OAKLEAF ENTERPRISE

England & Wales · Charity number 1064524

Details

Other names	OAKLEAF
Status	Registered
Legal form	Charitable company
Company number	03388671
Registered	1997-09-22
Register	View on the Charity Commission register

Contact

Address	Oakleaf Enterprise 101 Walnut Tree Close Guildford GU1 4UQ
Phone	01483303649
Email	clivestone@oakleaf-enterprise.org
Website	oakleaf-enterprise.org

Activities

Objects: TO RELIEVE AND SUPPORT PERSONS WITH MENTAL AND PHYSICAL HEALTH DIFFICULTIES, INCLUDING THOSE WITH SPECIAL NEEDS, BY THE PROVISION OF A RANGE OF OCCUPATIONAL TRAINING FACILITIES AND COUNSELLING; ANDTO ADVANCE THE EDUCATION OF PERSONS WITH MENTAL AND PHYSICAL HEALTH DIFFICULTIES BY THE PROVISION OF VOCATIONAL SKILLS TRAINING.

Activities: Provides sheltered workshops, skills training and counselling for persons with mental and physical health difficulties. Also tries to place them in gainful employment.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, Economic/community Development/employment
- **Who:** People With Disabilities

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Geography

- **Area of benefit:** SURREY
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,252,376	£1,143,686	£547,401	34
2024-03-31	£974,227	£1,062,014	£442,202	38
2023-03-31	£1,076,218	£1,016,655	£502,215	42
2022-03-31	£869,999	£894,221	£446,838	35
2021-03-31	£968,232	£729,395	£457,965	30

Trustees

Name	Role	Appointed
Anna Bampou		2024-07-25
James William Kindell		2015-03-24
Jonathan Pepper		2024-11-28
Lorraine Andrews		2017-11-27
Mark Harrison		2019-07-22
Philip Bevan		2019-03-25
Richard Maybury		2020-05-18
Robert Michael LLoyd		2023-07-27
Stephen Michell		2022-03-28

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OAKLEAF ENTERPRISE

England & Wales - Charity number 1064524

Accounts

Charity registration number 1064524 (England and Wales)

Company registration number 03388671

OAKLEAF ENTERPRISE

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

OAKLEAF ENTERPRISE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs L Andrews	
	Mr R W Maybury	
	Mr P J Bevan	
	Mr J W Kindell	
	Mr M Harrison	
	Mr R M Lloyd	
	Mr S K A Michell	
	Ms A Bampou	(Appointed 25 July 2024)
	Mr J T Pepper	(Appointed 28 November 2024)
Secretary	Mr J W Kindell	
Charity number (England and Wales)	1064524	
Company number	03388671	
Registered office	101 Walnut Tree Close Guildford Surrey GU1 4UQ	
Auditor	Moore (South) LLP Suite 3, Second Floor Friary Court 13-21 High Street Guildford Surrey GU1 3DG	
Bankers	Metro Bank plc 1 Southampton Row London WC1B 5HA	
Solicitors	Moore Barlow LLP The Oriel Sydenham Road Guildford Surrey GU1 3SR	

OAKLEAF ENTERPRISE

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OAKLEAF ENTERPRISE

CHAIR'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2025

The last year has been one of forward motion as we have executed against the 3-5 year strategic plan developed in the prior financial year. Progress has been excellent with the Board and Senior Management Team, SMT, working together to achieve our joint objectives. Our main achievements against each of these objectives are outlined below.

- Relocate to a better and more sustainable location.
  - Whilst this objective has not yet been achieved Oakleaf did come close to signing a lease on new premises. The process of finding and nearly securing new premises has focussed our requirements and ensured that our internal activities to make a move easier are progressing well. Premises have also been identified to house our gardening enterprise simplifying the requirements for a central Guildford location and hence opening up more opportunities.
- Drive to increase funding and shift the balance to a significant majority of unrestricted funding as we build organisational flexibility to address the changing needs and increasing size of our client base.
  - The Board approved an increase to the fundraising team and a new member of staff was recruited. Their efforts will be focussed on legacy, individual and high net worth support.
- Build strength and depth in our organisational skills to improve robustness of the organisation in the event of business disruption.
  - Oakleaf now has a complete skills capability audit against its key roles. A training plan has been executed to ensure that all key roles and functions can be fulfilled to a competent level by a minimum of two people. Reviews of capability levels are now undertaken on a regular basis to maintain Oakleaf's ability to delivery.
- Improve our ability to collect, analyse and use data to highlight how we impact and improve the lives of others and to improve our organisational effectiveness.
  - Oakleaf has partnered with the Royal Holloway University of London's Business Analytics program, working with Masters students to create capabilities that will enable the Charity to utilise the data it has to serve its clients better and the community it sits in. This will be an ongoing journey as we identify areas in which we need to learn and improve through the analysis of data.
- Increase our reach across a broader and more diverse client base ensuring that our services, whether provided directly or indirectly, are accessible to minority and underserved groups.
  - This objective is currently on hold until the other objectives are sufficiently progressed.

Through working on a joint set of objectives in the last financial year, implementing them together this year and through SMT attendance for parts of each Board meeting the relationship between the Board and SMT has gone from strength to strength. This has created a positive cycle of improvement throughout the year. Although the financial climate has been very challenging the SMT remains motivated and progress on all fronts has been strong.

Through the strategic efforts of our Risk & Audit Committee, Oakleaf now has a better understanding of its risks and where our appetite sits against each of them. Whilst the Charity will always face risks, many being the same as they have been for the last few years, we are now better placed to have either meaningful mitigants in place against them or actions underway to bring the risks to within acceptable levels.

Oakleaf strives to be a focal point of support in our community for those who struggle with poor mental health. Its role has been bolstered this year by the award of several locally funded contracts to deliver critical mental health support. You can read more about these in the CEO's report. I am extremely proud of Oakleaf's success in this area as it clearly demonstrates the value that others place on our efforts and the confidence they have in our ability to deliver. This success has been made possible by the continued hard work and creativity of our staff and volunteers.

I would like to thank our existing donors for their continued support and welcome our new donors to the Oakleaf family. Without your kindness and generosity, we would not be able to survive. I would also like to recognise the significant efforts of our staff and volunteers. Through your continued and non-judgemental support of our clients, you make a huge difference to their lives. On our clients' behalf I would like to say Thank You.

LA Andrews

Lorraine Andrews
Chair of the Board

Date: 27.10.25

OAKLEAF ENTERPRISE

CEO REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Writing an annual report can feel counterintuitive in our line of work—so much of what we do is about looking forward and being present with those we support. Yet taking a moment to reflect on the last 12 months offers valuable insight and momentum. So, here's a brief look back—with an eye firmly on the future.

Property: A step closer
It has been a long-term goal to relocate Oakleaf to a more modern and suitable premises which befits our current and hopefully future need. This ideal was almost answered in January 2025 when we successfully won a planning application on a new premises in Guildford. However, ultimately, we were effectively gazumped, we lost the property and the ideal did not come to realisation.

While disappointing, this process energised us. It also highlighted the invaluable support of our Board and Property Subgroup, with whom we continue to work closely as we seek the right base to meet our current and future needs.

Bridge the Gap: Lifesaving Trauma Informed work
We are one of 11 VCSE (voluntary, community and social enterprise) organisations across Surrey providing a Bridge the Gap service to adults experiencing Multiple Disadvantages, comprising one or more of the following: mental ill-health, domestic abuse, homelessness, addiction and involvement with the criminal justice system. The programme was under threat due to lack of funding but, thankfully, our contract has now been extended until March 2026.

Our three Outreach Workers—focused on Guildford and Waverley, deliver trauma-informed, multi-agency support with meaningful outcomes. To illustrate the type of work undertaken, I have reproduced a case snapshot below to provide an insight:

ZX, in their 40s, faced homelessness after a severe mental health crisis. Mistrust of services and complex trauma left them rough sleeping for 18 months. Through consistent, non-judgmental support, we built trust, coordinated multi-agency input, and supported them into treatment and stable housing. Today, they are connected, thriving, and rebuilding a life with purpose.

Gambling Related Harms – in Minority Communities
In January 2025, we secured a new Surrey-wide contract focusing on gambling-related harms, particularly within minority and female communities. Our newly recruited team of five brings both professional training and lived experience to this deeply complex issue.

With caseloads capped at eight per worker, to ensure intensive individualised support, we are excited to lead this essential work and raise awareness of a hidden but growing problem.

Stronger Together: Building a VCSE Alliance
Our involvement in the aforementioned projects has led to deeper collaboration across the VCSE sector in Surrey. I'm currently chairing an emerging alliance of providers addressing multiple disadvantage. We are now formalising this into a Community Interest Company, supported by legal partners, to position ourselves for future joint contracting opportunities. This may necessitate a Prime Contractor structure which we will be perfectly positioned for. Oakleaf's voice and our clients' needs remain central to this development. The development of a CIC will enable us to pursue funded projects which might only be accessible to organisations covering a wide geographical area and breadth of client groups, which can now be achieved by us through working together under one structure. This will not however preclude us working independently as needed.

Paths to Succes: Year One highlights
Our five-year Big Lottery funded project came to the end of its first year in June 2025. The team has developed a busy and active Job Club, which beyond providing all the normal elements of job coaching and preparation has also delivered a variety of workshops and guest speakers from drama-based confidence building to talks on volunteering and food poverty.

This project is run in partnership with Guildford Action. This collaboration is a productive and positive experience for both charities and is creating tangible outcomes for our clients. Through developing a joint programme our teams are gaining valuable insight to each charity. They are building on best practice, shadowing workers and experiencing a different client group, thereby increasing the team's skill base.

OAKLEAF ENTERPRISE

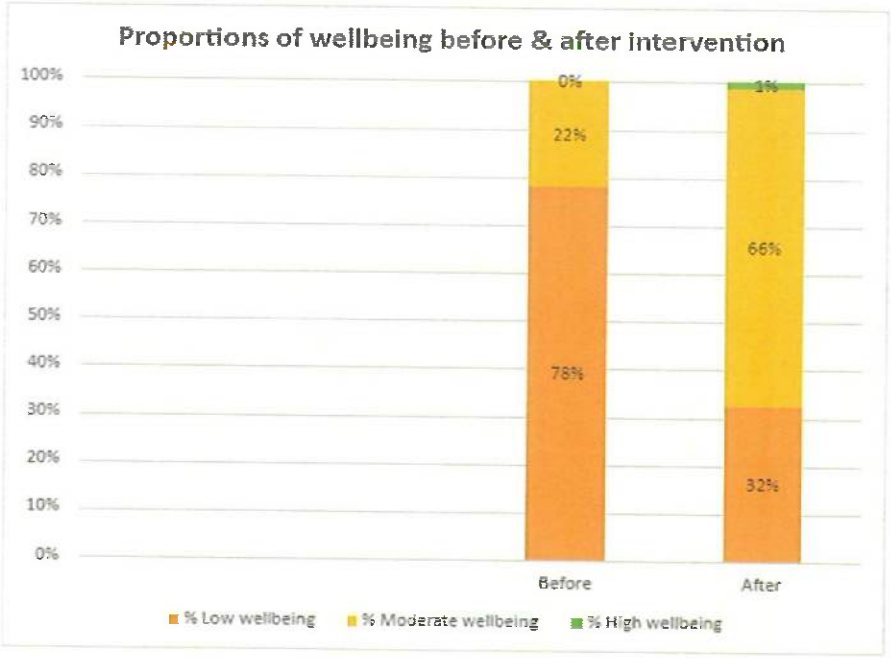
CEO REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Fundraising: Weathering a Tough Landscape
Drawing to the end of the financial year, we acknowledge it has been a challenging time for trust fundraising. Many funders have closed and others have shifted their focus from mental health. Thankfully, our other income streams have helped close the gap. The outlook for the financial year ending 31 March 2026 remains cautious, and we will be monitoring the landscape closely and adapting where needed.

