dependence.
- Provide access to alternative therapies such as mindfulness and stress management techniques.

**3. Advocacy and Liaison Services:**

- Act as intermediaries between clients and healthcare providers to facilitate communication and coordinated care.
- Advocate for clients' needs and preferences in medical and social service settings.

**4. Educational and Stigma Reduction Initiatives:**

- Develop and deliver workshops, seminars, and outreach programmes to educate the public and healthcare professionals about prescription drug dependence.
- Promote stories of recovery and resilience to challenge stereotypes and reduce stigma.

**5. Resilience Building Programmes:**

- Conduct workshops and training sessions on coping strategies, self-care, and relapse prevention.
- Create peer support networks to provide ongoing encouragement and mutual aid.

**Expected impacts:**

- **Improved Health and Well-being:** Clients will experience improved physical and mental health as they successfully taper off prescription drugs.
- **Enhanced Communication and Advocacy:** Clients will benefit from better communication with healthcare providers and effective advocacy support.
- **Reduced Stigma:** Increased awareness and understanding within the community will lead to reduced stigma and greater support for individuals in recovery.
- **Empowered Clients:** Clients will gain resilience and skills to manage their mental health and maintain their recovery long-term.

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### From 1st April 2023 to 31st March 2024 PostScript360's outcomes:

- **Telephone Support Service** has been a vital service over the past year handling 13,491 inbound and outbound telephone calls combined. An average of 269 calls a week, 53 calls a day. An increase of 24% from last year.
- **One-to-One Support:** 490 people received personalised assistance, of which 198 were complex cases, 40% increase compared to 2022/3.
- **Group Sessions:** Service users progress from individual support to group sessions, sharing experiences and learning from others. These sessions are hosted by our Recovery & Wellbeing Practitioners empowering clients to complete their taper plan.
- **Therapy 300:** Over 220 people from Bristol and surrounding areas, and 250 people participants from other regions in England & Wales benefitted from group therapy sessions focusing on how to live without prescription drug misuse and to live a healthier life hosted by our practitioners.
- **Advocacy:** We bridge the communication gap between our service users and healthcare providers, ensuring they receive necessary care to support their taper schedule and other mental health conditions. Last year, we provided 1,400 hours to 325 people.
- **Knowledge Sharing:** We share our knowledge and experience of 28 years supporting people daily to taper safely from prescription drugs of dependence with healthcare professionals. Covering prescription drug misuse, the effects they have on our community and the growing concerns of people purchasing illicit medication online. This year we presented to 37 organisations.
- **Prevention Awareness:** Through conferences, seminars, campaigns and social media. We presented to 35 GP Practices, 144 probationary service staff in England, 186 local councillors and mental health workers. We presented quarterly presentations where we invited former and existing clients to share their personal experiences of becoming dependence free with health professionals.
- **Ran 14 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 keeping abreast of bad batches and alerting people on social media platforms. We reached approximately 62,000 people last year, promoting and participating in awareness and educational campaigns.
- **360 Clubs:** After clients complete our support programmes, over 105 people joined our peer-to-peer 360 Clubs across England and Wales to continue with friendships made and to support each other.
- **95%** of people who were supported by PostScript360 from April 2023 to March 2024 are dependence free or have reduced by a least 80%.

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## POSTSCRIPT 360 LIMITED ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024

### How PostScript360 monitors and evaluates client progress

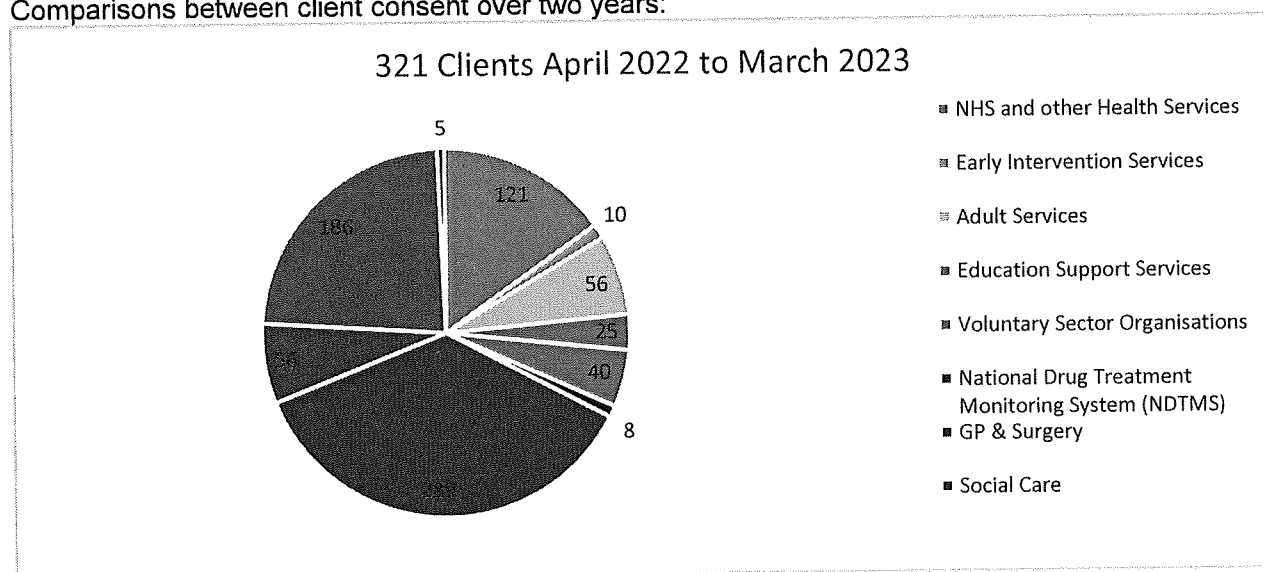
We implement a comprehensive evaluation framework to measure the success of our programme, including:

- Regular client feedback and satisfaction surveys.
- Monitoring of tapering progress and health outcomes through National Drug Treatment Monitoring System, part of The Office for Health Improvement and Disparities.
- Assessments of changes in stigma and community attitudes through pre- and post-programme surveys.
- Documentation of advocacy interventions and their outcomes.
- Mood Tracker that monitors our clients' anxiety, happiness and social inclusion.
- Monitor client's wellbeing, diet, sleep hygiene and housing.

Long-term use of Benzodiazepine, Z Drugs, pain killers and other similar prescription drugs of dependence has caused adverse physiological and neurological effects to over 3.9 million people in England. This is a serious health problem. The average time people are supported by PostScript360 ranges from 9-24 months, depending on the length of time taking the drug, the quantity and the type of drug.

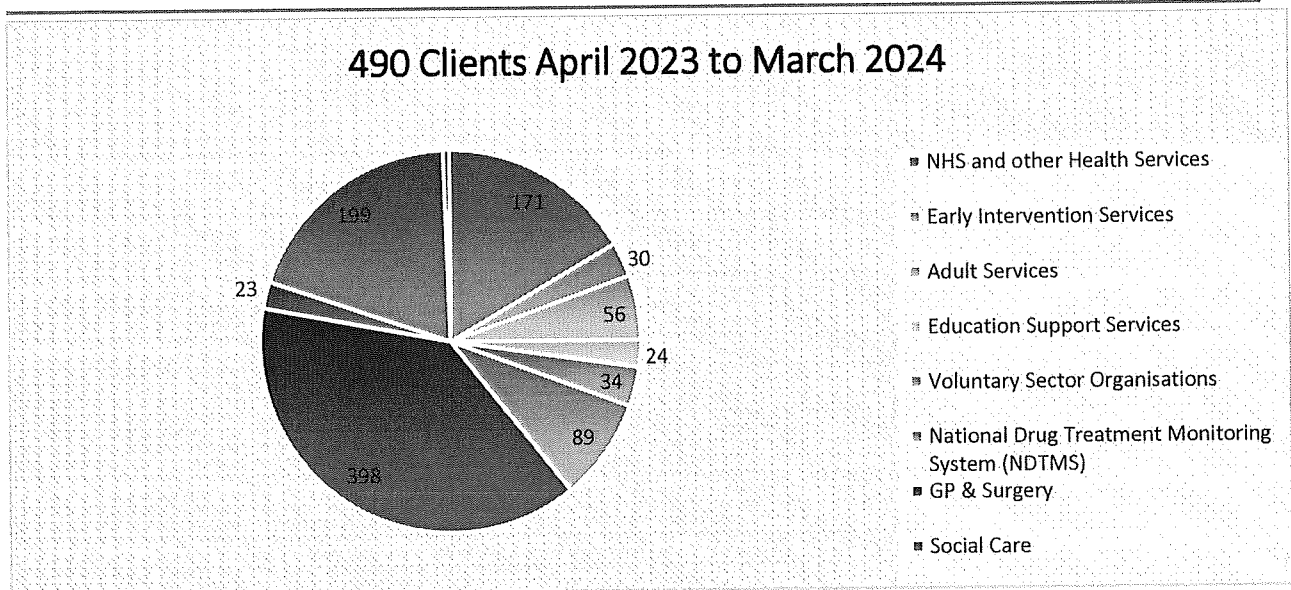
We continue with an in depth inhouse monitoring system of clients because many of our clients do not want to give their consent for PostScript360 to share information with other parties, such as National Drug Treatment Monitoring System (NDTMS), Early Intervention Services, Adult Services, Mental Health Services, GP Practices and Housing Providers. To overcome this, our practitioners explain to the clients the importance of being a part of collecting data that helps monitor the current landscape of prescription dependency which has improved from last year.