Counselling: Expanding Our Reach
Demand for our counselling services continues to grow. Over the year to 31 March 2025, we have supported 188 clients, tracking outcomes via the Warwick-Edinburgh Wellbeing Scale. This scale (WEMWBS) is a validated tool used to measure mental wellbeing through 14 positively worded statements, assessing how people have been feeling and functioning over a given period of time. We're proud to report clear improvements in client wellbeing as illustrated below.

This success is down to the dedication of our counselling team—predominantly trainee therapists supported by qualified staff and volunteers.



Looking Forward
This has been a year of both challenge and progress. While not every ambition has been realised, the resilience, innovation and commitment of our team has driven us forward. I remain immensely proud of what we've achieved and excited for what lies ahead. With determination and support we will identify an alternative property this year, thereby enabling us to build upon our successful wellbeing activities and with suitable space initiate a wellbeing hub. In July 2025 we commenced a new project focusing on suicide prevention in the under 30 age group and the development of a carer support group.

.....
Clive Stone
CEO

Date: 31-10-25

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The Trustees who are also Directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31 March 2025. The Trustees have adopted the provisions of 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 2019).

Objectives and activities

The Charity's primary object is worded within its Articles of Association and its Governing Document lodged with the Charity Commission i.e. "to relieve and support persons with mental and physical health difficulties, including those with special needs, by the provision of a range of occupational training facilities and counselling; and to advance the education of persons with mental and physical health difficulties by the provision of vocational skills training."

Oakleaf as a charity registered with the Charity Commission, gives due regard to public benefit and considers that the range and volume of activities it provides and reflected in this report meet the requirements of Public Benefit. Such activities and training are accessible and inclusive with no barriers to entry, especially for those who may be considered as living within poverty or suffering from a disability (specifically mental ill-health).

Objects, aims and activities

The principal objects of the Charity are to support and improve the lives of people suffering with mental ill-health, physical disabilities and special needs. The main aim of the Charity is to enable its clients to improve their lives through accessing the services it delivers. The main activities undertaken to further this aim are:

- to devise with each client a personal development programme;
- the provision of a wide range of confidence building Wellbeing activities which are designed to improve and address physical and mental ill-health;
- to provide individual counselling services enabling clients to build personal techniques to manage and improve their mental ill-health;
- to provide the opportunity to participate in a supportive work environment with a variety of vocational training applications;
- to offer a range of occupational based activities leading to increased confidence and the potential to acquire and sustain employment;
- to enable clients with complex needs to access a more unified set of services from multiple provider organisations through projects such as Bridge the Gap; and
- to provide advice and support for those accessing further educational opportunities and/or work placement training including training in CV writing, job search skills, personal presentation, interview techniques and the development of employment applications.

The Charity measures its performance against its objects through the improvements in the mental health of its clients, principally by using the Recovery Star (for mental health and wellbeing), and by the use of semi-annual client surveys to take stock of the experiences and views of those accessing its services and participating in the activities it provides.

The services and activities provided by the Charity are delivered with the invaluable input of its volunteers, to whom we are very grateful for their support. Volunteers carry out roles such:

- working on a one-to-one basis in our IT training area;
- a small number of our counsellors, post qualification, provide a few hours of counselling each week;
- three volunteers cover the organisation's Reception across the course of a week; and
- a number of volunteers who offer support to our fundraising events on an ad hoc basis.

The Trustees are satisfied that these activities are carried out for public benefit, having due regard for the guidance given by the Charity Commission.

Achievements and performance

During the reporting period the Charity has undertaken 2,059 counselling sessions supporting 188 clients. All client attendances are held and tracked through Lamplight, the organisation's client database. From general client surveys and specific surveys comparing pre and post counselling sessions we know that the provision of counselling, (up to a maximum of 18 sessions), made a significant difference to the wellbeing of our clients. With the expansion of the services to meet ongoing need and increased complexity of work we recruited four qualified counsellors who now manage 29% of all sessions attended, the rest being provided by trainee counsellors under close supervision.

A range of wellbeing activities have been delivered during the period including yoga, tai-chi, literacy and numeracy, football, mindfulness and Kick Start, a physical fitness programme, all of which have engaged a total of 285 clients across the year. Survey results clearly show that the attendance of activity sessions enables clients to build confidence, improve self-esteem and also to meet with others thereby reducing their social isolation.

148 clients have been recorded on Lamplight and supported by the Charity's Employment Project of whom 48 have gained sustainable employment in part-time, full time or volunteering roles. Such outcomes are again tracked through Lamplight and additionally logged in an Excel programme. Mental ill-health has been shown to reduce significantly a person's ability to find and sustain employment, so supporting those clients who are able – and aspire – to return to the workplace, is a key aim for the Charity.

Client surveys and Recovery Star are the two key mechanisms by which the Charity measures its performance against its stated aims. During the reporting period two client surveys have been undertaken. We are delighted that we had more respondents than the prior year. An average of the two survey results show that;

- 87% of our clients felt more confident through attending Oakleaf activities
- 85% of clients felt less isolated
- 82% of clients felt that attending Oakleaf improved their mental wellbeing

Clients consistently give positive feedback about the daily wellbeing programme and the Charity continues to use this information to shape and plan future activities. Despite the financial constraints and feelings of anxiety many of our clients are facing, feedback suggests they value face-to-face interaction. As a result, the Charity is taking further steps to address isolation, such as hosting free wellbeing cafe sessions each week, to drive an increase in clients returning to its premises and helping to reduce social isolation.

Through the use of surveys, by recording attendance levels and by reviewing costs, the Charity constantly monitors the effectiveness of its activities and services.

Fundraising policy and activities

The Charity is registered with the Fundraising Regulator and adheres fully to its code of practice. This code alongside the Charity's own "Ethical Fundraising Policy" is monitored and reviewed annually by the Trustees and encompasses:

- fundraising general behaviour
- asking for support
- informing donors and treating people fairly

Our Ethical Fundraising Policy ensures we do not compromise our mission and values when raising funds. This policy governs the acceptance of funds by the Charity. The Charity will not accept funds where in doing so:

- It could be unlawful;
- It is contrary to our charitable objectives;
- It would have a detrimental impact on our current and prospective clients;
- It would detrimentally impact our reputation or operations;
- We have good reason to believe a prospective donor is in vulnerable circumstances.

With the exception of public donations at organised events, the Charity reviews all potential donors and donations to ensure that they comply with our policy statement. The Charity does not engage with third party organisations or external professional fundraisers and only raises funds through the endeavours of its own staff, whether permanently employed or managed directly under short-term contracts, and volunteers. No complaints regarding its fundraising activities have been received by the Charity.

Fundraising policy and activities (continued)

The Charity raises income through the methods listed below. The Charity does not utilise door to door or street collections.

- grants from Government, trusts, foundations and other bodies
- events & community fundraising
- Individual and corporate giving & legacies

The Trustees are hugely grateful for the generosity of the public, organisations and other funders who helped the Charity raise £1.252M for the year ended 31 March 2025. This income can be split as follows:-

- grants from Government, trusts, foundations and other bodies £0.554M
- grant of an endowment from The Edward Gostling Fund - £0.250m
- events & organised fundraising activities eg. London Marathon £0.120M
- individual/corporate giving and legacies £0.151M
- training & other trading activities £0.161M
- other income £0.016M

Overall, the Charity spent £1.14M (before depreciation) in the financial year. Of this £0.579M was spent directly on support for clients with poor mental health, described elsewhere in this report. The remaining amount is spent towards running the Charity, including fund raising activities and planning for the future.

Financial headlines including overview of fundraising

The 2024/25 financial year was a particularly challenging one with rising costs and a cautious fundraising environment. The Charity had anticipated this and budgeted for a £134,007 deficit after depreciation. Excluding the endowment from The Edward Gostling Fund, actual total income was £45,861 better than budget. Overall, with prudent cost management, including some one-off strategic investment in IT resilience, the Charity was able to deliver an operating deficit that was £19,101 better than budget.

Again, excluding the endowment from The Edward Gostling Fund, income for the year at £998,371 (2024 - £974,227) was very similar to the previous year. This was due primarily to an increase in income from statutory sources and higher corporate/community fundraising offsetting a further drop in income from Grants and Charitable Trusts. A plan is ongoing to turn around the drop in Grant and Charitable Trust income to try to bring it back to 2022/23 levels, and to diversify our fundraising income streams further. Budgeted income for the year 2025/26 is expected to increase due to a statutory grant to tackle gambling related harm and some recovery in grants from charitable trusts.

A full breakdown of costs is provided later in this report but the headline net expenditure figure for the year was £1,143,686 (2024 - £1,062,014). This increase is due primarily to continued inflation pressures, many of which are not controllable, and additional legal and audit professional fees associated with income generation.

Overall this has resulted in a net movement in unrestricted and restricted funds for the year of £114,906 negative (2024 – £60,013 negative).

Reserves

During the financial year the Charity reviewed its reserves policy and the Trustees consider that the most appropriate policy is to maintain reserves of four months of unrestricted expenditure together with a provision of £125,000 to cover the cost of a premises move that is expected to take place in the next twelve to eighteen months.

In 2024/25 the charity was in receipt of a legacy endowment from The Edward Gostling Fund of £250,000 to help meet operating costs. In order to ensure that the reserves policy outlined above is met, a sum of £33,900 has been transferred from the endowment fund in 2024/25. It is expected that the endowment fund will continue to be used to support operating costs in 2025/26 and beyond..

The Trustees will continue to monitor the reserves policy as another deficit of around £125,000 (excluding any exceptional premises move costs) is budgeted for the 2025/26 year. The aim is to reduce significantly this deficit in the 2026/27 financial year as part of a goal to return to a broadly balanced budget.

Investment policy

The Charity has implemented a combined financial management and investment policy. The policy governs the way the Charity manages its finances to meet its stated objectives and to safeguard the funds required to meet its operational needs. The policy ensures that finances are managed in alignment with its ethical and environmental policies. The primary investment objective is to protect the Charity's long-term funds from the effects of above bank-interest-rate inflation. As at the reporting period the only long-term investment fund approved for investment is the COIF Charities Ethical Investment Fund.