### Comparisons between client consent over two years:



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**Dependence and other health illnesses.**

Most people on our caseload reported they have anxiety disorders (95%) and depression (61%). People presented to PostScript360 with more than one health illness, and several had a combination of several illnesses.

35% ADHD

28% menopause

28% people waiting for a diagnosis

26% post-traumatic stress disorder (PTSD)

24% sexual abuse and trauma

22% back injury

14% bipolar disorder

12% Neurological Disorder

9% borderline personality disorder

8% eating disorders

Additionally, life events such as bereavement, divorce, work-related stress, and financial crises can drive people to seek solace in these medications. We are also seeing a rise in older adults purchasing illegal prescription drugs online. This often occurs when their GP or psychiatrist has stopped their prescription, or when patients believe they need more medication and resort to illegally sourcing it, often without their doctor's knowledge.

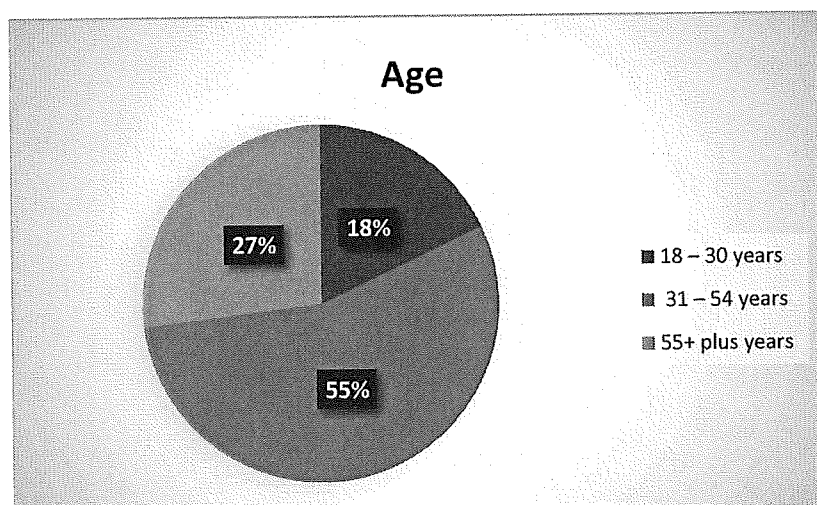
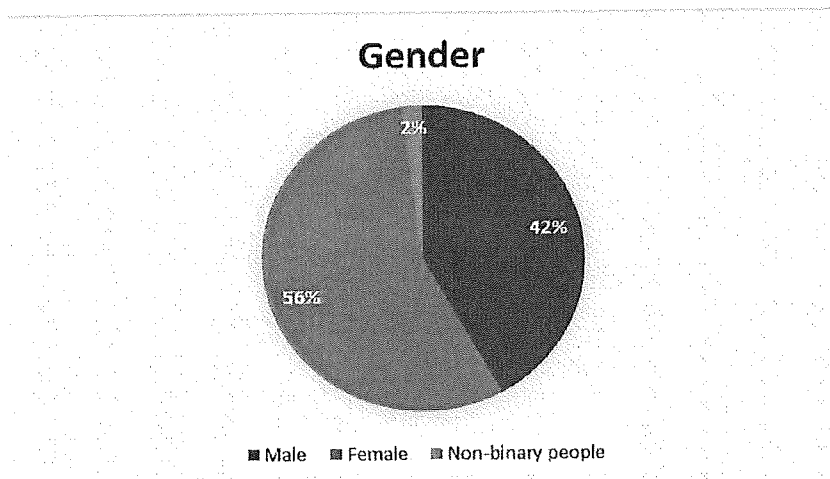


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In 2023/24 we supported more females, and the average age group was 31-54 years of age



**Funding challenges**

Primary care and the NHS service direct people to PostScript360 however the ICB (Integrated care board) has not commissioned our service. Many grants giving charitable trusts and the National Lottery Community Fund will not fund our us because they believe PostScript360 should fall under statutory services provided by the NHS or Government. The CEO and the Trustees are actively looking at different avenues for income from hosting a large fundraising event annually, income from the private sector and the CEO spending more time on grant applications.

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## **POSTSCRIPT 360 LIMITED ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024**

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### **Financial Review**

PostScript360 ended this financial year with a shortfall. We have grown and improved our service delivery with a 94% success rate. The charity has 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 many health professionals to get the best outcome for our clients, their patients, and at the same time educated them of the harms of these drugs and the benefits of safe taper schedules. The legacy of the pandemic has affected our financial performance and strategic position and we are still playing catch up. We have already gained more support from charitable trusts in 2024, we still have more to do and want to be more sustainable in the future.

We have grown our contributions income; this is where clients pay a small percentage towards their treatment and the charity subsidises the rest. We ask clients who are employed to pay more. PostScript360 employed an additional trainee Recovery & Wellbeing Practitioner with the increased demand of the need for our service.

### **Investment Policy**

The charity has no long-term investments, its primary asset is cash in the bank. The Trustees are being prudent with the charity's free reserves until economic stability returns. Time and effort have been spent over several years to have our service commissioned which has never materialised. 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 need to be addressed. The CEO and the trustees are exploring other avenues such as offering for our services to the private sector and companies, as well as improving our digital presences allowing us to provide our services throughout England & Wales. The Trustees, through their connection with the music industry are aiming to have an annual event to raise PostScript360's profile and income.

### **Going Forward**

The main aims for the Board of Trustees for the next financial year are to recruit more trustees and to seek professional advice for more insight and perspective in the business side of the charity's sustainability. We aim to offer our service into the private sector, bringing in extra income that will support more vulnerable people in need of support.

The Board of Trustees and staff team aim to continue the services offered by the charity and to help more individuals who are harder to reach. The priorities are:

- To host our services in GP practices through the Southwest by the end of 2025.
- To grow our 360 Clubs, peer to peer groups.
- To increase our contribution donations towards their therapy for those who are employed.
- To introduce a private service for those who can pay the going rate of our service.
- To introduce our services to sports clubs, universities and companies.
- To engage and promote prevention awareness to younger people, and to support those who need help now at universities, colleges and in the wider community through music events.
- To grow our income through applications to charitable trusts, local council grants and company charity of the year support.

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- To promote awareness to larger audiences of the dangers of buying benzodiazepines and other similar prescription drugs online, 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 through conferences, partnerships and collaborations.

**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 from three to six months' operating costs. This is in the event of the charity having to wind down meeting all its financial obligations.

The trustees are aware of the importance for the charity to have enough funds to grow its capacity and to be able to weather the storm if we have another pandemic. During this time, whilst the charity adjusts to the economic changes, we intend to build up our reserves, to expand our services by securing different income streams to have more sustainability certainty for the future.

**Principal Funding Sources**

PostScript360 drew down on its reserves in 2023 – 2024. The charity received grants from The John James Bristol Foundation, Cost of Living grant from South Gloucestershire, Celtic Connection Fund and Douglas Family Charitable Fund administered by the Quartet and contribution donations from clients and their families.

**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 Policy are in place and followed to ensure compliance, for the protection of staff, volunteers and charity.

**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 objectives 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

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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 or reappointment by rotation. If their number is not three or a multiple of three, the number nearest to one third shall retire from office or reappointment. The Charity Governance Code recommends a maximum period of 9 years 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: 1<sup>st</sup> Floor, East Wing, The Kingswood Estate, Britannia Road, Kingswood, Bristol BS15 8DB

Registered Company No: 03169578

Registered Charity No: 1056508

Trustees and Directors on March 31<sup>st</sup>, 2024

Ms Sophia Knight

Ms Michelle Wynne

Ms Dionne Smart

Ann Deamer

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

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Examiners     Harwood, Lane & Co  
  
Chartered Accountants and Registered Auditors  
  
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.

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.

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.

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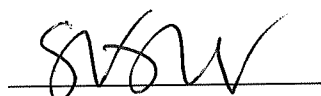
- as the directors of the company we have taken all the steps that we ought to have taken to make ourselves aware of any relevant accounts information and to establish that the charity's examiners are aware of that information.

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 21.11.24 and signed on its behalf.

A handwritten signature in black ink, appearing to read 'SKW', is written over a horizontal line.