At the end of the reporting period the amounts held were as follows:

Non-interest Bearing cash	£36,620
Interest Bearing savings	£302,715
Investment Funds	£233,543

Risk management

The Trustees are aware of their responsibilities under SORP 2019 (FRS102). They maintain a risk register for the Charity and regularly review (at least annually) the risks that the Charity faces. The Trustees have put in place a number of policies and procedures for the Charity's activities. These policies and procedures are reviewed at least annually.

The Trustees have agreed a risk appetite, which acts as a framework for all decision making at the Charity. In summary, the overall risk appetite that the Trustees are willing to take is low. However, the risk appetite distinguishes between the different risk categories as regards the level of risk tolerance that the Trustees are willing to take. The risk appetite for legal, regulatory compliance and reputational risks has been set as being very low. Financial, technological and people risks have all been set as low, and strategic, operational and fundraising risks have been set as medium.

At the time of this report, the Trustees perceive the principal risks and uncertainties that the Charity faces are:

1. People: Our top three risks all concern people, as fundamentally, the Charity is all about people, from the staff we employ to our clients that we support. We have a dedicated team of staff, some of whom have been long serving and have developed and nurtured relationships within the community and have considerable "corporate knowledge", not all of which could be enshrined in the Charity's procedures for someone to pick up in their absence. The Charity now has a Deputy CEO who has taken on the running of parts of the charity. The CEO has been able to focus on strategic development and also developing new external strategic partnerships as well as deepening existing relationships. The senior team has been working with an external agency for the last year to develop a more robust and diverse management regime, strengthening strategic and core management capabilities. Senior Management attendance of board meetings is now embedded as is a regular review of continuity planning for core skills and role coverage.

2. Premises: A significant part of the Charity's activities are about social inclusion and counselling and whilst we are able, especially as was the case during the pandemic, to provide online activities, there is nothing better than our clients being able to have a place to come to, to meet others, participate in activities or just see a friendly face. The Charity has been at its Guildford site (Walnut Tree Close) since inception, where many of the activities take place, although in recent times we do have some outreach locations as well. The Guildford site, whilst convenient for access by public transport, which is vitally important as many of our clients have limited means, the site is far from ideal, as the building is old, needs constant maintenance, its layout is disjointed and has been prone to flooding on a few occasions by the neighbouring River Wey. The lease on the Guildford premises expires on 30 June 2026. The Charity wishes to move to alternative long-term accommodation that more closely meets Oakleaf's and our clients' future needs. The Trustees are actively engaged in the search for an appropriate new location, however, there remains a risk that suitable premises will not be secured before the current lease expires. The Trustees are also exploring potential short-term contingency plans to mitigate this risk and ensure the Charity is able to continue to support its clients without interruption.

Risk management (continued)

3. Funding: the Trustees no longer consider funding to be one of the Charity's top risks, but the ability to finance the Charity's operations is, obviously, essential. As a part of its 3-5 year strategic objectives Oakleaf is looking to diversify its income streams and to increase its level of funding. To this end an additional fundraiser has been recruited focussing on legacy and high net worth fundraising. The Charity has four months' worth of unrestricted expenditure and an additional £125K office move provision, as financial reserves in place to finance its activities. The Trustees review at each Board meeting the management accounts together with a funding report of donations and grants received, applications for grants made and anticipated donations to be received and the likelihood of them being received. If necessary, the Trustees will take action should there be significant variations to budget or forecast.

Decision making

With the exception of those items defined in the Charity's 'Matters reserved for the Board' document, the Board has delegated all decision making to the CEO and the Charity's senior management team.

The Board has appointed a People Committee, comprised of a minimum of two trustees, that reviews recommendations made by the CEO on salary and bonuses for the Charity's staff members. Local information on salary levels is utilised by the CEO to benchmark appropriate salaries for the different roles within the Charity's staff structure. The People Committee is also responsible for recommending changes to the CEO's salary for approval by the Board. Salary changes are approved as a part of the annual budgeting process.

Plans for future periods

The Trustees and the Senior Management Team continue to work on and implement the elements of the 3-5 year strategic plan created in the 23/24 financial year.

Key areas of the strategy are:-

- To secure new long-term premises to give assurance on the Charity's location to its clients.
    - Having narrowly missed out on new premises Oakleaf's requirements and ability to move are now very well progressed.
- To diversify and increase funding to support the Charity's growing client base.
    - A new fundraiser is implementing plans that will raise awareness of the Charity and strengthen the ability to raise funds from legacy and high net worth donations.
- To strengthen the skills of the Charity's core staff to address key person risks.
    - A skills and role continuity plan is in place and regularly monitored. This work is now moving to business as usual and is now considered as being complete.
- To improve and enhance the Charity's data capabilities to assist with reporting, impact analysis and measuring performance against objectives.
    - This strategic objective is being moved forward through a relationship with Royal Holloway University of London's Business Analytics Masters program.
- To broaden the Charity's reach, both geographically and demographically, to ensure Oakleaf can serve all its clients who need its support.
    - This goal is on hold until the others are sufficiently well progressed.

Oakleaf's work on its completed lottery employment project and the commencement of the follow-on project with Guildford Action is leading to future opportunities to deal with more challenging aspects of mental ill-health. Oakleaf has been asked to take a lead role in several publicly funded projects which places the charity at the heart of mental health support in the region.

Structure, governance and management

Oakleaf Enterprise is registered as a company limited by guarantee (Company No. 03388671) and with the Charities Commission (Registration No. 1064524). The Charity has adopted its Memorandum and Articles of Association in accordance with the Companies Act 1985, as its governing document when it was incorporated on 18 June 1997. The most recent Articles of Association were adopted by special resolution on 23 May 2016. In the event of the Charity being wound up, members will be required to contribute a sum not exceeding £1 per member.

Subsidiary undertaking

Oakleaf Enterprise has a subsidiary Oakleaf Enterprise Trading Limited (Company No. 10128893). This Subsidiary was incorporated in 2016 and has been dormant ever since incorporation. There is one share of £1 in issue, which is owned by Oakleaf Enterprise. In the event of the Subsidiary being wound up, Oakleaf Enterprise will be required to pay for its share (ie. £1).

Directors of the organisation and organisational structure

The Charity is headed up by its Board of Trustees. The Trustees are also members of the charitable company. The maximum number of members of the charitable company is 100.

The Trustees of the Charity are also Directors for the purpose of company law. At each Annual General Meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third must retire from office. The Directors to retire by rotation shall be those who have been longest in the office since their last appointment. If any directors became or were appointed Directors on the same date, those to retire shall (unless otherwise agreed among themselves) be determined by lot.

The Directors during the year under review, and those appointed since the year end were:

Mrs L Andrews	
Mr R W Maybury	
Mr P J Bevan	
Mr J W Kindell	
Mr M Harrison	
Cllr A M Goodwin	(Resigned 1 April 2025)
Mr A Lilleyman	(Resigned 28 November 2024)
Mr R M Lloyd	
Mr S K A Michell	
Ms A Bampou	(Appointed 25 July 2024)
Mr J T Pepper	(Appointed 28 November 2024)

Recruitment and appointment of new Trustees

The Board seeks to recruit new Trustees to balance various skills required to manage the Charity. All prospective Trustees are recruited through the organisation's Trustee Recruitment Policy. Traditional business skills are required as well as an understanding of mental health and the effects it can have on those trying to live and work in society.

The Board is aware of the principles set out in the Charity Governance Code and, in particular, Principle 5 on Board effectiveness and the need for the Board to ensure it has the right mix of skills and knowledge. Further, the Board is aware of the need to refresh progressively the Board, in order to bring in new blood with new ideas and perspectives. The Code states that Trustees, who have served for more than nine years, should be subject to a particular rigorous review. Whilst there has been natural refreshing of the Board, Mr J W Kindell has now served on the Board for more than ten years and Mrs L Andrews, who was first appointed to the Board in November 2017, has Chaired the Board for more than six years. With this in mind, the Trustees specifically met to discuss the continuance in office of both Mr Kindell and Mrs Andrews. Neither Mr Kindell nor Mrs Andrews participated in the discussion on their own respective appointment. The Trustees are of the opinion that both Mr Kindell and Mrs Andrews remain effective and bring independent challenge to the Board and are happy for both to continue to serve on the Board.

Recruitment and appointment of new Trustees (continued)
The Board has the power at any time to appoint any person to be a Trustee, either to fill a casual vacancy or an addition to the existing Trustees, but so that the total number of Trustees shall not at any time exceed fifteen, being the number fixed in accordance with the Articles of the Charity.

All new Trustees are welcomed into the organisation and an induction programme is facilitated where they spend time with each department lead, to gain a greater understanding of how front-line services are delivered. Further insight is provided into all back-office facilities including fundraising and marketing. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individual involved.

Auditor
In accordance with the Charity's Articles, a resolution proposing that Moore (South) LLP be reappointed as auditor of the Charity will be put at the Annual General Meeting.

Disclosure of information to auditor
Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' Report was approved by the Board of Trustees.

L Andrews
Mrs L Andrews
Trustee

Date: 27.10.25

OAKLEAF ENTERPRISE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2025

The Trustees, who are also the directors of Oakleaf Enterprise for the purpose of company law, are responsible for preparing the Trustees' 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 Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

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

OAKLEAF ENTERPRISE

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF OAKLEAF ENTERPRISE

Opinion

We have audited the financial statements of Oakleaf Enterprise (the 'charitable company') for the year ended 31 March 2025 which comprise the statement of financial activities, the summary income and expenditure account, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 2025 and of its incoming resources and application of resources, 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 Charities Act 2011.

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 Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charitable Company for the purpose 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

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

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

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.

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

The objectives of our audit report in respect of fraud, are to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charitable company. Our approach was as follows:

- The engagement partner selected a team for the audit, led by persons who it was deemed had sufficient experience, along with the required competence and skills to be able to identify or recognise non-compliance with laws and regulations.
- We assessed the risk of irregularities as part of our audit planning, and ongoing review, including those due to fraud, management override was identified as a significant fraud risk. This is due to the ability to bypass controls and manipulate the accounting policies adopted.
- In addition to the possibility of management override of controls, revenue recognition was considered a significant risk due the timing of the grant funding and donations received.
- We obtained an understanding of the legal and regulatory requirements applicable to the charitable company and considered the most significant to be Charities Act 2011, the Charity SORP, Companies Act 2006, UK financial reporting standards as issued by the Financial Reporting Council and UK tax legislation. We considered how the charitable company complies with these requirements by discussions with management and those charged with governance.

- We enquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations. Consideration was also made of the internal controls in place to mitigate identified risks.
- We assessed the control environment, documenting the systems, controls and processes adopted. The audit approach incorporated a combination of analytical review and substantive procedures involving tests of transactions and balances. Any irregularities noted were discussed with management and additional corroborative evidence was obtained as required.

In response to the risk of fraud through management override we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify any unusual transactions;
- assessed whether judgement and assumptions made in determining accounting estimates were indicative of management bias; and
- reviewed the disclosures in the financial statements to ensure that they meet the requirements of financial reporting standards and relevant legislation.

To address the risk of completeness of income we: -

- tested a sample of grants to supporting documentation confirming income correctly accounted for;
- tested grants and donations received around the year end, ensuring cut-off appropriate applied; and
- agreed a sample of deferred income to supporting documentation.

To address the risk of classification of income between restricted and unrestricted we:

- agreed a sample of income recorded in the nominal ledger to source documentation to ensure any restrictions were correctly identified.
- agreed a sample of expenses incurred to ensure that they had been allocated to the appropriate fund; and
- obtained and reviewed fund analysis workings to ensure that the calculations were correct and agreed to the accounting records.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regularity and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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 controls that we identify during our audit.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF OAKLEAF ENTERPRISE

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Danielle Griffin

Danielle Griffin (Senior Statutory Auditor)
for and on behalf of Moore (South) LLP

31 October 2025

Chartered Accountants
Statutory Auditor

Suite 3, Second Floor
Friary Court
13-21 High Street
Guildford
Surrey
GU1 3DG

Moore (South) LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

OAKLEAF ENTERPRISE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2025

Current financial year

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Total 2024 £
Income and endowments from:						
Donations and legacies	3	243,808	107,707	250,000	601,515	387,800
Charitable activities	5	121,401	412,473	-	533,874	511,101
Other trading activities	4	89,186	-	-	89,186	53,065
Investments	6	21,709	-	4,005	25,714	22,024
Other income	7	2,087	-	-	2,087	237
Total income and endowments		478,191	520,180	254,005	1,252,376	974,227
Expenditure on:						
Raising funds	9	171,898	17,311	-	189,209	147,486
Charitable activities	8	416,200	538,277	-	954,477	914,528
Total expenditure		588,098	555,588	-	1,143,686	1,062,014
Net gains/(losses) on investments	15	(3,491)	-	-	(3,491)	27,774
Net (outgoing)/incoming resources before transfers		(113,398)	(35,408)	254,005	105,199	(60,013)
Gross transfers between funds	25/26	38,488	(4,588)	(33,900)	-	-
Net movement in funds		(74,910)	(39,996)	220,105	105,199	(60,013)
Fund balances at 1 April 2024		344,599	97,603	-	442,202	502,215
Fund balances at 31 March 2025		269,689	57,607	220,105	547,401	442,202

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

OAKLEAF ENTERPRISE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Prior financial year

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income and endowments from:				
Donations and legacies	3	216,903	170,897	387,800
Charitable activities	5	116,287	394,814	511,101
Other trading activities	4	52,515	550	53,065
Investments	6	22,024	-	22,024
Other income	7	237	-	237
Total income and endowments		407,966	566,261	974,227
Expenditure on:				
Raising funds	9	134,223	13,263	147,486
Charitable activities	8	375,087	539,441	914,528
Total expenditure		509,310	552,704	1,062,014
Net gains/(losses) on investments	15	27,774	-	27,774
Net (outgoing)/incoming resources before transfers		(73,570)	13,557	(60,013)
Gross transfers between funds	25/26	3,939	(3,939)	-
Net movement in funds		(69,631)	9,618	(60,013)
Fund balances at 1 April 2023		414,230	87,985	502,215
Fund balances at 31 March 2024		344,599	97,603	442,202

OAKLEAF ENTERPRISE

SUMMARY INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	All income funds 2025 £	All income funds 2024 £
Gross income	998,371	974,227
(Losses)/gains on investments	(3,491)	27,774
Transfer from endowment funds	33,900	-
Total income in the reporting period	1,028,780	1,002,001
Total expenditure from income funds	1,143,686	1,062,014
Net expenditure for the year	(114,906)	(60,013)

OAKLEAF ENTERPRISE

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	16		6,261		5,400
Investments	17		233,544		237,035
			239,805		242,435
Current assets					
Stocks	19	1,628		1,891	
Debtors	20	99,188		46,025	
Cash at bank and in hand		339,335		243,318	
		440,151		291,234	
Creditors: amounts falling due within one year	21	(132,555)		(91,467)	
Net current assets			307,596		199,767
Total assets less current liabilities			547,401		442,202
Net assets excluding pension liability			547,401		442,202
The funds of the Charity					
Endowment funds	24		220,105		-
Restricted income funds	25		57,607		97,603
Unrestricted funds	26		269,689		344,599
			547,401		442,202

The charitable company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the charitable company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 27.10.25

L Andrews

Mrs L Andrews
Trustee

Company registration number 03388671 (England and Wales)

OAKLEAF ENTERPRISE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	31		75,947		(134,255)
Investing activities					
Purchase of tangible fixed assets		(6,083)		(6,621)	
Proceeds from disposal of tangible fixed assets		439		-	
Investment income received		25,714		22,024	
Net cash generated from investing activities			20,070		15,403
Net cash generated from financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			96,017		(118,852)
Cash and cash equivalents at beginning of year			243,318		362,170
Cash and cash equivalents at end of year			339,335		243,318

1 Accounting policies

Charity information

Oakleaf Enterprise is a private company limited by guarantee incorporated in England and Wales. The registered office is 101 Walnut Tree Close, Guildford, Surrey, GU1 4UQ. The charitable company's directors are also its Trustees for the purposes of charity law. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of investments at fair value. The principal accounting policies adopted are set out below.

The charitable company has taken advantage of the exemption under section 405 of the Companies Act 2006 not to prepare consolidated accounts. The financial statements present information about the charitable company as an individual entity and not about its group.

1.2 Going concern

The accounts have been prepared on a going concern basis. However, the nature of the Charity means that forecast future income cannot be determined with any certainty, as the Charity is reliant upon applications for grant funding and the Trustees are aware that such grant applications are not always successful. The Trustees continue to monitor the application process and to seek alternatives, should any applications prove unsuccessful. Donations from individuals and corporate entities are also hard to predict. These are carefully monitored through discussions with management and review of the monthly accounts. In August 2024 the Charity received an expendable Endowment of £250,000 from The Edward Gostling Fund. This has been invested in accordance with the Deed of Gift and drawn down on to supplement the Charity's unrestricted reserves where necessary. Thus, providing extra financial support over the next few years.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the Charity's objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

1 Accounting policies **(Continued)**

Donations represent income from general donations. These are accounted for when received or when there is certainty that they will be received.

Grants represent income from Local Authorities, other statutory bodies and trusts. Grants are accounted for when they are received or when any performance related conditions are met.

Endowment funds are accounted for in accordance with the wishes of the donor and type of endowment gift. If there is no discretion to spend the capital, the gift is a permanent endowment. If the Trustees do have the discretion to spend the capital, the gift is an expendable endowment. In the year, the Charity received an expendable endowment from the Edward Gostling Fund. The incoming resources received from the invested endowment fund have been treated as wholly restricted and identified separately on the Statement of Financial Activities. The Trustees have the discretion to transfer some of the endowment fund to unrestricted reserves at year end, in order to maintain a level of reserves in line with the Charity's reserves policy.

Rental income is accounted for on an accruals basis.

Event income is accounted for in the year in which the event is held.

Interest receivable is accounted for on an accruals basis.

Donated gifts for auctions are recognised as income when they are received, and are valued at the equivalent market value. A corresponding amount is then recognised as expenditure when the items are sold at auction.

In accordance with the Charities SORP (FRS 102), volunteer time is not recognised.

1.5 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.

All expenditure is accounted for on an accruals basis and is inclusive of irrecoverable VAT.

As described in the Report of the Trustees, the Charity's principal activity is the support of people with mental and physical health difficulties, including those with special needs, through the development of skills and work placement training. All costs incurred in the training and development of these skills are allocated between cost of raising funds, direct charitable expenditure and support costs.

Expenditure is classified under the following activity headings:

- Costs of raising funds, comprising the costs relating to donations, grants and their associated support costs.
- Expenditure on charitable activities, comprising the costs of delivering services and other activities undertaken to further the purposes of the Charity and their associated support costs.

Support costs are those costs which assist the work of the Charity but are not directly related to charitable activities. Support costs include general property maintenance, insurance, salaries and administrative expenses. These costs are allocated between costs of raising funds and provision of training and activities on the following basis:

	Basis of Allocation
Property and general maintenance	Square footage
Insurance	Payroll (FTE)
General salaries, recruitment and pension costs	Payroll (FTE)
Administrative costs	Payroll (FTE)

1 Accounting policies **(Continued)**

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and machinery	3 years straight line
Motor vehicles	5 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the Charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Stocks

Stocks are stated at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving objects.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.11 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies **(Continued)**

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.12 Taxation

The Charity is exempt from corporation tax on its charitable activities.

1.13 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.14 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustees do not believe there are any critical accounting estimates or judgements.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Endowment funds general	Total	Unrestricted funds	Restricted funds	Total
	2025	2025	2025	2025	2024	2024	2024
	£	£	£	£	£	£	£
Donations and gifts	190,458	19,984	-	210,442	121,255	44,989	166,244
Grants	53,350	87,723	250,000	391,073	95,648	125,908	221,556
	243,808	107,707	250,000	601,515	216,903	170,897	387,800
Grants receivable - donations and legacies							
Borrows Charitable Trust	10,000	-	-	10,000	10,000	-	10,000
The Edward Gostling Foundation	-	-	250,000	250,000	10,000	-	10,000
Other <£10,000	23,350	-	-	23,350	20,648	-	20,648
Restricted (see note 25)	-	87,723	-	87,723	-	125,908	125,908
Guildford Borough Council	20,000	-	-	20,000	20,000	-	20,000
LLoyds Bank Foundation for England & Wales	-	-	-	-	25,000	-	25,000
The Forrester Family Trust	-	-	-	-	10,000	-	10,000
	53,350	87,723	250,000	391,073	95,648	125,908	221,556

Included in the above is £20,000 (2024 - £20,000) of unrestricted government grants and £12,000 (2024 - £12,000) of restricted government grants.

Details of the restricted grants can be found in note 25.

4 Income from other trading activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Miscellaneous income	-	-	-	898	-	898
Fundraising events	44,635	-	44,635	12,677	550	13,227
Mental Health Training and counselling income	44,551	-	44,551	38,940	-	38,940
Other trading activities	89,186	-	89,186	52,515	550	53,065

5 Charitable activities

	Provision of training and activities 2025 £	Provision of training and activities 2024 £
Development and training projects	119,842	115,117
Performance related grants for provision of training and activities	414,032	395,984
	533,874	511,101
Analysis by fund		
Unrestricted funds	121,401	116,287
Restricted funds	412,473	394,814
	533,874	511,101
Performance related grants - Restricted		
Catalyst - Safe Haven Project	59,077	58,978
Catalyst - Peer Support Worker Project	-	12,263
Catalyst - Community Connections Project	61,158	58,080
Surrey County Council - Gambling Related Harm Project	20,995	-
National Lottery Community Fund - Partnership Path to Success	110,368	-
Catalyst - Young Adult Safe Haven Project	(126)	37,435
National Lottery Community Fund - Pathways to Work	-	131,430
Surrey County Council - Bridge the Gap Project	142,352	96,628
Surrey County Council - Bridge the Gap Consortium	18,649	-
	412,473	394,814

Included in the above are government grants totalling £181,996 (2024 - £96,628).