Name: Sophia Knight

Chair of Trustees

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

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I report on the accounts of the Company for the year ended 31 March 2024, which are set out on pages 16 to 24.

**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.

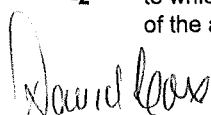
**Independent examiner's statement**

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

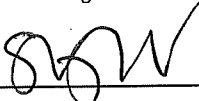
**Date:** 21 NOVEMBER 2024

**BALANCE SHEET AS AT 31 MARCH 2024**

	Notes	2024	2023
<b>FIXED ASSET INVESTMENTS</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>CURRENT ASSETS</b>			
Debtors	<b>3</b>	0	159
Cash at Bank		123,772	191,949
		<hr/>	<hr/>
		123,772	192,108
<b>CREDITORS: amounts falling due within one year</b>	<b>4</b>	<b>-2,922</b>	<b>-3,094</b>
		<hr/>	<hr/>
<b>Net Current Assets</b>		<b>120,850</b>	<b>189,014</b>
<b>Total Assets Less Current Liabilities</b>		<b>£120,850</b>	<b>£189,014</b>
<b>CAPITAL AND RESERVES</b>			
General Reserve	<b>10</b>	120,850	189,014
Restricted Reserve	<b>10</b>	0	0
<b>Charity Funds</b>		<b>£120,850</b>	<b>£189,014</b>

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 2024. 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 2024 and of its surplus/(deficit) 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

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 21 NOVEMBER 2024 and are signed on its behalf.



Trustee  
Name: S Knight

The notes on page 19 to 24 form part of these accounts



**STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2024**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**

	Notes	Restricted Funds	Unrestricted Fund	2024 Total	2023 Total
<b><u>INCOMING RESOURCES</u></b>					
Income from Charitable Activities	13	0	20,000	20,000	23,000
<i>Donations and Legacies</i>		0	14,299	14,299	9,385
<i>Income from other trading activities</i>	14	0	0	0	0
Investment Income	15	0	314	314	616
<b>Total Incoming Resources</b>		0	34,613	34,613	33,001
<b><u>RESOURCES EXPENDED</u></b>					
<b>Cost of Generating Funds</b>					
Fundraising Costs	16	0	0	0	0
Charitable Activities	17	0	102,777	102,777	129,421
<b>Total Expenditure</b>		0	102,777	102,777	129,421
Transfer between funds		0	0	0	0
		0	102,777	102,777	129,421
<b>Net Incoming/(Outgoing) Resources for the year</b>	7	0	-68,164	-68,164	-96,420
Realised (losses)/gains on investments		0	0	0	0
Unrealised (losses)/gains on investments		0	0	0	0
<b>Balance brought forward</b>	10	0	189,014	189,014	285,434
<b>Total Funds Carried Forward</b>	10	£0	£120,850	£120,850	£189,014

The notes on page 19 to 24 form part of these accounts

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Total Funds 2024	Prior Year 2023
<b>Net Cash used in operating activities</b>	<b>18</b>	<u>-68,491</u>	<u>-97,619</u>
<b><i>Cash Flow from investing activities:</i></b>			
Interest and dividends		314	616
Purchase of investments		0	0
Proceeds from sale of investments		0	0
		<u>314</u>	<u>616</u>
<b>Net cash provided by investing activities</b>		<b>314</b>	<b>616</b>
<b><i>Cash Flow from financing activities:</i></b>			
Repayment of borrowing		0	0
Receipt of expendable endowment		0	0
		<u>0</u>	<u>0</u>
<b>Net cash provided by financing activities</b>		<b>0</b>	<b>0</b>
<b>Change in cash and cash equivalents in the year</b>		<b>-68,177</b>	<b>-97,003</b>
Cash and cash equivalent brought forward		191,949	288,952
<b>Cash and cash equivalent carried forward</b>		<b>£123,772</b>	<b>£191,949</b>

## **NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **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 the 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)) (issued in October 2019) - (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) Preparation of the accounts on a going concern basis**

The charity reported a deficit and cash outflow for the year of £68,000. The charity has sufficient reserves to continue operating in the immediate future, for a period of 12 to 24 months and, on this basis, the charity is a going concern.

As the trustees have acknowledged in their report, income needs to increase and is increasing, in terms of contributions, grants and different income streams. The charity is also aiming to have its services commissioned which would significantly increase income.

#### **(c) 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.

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

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**(d) Expenditure Recognition**

Expenditure is recognised on a 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.