6 Income from investments

	Unrestricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Rental income	18,517	-	18,517	16,560	-	16,560
Interest receivable	3,192	4,005	7,197	5,464	-	5,464
	21,709	4,005	25,714	22,024	-	22,024

7 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Net gain on disposal of tangible fixed assets	439	-
Other income	1,648	237
	2,087	237

8 Expenditure on charitable activities

	Admin costs 2025 £	Admin costs 2024 £
Direct costs		
Staff costs	460,491	485,261
Depreciation and impairment	5,222	6,924
Other costs for provision of training and activities	177,965	135,599
	643,678	627,784
Share of support and governance costs (see note 11)		
Support	296,021	273,676
Governance	14,778	13,068
	954,477	914,528
Analysis by fund		
Unrestricted funds	416,200	375,087
Restricted funds	538,277	539,441
	954,477	914,528

9 Raising funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2025	2025	2025	2024	2024	2024
	£	£	£	£	£	£
Fundraising and publicity						
Other fundraising costs	27,913	1,000	28,913	15,410	84	15,494
Staff costs	111,840	5,652	117,492	97,121	4,280	101,401
Support costs (see note 11)	32,145	10,659	42,804	21,692	8,899	30,591
Fundraising and publicity	171,898	17,311	189,209	134,223	13,263	147,486

10 Net movement in funds

	2025	2024
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	13,200	10,500
Depreciation of owned tangible fixed assets	5,222	6,924
Profit on disposal of tangible fixed assets	(439)	-

11 Support costs

	Support costs	Governance costs	2025	Support costs	Governance costs	2024
	£	£	£	£	£	£
Staff costs	142,144	-	142,144	134,089	-	134,089
Property and general maintenance	101,554	-	101,554	111,815	-	111,815
Insurance	6,813	-	6,813	6,476	-	6,476
Administrative costs	88,314	-	88,314	51,887	-	51,887
Audit fees	-	13,200	13,200	-	10,500	10,500
Accountancy	-	970	970	-	1,455	1,455
Legal and professional	-	363	363	-	-	-
Trustee expenses	-	245	245	-	1,113	1,113
	338,825	14,778	353,603	304,267	13,068	317,335
Analysed between						
Fundraising (See note 9)	42,804	-	42,804	30,591	-	30,591
Charitable activities (See Note 8)	296,021	14,778	310,799	273,676	13,068	286,744
	338,825	14,778	353,603	304,267	13,068	317,335

12 Trustees

The Trustees did not receive any remuneration or other benefits for the year ended 31 March 2025 (2024 - none).

One Trustee (2024 - none) was reimbursed £26 (2024 - £nil) for locks for Oakleaf's premises.

There were no donations from Trustees in the year (2024 - none). No trustees (2024 - one) donated a gift in kind (2024 - £93).

Nine Trustees (2024 - three) purchased tickets for events in the year at a value of £891 (2024 - £606). No trustees (2024 - two) purchased Oakleaf branded items at a value of £nil (2024 - £22).

The Charity purchased Directors and Officers' Liability Insurance for the benefit of the Trustees at a cost of £1,134 (2024 - £1,134).

One grant (2024 - none) for £938 was received from Surrey County Council as a result of a Trustee nomination (2024 - £nil).

13 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	34	38

Employment costs	2025 £	2024 £
Wages and salaries	653,895	658,568
Social security costs	48,340	45,074
Other pension costs	17,892	17,109
	720,127	720,751

The FTE for 2025 is 21 employees (2024 - 23).

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	197,707	182,546

14 Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

15 Net gains/(losses) on investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Net unrealised gains/(losses) on investments	(3,491)	27,774

16 Tangible fixed assets

	Plant and machinery	Motor vehicles	Total
	£	£	£
Cost			
At 1 April 2024	116,866	67,270	184,136
Additions	6,083	-	6,083
Disposals	(2,251)	-	(2,251)
At 31 March 2025	120,698	67,270	187,968
Depreciation and impairment			
At 1 April 2024	111,466	67,270	178,736
Depreciation charged in the year	5,222	-	5,222
Eliminated in respect of disposals	(2,251)	-	(2,251)
At 31 March 2025	114,437	67,270	181,707
Carrying amount			
At 31 March 2025	6,261	-	6,261
At 31 March 2024	5,400	-	5,400

17 Fixed asset investments

	Listed investments	Other investments	Total
	£	£	£
Cost or valuation			
At 1 April 2024	237,034	1	237,035
Valuation changes	(3,491)	-	(3,491)
At 31 March 2025	233,543	1	233,544
Carrying amount			
At 31 March 2025	233,543	1	233,544
At 31 March 2024	237,034	1	237,035

Other investments comprise:	Notes	2025 £	2024 £
Investments in subsidiaries	18	1	1

Fixed asset investments revalued

The historical cost of the listed investments is £200,000 (2024 - £200,000).

17 Fixed asset investments **(Continued)**

The listed investments were valued on an open market basis on 31 March 2025 by Charities Ethical Investment Fund.

18 Subsidiaries

Details of the Charity's subsidiaries at 31 March 2025 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held Direct	% Held Indirect
Oakleaf Enterprise Trading Limited	England & Wales	Dormant	Ordinary	100.00	

19 Stocks

	2025 £	2024 £
Raw materials and consumables	1,628	1,891

20 Debtors

Amounts falling due within one year:	2025 £	2024 £
Trade debtors	61,382	1,191
Other debtors	13,272	5,423
Prepayments and accrued income	24,534	39,411
	99,188	46,025

21 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Other taxation and social security		24,831	15,732
Deferred income	22	52,214	13,185
Trade creditors		17,582	30,824
Amounts owed to subsidiary undertakings		1	1
Other creditors		6,770	1,606
Accruals		31,157	30,119
		132,555	91,467

22 Deferred income

	2025	2024
	£	£
Other deferred income	52,214	13,185

Deferred income is included in the financial statements as follows:

	2025	2024
	£	£
Deferred income is included within:		
Current liabilities	52,214	13,185
Movements in the year:		
Deferred income at 1 April 2024	13,185	42,613
Released from previous periods	(13,185)	(42,613)
Resources deferred in the year	52,214	13,185
Deferred income at 31 March 2025	52,214	13,185

The deferred income relates to grants for future periods.

23 Retirement benefit schemes

	2025	2024
Defined contribution schemes	£	£
Charge to profit or loss in respect of defined contribution schemes	17,892	17,109

The Charity provides a defined contribution pension scheme to all of its qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

There was no amount outstanding at the year end (2024 - £nil).

24 Endowment funds

Endowment funds represent assets which must be held permanently by the Charity. Income arising on the endowment funds can be used in accordance with the objects of the Charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	At 1 April 2024	Incoming resources	Transfers	At 31 March 2025
	£	£	£	£
Expendable endowments				
Edward Gostling Fund	-	254,005	(33,900)	220,105

If the endowment fund is expendable, funds can be released to unrestricted reserves subject to the terms of the gift and the discretion of the Trustees. The expendable endowment gift received in the year from the Edward Gostling Fund allows for a transfer of funds to unrestricted reserves if necessary, to ensure the Charity meets its reserves policy target. This amounted to a transfer of £33,900 at the year end.

25 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

		Movement in funds				Movement in funds			
	Balance at 1 April 2023	Incoming resources	Resources expended	Transfers	Balance at 1 April 2024	Incoming resources	Resources expended	Transfers	Balance at 31 March 2025
	£	£	£	£	£	£	£	£	£
Client Services salaries	-	10,450	(10,450)	-	-	8,935	(8,935)	-	-
Surrey CC - Gambling Related Harm	-	-	-	-	-	20,995	(16,998)	(3,997)	-
Other <£10,000	31,266	27,974	(34,286)	(2,285)	22,669	21,722	(20,709)	(591)	23,091
Fund for Virtual Support Co-ordinator	-	9,167	(9,167)	-	-	8,000	(8,000)	-	-
Lottery Partnership Path to Success	-	-	-	-	-	110,368	(90,653)	-	19,715
Fund for Counselling Co-ordinator	-	13,333	(13,333)	-	-	-	-	-	-
Fund for IT Departments	618	7,000	(7,618)	-	-	5,595	(4,320)	-	1,275
Community Foundation for Surrey - Mamie Mallon	694	-	(694)	-	-	-	-	-	-
Community Foundation for Surrey - Supported Employment Fund	5,210	-	(2,320)	-	2,890	-	(342)	-	2,548
Catalyst Safe Haven Projects	-	58,978	(58,978)	-	-	59,077	(59,077)	-	-
Upholstery Salaries	-	-	-	-	-	3,000	(3,000)	-	-
National Lottery Community Fund - Pathways to Work	-	131,430	(115,010)	(1,654)	14,766	-	(14,688)	-	78
Catalyst - Community Connections	-	58,080	(58,080)	-	-	61,158	(61,158)	-	-
Fund for Horticultural costs	-	17,950	(17,950)	-	-	7,564	(7,564)	-	-
General Wellbeing Activities	-	-	-	-	-	7,569	(4,720)	-	2,849
Young Adult Safe Haven	-	37,435	(37,308)	-	127	(127)	-	-	-
DHSC - Suicide Prevention	-	-	-	-	-	8,645	(8,645)	-	-
Surrey County Council - Bridge the Gap	41,566	96,627	(122,482)	-	15,711	142,352	(155,269)	-	2,794
Catalyst - Peer Support Workers	1,893	12,263	(14,156)	-	-	-	-	-	-
Fund for Counselling Costs	4,210	73,574	(44,968)	-	32,816	24,678	(52,237)	-	5,257
Waverley BC - Thriving Communities Fund	2,528	12,000	(5,904)	-	8,624	12,000	(20,624)	-	-
SCC - Bridge the Gap Consortium	-	-	-	-	-	18,649	(18,649)	-	-
	87,985	566,261	(552,704)	(3,939)	97,603	520,180	(555,588)	(4,588)	57,607

25 **Restricted funds** **(Continued)**

Client Services salaries - Funding for salaries of Oakleaf's Client Services team.
Surrey County Council - Gambling Related Harm - Project offering trauma informed Gambling outreach and Peer mentoring services for women and minority communities affected by Gambling Related Harm.
Other <£10,000 - Smaller funds for a variety of projects.
Fund for Virtual Support Co-ordinator – Providing online support activities. Income in the year includes an £8,000 grant from Community Foundation Surrey - Netherby Trust, some of which was deferred at the year end.
National Lottery Community Fund - Partnerships London South East Region - Path to Success project. Helping clients back into employment.
Fund for Counselling Co-ordinator – Managing Oakleaf's Counselling service.
Fund for IT department costs – Costs of providing IT training to clients.
Community Foundation for Surrey – Mamie Mallon Community Fund – Funding for BAME support group.
Community Foundation for Surrey – Supported Employment Fund – Supporting clients back into employment.
Catalyst – Safe Haven Project – Drop-in crisis centre.
Upholstery salaries - costs of employing upholstery trainer
National Lottery Community Fund – Pathways to Work - Part of RC London and South East Region. Helping clients back into employment.
Catalyst – Community Connections – Mental health and emotional wellbeing activities.
Fund for Horticultural costs – Horticulture team costs. Income in prior year includes a £7,500 grant from the MacRobert Trust.
General Wellbeing Activities - Costs of running general wellbeing activities. Income in the year uncludes £3,802 received from the Community Foundation Surrey - Hamilton Fund and Orchid Environmental Fund, for nature wellness Outings.
Young Adult Safe Haven - Funding for a Drop-in crisis centre for 18-25 year olds. This project finished in the year.
DHSC (Department for Health and Social Care) - to work towards preventing suicides by offering interventions and increasing awareness.
Surrey CC - Bridge the Gap project - Specialist outreach service for clients with multiple disadvantages.
Catalyst - Peer Support Workers - Fund for peer support workers in Safe Haven.
Fund for Counselling Costs - Costs of running the counselling service.
Waverley Borough Council - Thriving Communities Fund - Providing wellbeing services.
SCC - Bridge the Gap Consortium - Legal and administrative fees associated with the establishment of a CIC for the Bridge the Gap Consortium.

Transfers between funds

In the year to March 2025 (and in the year to March 2024), there were transfers between restricted and unrestricted funds to represent the purchase of fixed assets. Once the purchase was made out of restricted funds, the asset and its use thereon, was considered unrestricted.

26 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 March 2025
	£	£	£	£	£	£
General funds	344,599	478,191	(588,098)	38,488	(3,491)	269,689

Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 March 2024
	£	£	£	£	£	£
General funds	414,230	407,966	(509,310)	3,939	27,774	344,599

27 Analysis of net assets between funds

	Unrestricted funds 2025	Restricted funds 2025	Endowment funds 2025	Total 2025
	£	£	£	£
At 31 March 2025:				
Tangible assets	6,261	-	-	6,261
Investments	233,544	-	-	233,544
Current assets/(liabilities)	29,884	57,607	220,105	307,596
	269,689	57,607	220,105	547,401

	Unrestricted funds 2024	Restricted funds 2024	Endowment funds 2024	Total 2024
	£	£	£	£
At 31 March 2024:				
Tangible assets	5,400	-	-	5,400
Investments	237,035	-	-	237,035
Current assets/(liabilities)	102,164	97,603	-	199,767
	344,599	97,603	-	442,202

28 Operating lease commitments

Lessee

At 31 March 2025 the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025	2024
	£	£
Within one year	109,046	68,931

The operating lease commitments include a lease for the Charity's premises. The lease began on 1 September 2018, with a non-cancellable period of 3 years. In 2024, a 9 month rolling break clause was valid. Following the break clause not being activated by 31 March 2025, there is no outstanding clause for 2025. The operating lease commitments shown above for 2025 reflect the minimum payments due to expiration of the lease on 30 June 2026, as well as outstanding obligations on the rental of two printers and a franking machine.

Lessor

The Charity has sublet two rooms for the year ended 31 March 2025, which has a 30 day notice period by either party. During the year the Charity received £18,517 (2024 - £16,560), which also included some adhoc room rentals.

29 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

30 Analysis of changes in net funds

The Charity had no material debt during the year.

31 Cash generated from/(absorbed by) operations

	2025	2024
	£	£
Surplus/(deficit) for the year	105,199	(60,013)
Adjustments for:		
Investment income recognised in statement of financial activities	(25,714)	(22,024)
Gain on disposal of tangible fixed assets	(439)	-
Fair value gains/(losses) on investments	3,491	(27,774)
Depreciation and impairment of tangible fixed assets	5,222	6,924
Movements in working capital:		
Decrease in stocks	263	4,790
(Increase)/decrease in debtors	(53,163)	15,150
Increase/(decrease) in creditors	2,059	(21,880)
Increase/(decrease) in deferred income	39,029	(29,428)
Cash generated from/(absorbed by) operations	75,947	(134,255)

OAKLEAF ENTERPRISE

England & Wales - Charity number 1064524

Accounts

Charity registration number 1064524

Company registration number 03388671 (England and Wales)

OAKLEAF ENTERPRISE

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

OAKLEAF ENTERPRISE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs L Andrews	
	Mr R W Maybury	
	Mr P J Bevan	
	Mr J W Kindell	
	Mr M Harrison	
	Cllr A M Goodwin	
	Mr A Lilleyman	
	Mr R M Lloyd	(Appointed 27 July 2023)
	Mr S K A Michell	
	Ms A Bampou	(Appointed 25 July 2024)
Secretary	Mr J W Kindell	
Charity number	1064524	
Company number	03388671	
Registered office	101 Walnut Tree Close Guildford Surrey GU1 4UQ	
Auditor	Moore (South) LLP Suite 3, Second Floor Friary Court 13-21 High Street Guildford Surrey GU1 3DG	
Bankers	Metro Bank plc 1 Southampton Row London WC1B 5HA	
Solicitors	Moore Barlow LLP The Oriel Sydenham Road Guildford Surrey GU1 3SR	

OAKLEAF ENTERPRISE

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OAKLEAF ENTERPRISE

CHAIR'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2024

As Oakleaf has grown over the last five years, in terms of income, members of staff and number of clients supported, the Board recognised that Oakleaf needed to strengthen its governance to ensure that the Charity remains on a stable footing. Following operational and Board changes in approach made over the last two years, 2023/2024 has seen significant improvements in our governance.

Key achievements include:-

1. Successful navigation of our first full financial audit, as distinct from an independent examination.
2. Achieving a financial performance better than plan; a significant achievement in the current economic climate.
3. Implementing changes, supported by Lloyds Foundation, to strengthen Board governance post a DigiBoard Audit of the Board;-
    a. Development and implementation of five year strategic goals that will enable Oakleaf to grow sustainably.
        i. Relocate to a better and more sustainable location.
        ii. Drive to increase funding and shift the balance to a significant majority of unrestricted funding as we build organisational flexibility to address the changing needs and increasing size of our client base.
        iii. Build strength and depth in our organisational skills to improve robustness of the organisation in the event of business disruption.
        iv. Improve our ability to collect, analyse and use data to highlight how we impact and improve the lives of others and to improve our organisational effectiveness.
        v. Increase our reach across a broader and more diverse client base ensuring that our services, whether provided directly or indirectly, are accessible to minority and underserved groups.
    b. Building closer relationships between the Board and the members of Oakleaf's senior management team through their regular attendance at Board meetings to present and discuss issues important to them.
4. Risk Management improved by introducing risk appetite measures that enable us to drive mitigation efforts that are efficient in time, effort and cost to implement.

Through the efforts of its staff and volunteers, Oakleaf has continued to strengthen its role in the community. This is a key foundation stone that enables Oakleaf to grow support for its clients. It also importantly enables Oakleaf to raise awareness of the impact of mental health on the wider community and, through training and learning events, build a support network that enables its clients to gain a safe foothold back into 'normal life'. I am extremely proud of the efforts of our staff and volunteers in this space.

The Lottery funded Employment project, as mentioned by our CEO in his report, has been an outstanding success. Far more Clients than had originally been forecast have achieved sustained employment. Through this achievement we have been able, once again, to secure the support of the Lottery Fund. I very much look forward to seeing how our collaboration and partnership with Guildford Action can achieve even greater outcomes, enabling marginalised members of our society to gain worthwhile employment.

I would like to thank our existing donors for their continued support and welcome our new donors to the Oakleaf family. Without your kindness and generosity, we would not be able to survive. I would also like to recognise the significant efforts of our staff and volunteers. Through your continued and non-judgemental support of our clients, you make a huge difference to their lives. On our Clients' behalf I would like to say Thank You.

L Andrews

Lorraine Andrews
Chair of the Board

Date: 22/10/24

OAKLEAF ENTERPRISE

CEO REPORT

FOR THE YEAR ENDED 31 MARCH 2024

When clients start their journey with Oakleaf it is often commenced with some degree of trepidation and anxiety. Although many individuals will have undertaken an informal visit prior to coming to an activity, very little prepares anyone for what could be similar to memories of the first day at school. Hopefully through repetition, forging relationships and enjoyment, clients overcome their fears, becoming less isolated and more confident.

I am always mindful that this journey comes with a lot of change and challenge, which is what I feel as I embark on my own journey of reflecting back over a year of activities. My report is obviously not a direct comparison but as the organisation continues its journey there are some similarities, as I reflect upon a variety of activities and training, celebrate positive outcomes and learn from unsuccessful ventures.

The entry point for all clients is their initial introduction and at the end of the year we've received 427 new referrals. Once the client commences their journey through Oakleaf, we count individual attendances at every activity or training provided by us, which resulted in 8,722 unique visits at year end. One of the many outcomes we track are clients entering employment and we are pleased to report that 49 clients started work during the same period.

Our Bridge the Gap project which works with adults who have complex needs, encompassing – mental ill-health, domestic abuse, criminal justice, homelessness and substance abuse, has gone from strength to strength. We moved from two full-time support workers to an additional 50% part-time worker, all carrying a maximum caseload and delivering critical inputs. Harking back to my earlier references about relationships, these are essential for the success of the project, as for many, trust has been damaged and is yet pivotal for enabling support and progression. Working across the county, predominantly on an outreach basis, the skills of our team have been exceptional in developing positive and empowering relationships. Looking at outcomes for this client group, we see a decrease in negative behaviour resulting in crisis and less dependence upon acute facilities, but increased positive engagement with support services.

Due to a lack of statutory funding, we sadly saw the cessation of our Young Adults Safe Haven trial at 31 March 2024. Whilst financial support was lacking, the need remained consistent. The service helped many young people who were often at high risk of suicide, and although we had to close this specific service, we are thankfully able to divert clients into our main Safe Haven.

We are delighted with our National Lottery, Pathways to Work project. It has achieved its projected objectives, with the number of clients being supported, those gaining meaningful employment, increasing their confidence, decreasing social isolation and attaining qualifications. As the three year project draws to a close, we are very excited to have been successful with a new five year application, detailed under "The Future" below.

Across our services we measure and review numerous different individual performance outcomes. For some these will be the gaining of a qualification, for others a new skill or interest, going right through to leaving Oakleaf and gaining employment.

In many ways it seems slightly perverse that we measure success when someone leaves Oakleaf, but thankfully this is usually part of a client's positive journey. There are other longitudinal markers used, often referred to as soft outcomes, but nonetheless of equal value to a client. What I believe has far more impact than all the data we collect are the individual client case studies, some of which I have shared below.