**(e) 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.

**(f) 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.

**(g) 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	2024	2023
	Quoted Shares and Corporate Bonds - historical cost	£0	£0
	Quoted Shares and Corporate Bonds - market value	£0	£0

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

<b>3</b>	<b>Debtors</b>	<b>2024</b>	<b>2023</b>
	Grants Receivable	0	0
	Prepayments	0	0
	Other Debtors	0	159
		<b>£0</b>	<b>£159</b>

<b>4</b>	<b>Creditors: amounts falling due within one year</b>	<b>2024</b>	<b>2023</b>
	Accruals	870	870
	Other Taxes and Social Security Costs	2,052	2,224
		<b>£2,922</b>	<b>£3,094</b>

<b>5</b>	<b>Employee costs</b>	<b>2024</b>	<b>2023</b>
	Wages and Salaries	84,119	106,002
	Social Security Costs	3,412	6,212
	Pension Contributions	1,974	2,452
		<b>£89,505</b>	<b>£114,666</b>

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 (2023 - Nil).

<b>7</b>	<b>Net incoming resources</b>	<b>2024</b>	<b>2023</b>
	Net Incoming Resources is stated after charging:		
	Depreciation	0	0
	Independent Examiners Fee (inc VAT)	870	870

**POSTSCRIPT 360 LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

8	Capital commitments	2024	2023
	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	123,772	0	123,772
	Current Liabilities	-2,922	0	-2,922
		<b>£120,850</b>	<b>£0</b>	<b>£120,850</b>

10	Reserves	At 01.04.23	Transfers	Income	Expenditure	At 31.03.24
	<i>General Reserves</i>					
	- general funds	159,949	0	34,613	-102,777	91,785
	- designated funds	29,065	0	0	0	29,065
		<b>189,014</b>	<b>0</b>	<b>34,613</b>	<b>-102,777</b>	<b>120,850</b>
	Gains/(losses)	0	0	0	0	0
	<b>Total Reserves</b>	<b>£189,014</b>	<b>£0</b>	<b>£34,613</b>	<b>(£102,777)</b>	<b>£120,850</b>

11	Designated reserves	2024	2023
	Designated Reserves consist of:		
	Development Reserve	29,065	29,065
		<b>£29,065</b>	<b>£29,065</b>

**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.

**POSTSCRIPT 360 LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

**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.

<b>13</b>	<b>Income from charitable activities</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>2024 Total</b>	<b>2023 Total</b>
	South Gloucestershire Council	0	5,000	5,000	4,000
	John James Foundation	0	10,000	10,000	10,000
	Jack Lane Charitable Trust	0	0	0	1,000
	Quartet Community	0	5,000	5,000	0
	Souter Charitable Trust	0	0	0	3,000
	The Foyle Foundation	0	0	0	5,000
		<b>£0</b>	<b>£20,000</b>	<b>£20,000</b>	<b>£23,000</b>

<b>14</b>	<b>Income from other trading activities</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>2024 Total</b>	<b>2023 Total</b>
	Group Work		0	0	0
		<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

**15 Investment income**  
All of the charities investment income of £314 (2023 - £616) arises from money held in interest bearing accounts and investments.

<b>16</b>	<b>Direct charitable expenditure</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>2024 Total</b>	<b>2023 Total</b>
	Fundraising Costs	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

**POSTSCRIPT 360 LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

17	Charitable activities	Restricted	Unrestricted	2024 Total	2023 Total
	Salaries	0	89,505	89,505	114,666
	Postage	0	0	0	218
	Photocopying and Printing	0	217	217	360
	IT Costs	0	420	420	2,328
	Training	0	7	7	395
	Subscriptions and Publications	0	482	482	490
	Advertising/Promotion	0	815	815	435
	Telephone	0	3,263	3,263	3,184
	Bank Charges	0	294	294	226
	Rent and Rates	0	5,054	5,054	4,288
	Insurance	0	751	751	727
	Repairs and Renewals	0	84	84	51
	Payroll Bureau	0	316	316	421
	Miscellaneous Expenses	0	201	201	266
	Book-Keeping	0	498	498	496
	Independent Examination	0	870	870	870
		£0	£102,777	£102,777	£129,421

**18 Reconciliation of net movements in funds to net cash flow from operating activities**

	2024	2023
Net Movement in funds	-68,164	-96,420
Deduct interest income	-314	-616
Decrease (increase) in debtors	159	-159
Decrease (increase) in stocks	0	0
Increase (decrease) in creditors	-172	-424
<b>Net cash used in operating activities</b>	<b>(£68,491)</b>	<b>(£97,619)</b>