One client on his own journey has learnt to be creative, gain new skills and remember what he is capable of as opposed to what he could not do. He felt that his time at Oakleaf brought learning, laughter, friendship and fun - ***'time to forget about the difficult things'.*** *As his confidence grew, he felt really proud of what he had achieved, he says:* ***'Oakleaf has helped me beyond words. It has made me feel human again'***
Steve

Another client whose primary focus was on IT reflects: ***"Oakleaf has given me a whole new outlook on life. These days I find social engagement in a work setting much easier and more natural. I no longer feel as though I'm confined to that old comfort zone I once relied upon, avoiding everyone and everything that was unfamiliar to me. I am focused on broadening my horizons and taking charge, at work and in life."***
Simon
Simon above, is an excellent example of someone who engaged with Oakleaf for a variety of courses and wellbeing activities. Ultimately, he progressed to working as a volunteer, before taking the final steps to move away from Oakleaf, and then into employment.

OAKLEAF ENTERPRISE

CEO REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Relationships within our staff team are important but we recognise for the majority these also form part of their own unique journey as we witnessed a couple of the team moving on. Some key and enduring friendships are formed and for many their relationship with Oakleaf continues, volunteering in support of fundraising activities.

As many will know recruitment has been challenging over the last 12 months, but, ultimately, we have always succeeded in securing the right person for the role. Nobody is the same as their predecessor and change always happens but with it comes a wealth of new perspectives and opportunities for both the new team member and the organisation.

The Future
As alluded to above we have been successful with a new partnership bid to the National Lottery, entitled "Paths to Success". This is a very exciting opportunity for us as we have secured a project for five years and will be working in partnership with Guildford Action, a local charity which works with the homeless community. This new initiative will enable both charities to achieve a common goal, using each other's skills and experiences to the benefit of the charities' respective clients.

Clive Stone
CEO

Date: 23:10:24

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees who are also Directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31 March 2024. The Trustees have adopted the provisions of 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 2019).

Objectives and activities

The Charity's primary object is worded within its Articles of Association and its Governing Document lodged with the Charity Commission i.e. "to relieve and support persons with mental and physical health difficulties, including those with special needs, by the provision of a range of occupational training facilities and counselling; and to advance the education of persons with mental and physical health difficulties by the provision of vocational skills training."

Oakleaf as a charity registered with the Charity Commission, gives due regard to public benefit and considers that the range and volume of activities it provides and reflected in this report meet the requirements of Public Benefit. Such activities and training are accessible and inclusive with no barriers to entry, especially for those who may be considered as living within poverty or suffering from a disability (specifically mental ill-health).

Objects, aims and activities

The principal objects of the Charity are to support and improve the lives of people suffering with mental ill-health, physical disabilities and special needs. The main aim of the Charity is to enable its clients to improve their lives through accessing the services it delivers. The main activities undertaken to further this aim are:

- to devise with each client a personal development programme;
- the provision of a wide range of confidence building Wellbeing activities which are designed to improve and address physical and mental ill-health;
- to provide individual counselling services enabling clients to build personal techniques to manage and improve their mental ill-health;
- to provide the opportunity to participate in a supportive work environment with a variety of vocational training applications;
- to offer a range of occupational based activities leading to increased confidence and the potential to acquire and sustain employment;
- to enable clients with complex needs to access a more unified set of services from multiple provider organisations through projects such as Bridge the Gap; and
- to provide advice and support for those accessing further educational opportunities and/or work placement training including training in CV writing, job search skills, personal presentation, interview techniques and the development of employment applications.

The Charity measures its performance against its objects through the improvements in the mental health of its clients, principally by using the Recovery Star (for mental health and wellbeing), and by the use of semi-annual client surveys to take stock of the experiences and views of those accessing its services and participating in the activities it provides.

The services and activities provided by the Charity are delivered with the invaluable input of its volunteers, to whom we are very grateful for their support. Volunteers carry out roles such :

- working on a one-to-one basis in our IT training area;
- a small number of our counsellors, post qualification, provide a few hours of counselling each week;
- four volunteers cover the organisation's Reception across the course of a week;
- we have occasional input and guidance from a volunteer teaching literacy and numeracy; and
- a number of volunteers who offer support to our fundraising events on an ad hoc basis.

The Trustees are satisfied that these activities are carried out for public benefit, having due regard for the guidance given by the Charity Commission.

Achievements and performance

During the reporting period the Charity has undertaken 2,028 counselling sessions supporting 200 clients. All client attendances are held and tracked through Lamplight, the organisation's client database. From general client surveys and specific surveys comparing pre and post counselling sessions we know that the provision of counselling, (up to a maximum of 18 sessions), made a significant difference to the wellbeing of our clients. With the expansion of the services to meet ongoing need and increased complexity of work we recruited three qualified counsellors who now manage 23% of all sessions attended, the rest being provided by trainee counsellors under close supervision.

A range of wellbeing activities have been delivered during the period including yoga, tai-chi, literacy and numeracy, football, mindfulness and Kick Start a physical fitness programme all of which have engaged a total of 325 clients across the year. Survey results clearly show that the attendance of activity sessions enables clients to build confidence, improve self-esteem and also to meet with others thereby reducing their social isolation.

259 clients have been recorded on Lamplight and supported by the Charity's Employment Project of whom in the region of 49 have gained sustainable employment. Such outcomes are again tracked through Lamplight and additionally logged in an Excel programme. Mental ill-health has been shown to reduce significantly a person's ability to find and sustain employment, so supporting those clients who are able – and aspire – to return to the workplace, is a key aim for the Charity.

Client surveys and Recovery Star are the two key mechanisms by which the Charity measures its performance against its stated aims. During the reporting period two client surveys have been undertaken. We are delighted that we had more respondents than the prior year. An average of the two survey results show that;

- 81% of our clients felt more confident through attending Oakleaf activities
- 82% of clients felt less isolated
- 81% of clients felt that attending Oakleaf improved their mental wellbeing

Clients consistently give positive feedback about the daily wellbeing programme and the Charity continues to use this information to shape and plan future activities. Despite the financial constraints and feelings of anxiety many of our clients are facing, feedback suggests they value face-to-face interaction. As a result, the Charity is taking further steps to address isolation, such as hosting free wellbeing cafe sessions each week, to drive an increase in clients returning to its premises and helping to reduce social isolation.

Through the use of surveys, by recording attendance levels and by reviewing costs, the Charity constantly monitors the effectiveness of its activities and services.

Fundraising policy and activities

The Charity is registered with the Fundraising Regulator and adheres fully to its code of practice. This code alongside the Charity's own "Ethical Fundraising Policy" is monitored and reviewed annually by the Trustees and encompasses:

- fundraising general behaviour
- asking for support
- informing donors and treating people fairly

Our Ethical Fundraising Policy ensures we do not compromise our mission and values when raising funds. This policy governs the acceptance of funds by the Charity. The Charity will not accept funds where in doing so:

- It could be unlawful;
- It is contrary to our charitable objectives;
- It would have a detrimental impact on our current and prospective clients;
- It would detrimentally impact our reputation or operations;
- We have good reason to believe a prospective donor is in vulnerable circumstances.

With the exception of public donations at organised events, the Charity reviews all potential donors and donations to ensure that they comply with our policy statement. The Charity does not engage with third party organisations or external professional fundraisers and only raises funds through the endeavours of its own staff, whether permanently employed or managed directly under short-term contracts, and volunteers. No complaints regarding its fundraising activities have been received by the Charity.

Fund raising policy and activities (continued)
The Charity raises income through the following methods. The Charity does not utilise door to door or street collections.

- grants from Government, trusts, foundations and other bodies
- events & community fundraising
- Individual and corporate giving & legacies

The Trustees are hugely grateful for the generosity of the public, organisations and other funders who helped the Charity raise £0.974M in 2023/24. This income can be split as follows:-

- grants from Government, trusts, foundations and other bodies £0.616M
- events & organised fundraising activities eg. London Marathon £0.138M
- individual/corporate giving and legacies £0.057M
- training & other trading activities £0.152M
- other income £0.016M

Overall the Charity spent £1.055M (before depreciation) in 2023/24. Of this £0.568M was spent directly on support for clients with poor mental health, described elsewhere in this report. The remaining amount is spent towards running the Charity, including fund raising activities and planning for the future.

Financial headlines including overview of fundraising
The 2023/24 financial year was a challenging one with rising costs and a difficult fund-raising environment. The Charity had anticipated this and budgeted for a £90,581 deficit after depreciation. Fundraising income saw a 9.5% decline against a strong performance in 2023 that included some one-off income. Overall, with prudent cost management the Charity was able to deliver a deficit under budget of £60,013.

Income for the year fell to £974,227 (2023 - £1,076,218). This fall in income was primarily due to a drop in income from Grants and Charitable Trusts, and the one-off income delivered as part of the Oakleaf 25th Anniversary black tie Gala event in 2022/23. A plan has been implemented to turn around the drop in Grant and Charitable Trust income to try to bring it back to 2022/23 levels, and to diversify our fundraising income streams further, but with the Safe Haven income at risk, the budgeted income for the year 2024/25 has been forecast to be flat.

A full breakdown of costs is provided later in this report but the headline net expenditure figure for the year was £1,062,014 (2023 - £1,016,655). This increase is a result of costs associated with the Bridge the Gap project and fundraising events, as well as an uplift in staffing levels and activities that have been required to support a client base that has continued to increase during the period. Overall this has resulted in a small deficit for the year of £60,013 (2023 – surplus £55,377).

Reserves
The Charity operates a reserves policy which aims to meet four months of running costs, during the reporting period the average four months' running cost was £354,005. Any capital requirements are always met through grants and as such would be delayed until ring fenced funds were identified. The fund at the end of the year stood at £442,202 (2023: £502,215), comprising £344,599 in unrestricted funds and £97,603 in restricted funds. The unrestricted amount is approximately four months' running costs.

The Trustees will continue to monitor the reserves policy as another deficit of £125,000 is budgeted for the 2024/25 year. The aim is to half this deficit in the 2025/26 financial year as part of a goal to return to a balanced budget.

Investment policy
The Charity has implemented a combined financial management and investment policy. The policy governs the way the Charity manages its finances to meet its stated objectives and to safeguard the funds required to meet its operational needs. The policy ensures that finances are managed in alignment with its ethical and environmental policies. The primary investment objective is to protect the Charity's long-term funds from the effects of above bank-interest-rate inflation. As at the reporting period the only long-term investment fund approved for investment is the COIF Charities Ethical Investment Fund.

At the end of the reporting period the amounts held were as follows:

Non- interest bearing cash	£51,900
Interest Bearing savings	£191,418
Investment Funds	£237,036

Risk management
The Trustees are aware of their responsibilities under SORP 2019 (FRS102). They maintain a risk register for the Charity and regularly review (at least annually) the risks that the Charity faces. The Trustees have put in place a number of policies and procedures for the Charity's activities. These policies and procedures are reviewed at least annually.

The Trustees have agreed a risk appetite, which acts as a framework for all decision making at the Charity. In summary, the overall risk appetite that the Trustees are willing to take is low. However, the risk appetite distinguishes between the different risk categories as regards the level of risk tolerance that the Trustees are willing to take. The risk appetite for legal, regulatory compliance and reputational risks has been set as being very low. Financial, technological and people risks have all been set as low, and strategic, operational and fundraising risks have been set as medium.

At the time of this report, the Trustees perceive the principal risks and uncertainties that the Charity faces are:

1. People: Our top three risks all concern people, as fundamentally, the Charity is all about people, from the staff we employ to our clients that we support. We have a dedicated team of staff, some of whom have been long serving and have developed and nurtured relationships within the community and have considerable "corporate knowledge", not all of which could be enshrined in the Charity's procedures for someone to pick up in their absence. As part of a new strategic objective that the Trustees have put in place and to help mitigate against such risks mentioned, the Charity now has a Deputy CEO who is being mentored and developed to take on more of the CEO's work. The other senior team members all have training and development plans in place, to ensure that there are at least two team members who can perform a task, thereby removing reliance on key team members, and enabling the Charity to continue to provide its valued services to our clients not just for today, but for tomorrow as well. Finally, as part of the strategic objective, the senior management team members now regularly engage directly with the Board regarding their own function areas and the strategic development of the Charity.

2. Premises: A significant part of the Charity's activities are about social inclusion and counselling and whilst we are able, especially as was the case during the pandemic, to provide online activities, there is nothing better than our clients being able to have a place to come to, to meet others, participate in activities or just see a friendly face. The Charity has been at its Guildford site (Walnut Tree Close) since inception, where many of the activities take place, although in recent times we do have some outreach locations as well. The Guildford site, whilst convenient for access by public transport, which is vitally important as many of our clients have limited means, the site is far from ideal, as the building is old, needs constant maintenance, its layout is disjointed and has been prone to flooding on a few occasions by the neighbouring River Wey. The Guildford site is leased and since 1 October 2021, either the landlord or the Charity can give nine months' notice to terminate the lease. The duration of the lease is until 30 June 2026 and, therefore, there is a significant risk that the Charity might have to find alternative premises for its activities at relatively short notice, either due to natural disasters or the landlord serving notice. The Trustees have been keeping under close review the property needs for the Charity, and have engaged a property agent to keep a watching brief, on its behalf, of new properties coming onto the market in the Guildford area that might be suitable for the needs of the Charity. The Trustees also have a high-level contingency plan that they can deploy in the event that the landlord serves notice to terminate the lease resulting in the Charity having to vacate the current Guildford site prior to having new premises arranged.

Risk management (continued)

3. Funding: the Trustees no longer consider funding to be one of the Charity's top risks, but the ability to finance the Charity's operations is, obviously, essential. The Charity has at least four months' worth of financial reserves in place in order to finance its activities. The Trustees review at each Board meeting the management accounts together with a funding report of donations and grants received, applications for grants made and anticipated donations to be received and the likelihood of them being received. If necessary, the Trustees will take action should there be significant variations to budget or forecast.

Decision making

With the exception of those items defined in the Charity's 'Matters reserved for the Board' document the Board has delegated all decision making to the CEO and the Charity's senior management team.

The Board has appointed a Remuneration Committee, comprised of a minimum of two trustees, that reviews recommendations made by the CEO on salary and bonuses for the Charity's staff members. Local information on salary levels is utilised by the CEO to benchmark appropriate salaries for the different roles within the Charity's staff structure. The Remuneration Committee is also responsible for recommending changes to the CEO's salary for approval by the Board. Salary changes are approved as a part of the annual budgeting process.

Plans for future periods

The Trustees have approved a new five year strategic set of objectives to address the Charity's biggest risks and to strengthen the offering to its clients in the coming years.

Key areas of the strategy are:-

- To secure new long-term premises to give assurance on the Charity's location to its clients.
- To diversify and increase funding to support the Charity's growing client base.
- To strengthen the skills of the Charity's core staff to address key person risks.
- To improve and enhance the Charity's data capabilities to assist with reporting, impact analysis and measuring performance against objectives.
- To broaden the Charity's reach, both geographically and demographically, to ensure Oakleaf can serve all its clients who need its support.

Over the last three years the Charity has been running an employment project. The success of this project has led to Oakleaf receiving another significant 5 year grant from The National Lottery Fund. This time Oakleaf will expand the employment project by working in partnership with another local charity, Guidlford Action, offering employment support to clients of both charities.

In August 2024, the Charity was also delighted to receive an Endowment of £250,000 from the Edward Gostling Fund.

Structure, governance and management

Oakleaf Enterprise is registered as a company limited by guarantee (Company No. 03388671) and with the Charities Commission (Registration No. 1064524). The Charity has adopted its Memorandum and Articles of Association in accordance with the Companies Act 1985, as its governing document when it was incorporated on 18 June 1997. The most recent Articles of Association were adopted by special resolution on 23 May 2016. In the event of the Charity being wound up, members will be required to contribute a sum not exceeding £1 per member.

Subsidiary undertaking

Oakleaf Enterprise has a subsidiary Oakleaf Enterprise Trading Limited (Company No. 10128893). This Subsidiary was incorporated in 2016 and has been dormant ever since incorporation. There is one share of £1 in issue, which is owned by Oakleaf Enterprise. In the event of the Subsidiary being wound up, Oakleaf Enterprise will be required to pay for its share (ie. £1).

Directors of the organisation and organisational structure
The Charity is headed up by its Board of Trustees. The Trustees are also members of the charitable company. The maximum number of members of the charitable company is 100.

The Trustees of the Charity are also Directors for the purpose of company law. At each Annual General Meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third must retire from office. The Directors to retire by rotation shall be those who have been longest in the office since their last appointment. If any directors became or were appointed Directors on the same date, those to retire shall (unless otherwise agreed among themselves) be determined by lot.

The Directors during the year under review, and those appointed since the year end were:

Mrs L Andrews	
Mr R W Maybury	
Mr P J Bevan	
Mr J W Kindell	
Mrs A Feeney	(Resigned 11 March 2024)
Mr M Harrison	
Cllr A M Goodwin	
Mr A Lilleyman	
Mr R M Lloyd	(Appointed 27 July 2023)
Mr S K A Michell	
Ms A Bampou	(Appointed 25 July 2024)

Recruitment and appointment of new Trustees
The Board seeks to recruit new Trustees to balance various skills required to manage the Charity. All prospective Trustees are recruited through the organisation's Trustee Recruitment Policy. Traditional business skills are required as well as an understanding of mental health and the effects it can have on those trying to live and work in society.

The Board is aware of the principles set out in the Charity Governance Code and, in particular, Principle 5 on Board effectiveness and the need for the Board to ensure it has the right mix of skills and knowledge. Further, the Board is aware of the need to refresh progressively the Board, in order to bring in new blood with new ideas and perspectives. The Code states that Trustees, who have served for more than nine years, should be subject to a particular rigorous review. Whilst there has been natural refreshing of the Board, Mr J W Kindell has now served on the Board for more than nine years and Mrs L Andrews, who was first appointed to the Board in November 2017, has Chaired the Board for more than five years now. With this in mind, the Trustees specifically met to discuss the continuance in office of both Mr Kindell and Mrs Andrews, with neither Mr Kindell nor Mrs Andrews participating in the discussion on their own respective appointment. The Trustees are of the opinion that both Mr Kindell and Mrs Andrews remain effective and bring independent challenge to the Board and are happy for both to continue to serve on the Board.

The Board has the power at any time to appoint any person to be a Trustee, either to fill a casual vacancy or an addition to the existing Trustees, but so that the total number of Trustees shall not at any time exceed fifteen, being the number fixed in accordance with the Articles of the Charity.

All new Trustees are welcomed into the organisation and an induction programme is facilitated where they spend time with each department lead, to gain a greater understanding of how front-line services are delivered. Further insight is provided into all back-office facilities including fundraising and marketing. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individual involved.

Auditor
In accordance with the Charity's Articles, a resolution proposing that Moore (South) LLP be reappointed as auditor of the Charity will be put at the Annual General Meeting.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' Report was approved by the Board of Trustees.

L Andrews

Mrs L Andrews

Trustee

Date: 22/10/24

OAKLEAF ENTERPRISE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees, who are also the directors of Oakleaf Enterprise for the purpose of company law, are responsible for preparing the Trustees' 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 Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

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

OAKLEAF ENTERPRISE

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF OAKLEAF ENTERPRISE

Opinion

We have audited the financial statements of Oakleaf Enterprise (the 'charitable company') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 2024 and of its incoming resources and application of resources, 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 Charities Act 2011.

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 Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF OAKLEAF ENTERPRISE

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charitable Company for the purpose 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

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

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

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.

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

The objectives of our audit report in respect of fraud, are to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charitable company. Our approach was as follows:

- The engagement partner selected a team for the audit, led by persons who it was deemed had sufficient experience, along with the required competence and skills to be able to identify or recognise non-compliance with laws and regulations.
- We assessed the risk of irregularities as part of our audit planning, and ongoing review, including those due to fraud, management override was identified as a significant fraud risk. This is due to the ability to bypass controls and manipulate the accounting policies adopted.
- In addition to the possibility of management override of controls, revenue recognition was considered a significant risk due the timing of the grant funding and donations received.
- We obtained an understanding of the legal and regulatory requirements applicable to the charitable company and considered the most significant to be Charities Act 2011, the Charity SORP, Companies Act 2006, UK financial reporting standards as issued by the Financial Reporting Council and UK tax legislation. We considered how the charitable company complies with these requirements by discussions with management and those charged with governance.

- We enquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations. Consideration was also made of the internal controls in place to mitigate identified risks.
- We assessed the control environment, documenting the systems, controls and processes adopted. The audit approach incorporated a combination of analytical review and substantive procedures involving tests of transactions and balances. Any irregularities noted were discussed with management and additional corroborative evidence was obtained as required.

In response to the risk of fraud through management override we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify any unusual transactions;
- assessed whether judgement and assumptions made in determining accounting estimates were indicative of management bias; and
- reviewed the disclosures in the financial statements to ensure that they meet the requirements of financial reporting standards and relevant legislation.

To address the risk of completeness of income we: -

- tested a sample of grants to supporting documentation confirming income correctly accounted for;
- tested grants and donations received around the year end, ensuring cut-off appropriate applied; and
- agreed a sample of deferred income to supporting documentation.

To address the risk of classification of income between restricted and unrestricted we:

- agreed a sample of income recorded in the nominal ledger to source documentation to ensure any restrictions were correctly identified.
- agreed a sample of expenses incurred to ensure that they had been allocated to the appropriate fund; and
- obtained and reviewed fund analysis workings to ensure that the calculations were correct and agreed to the accounting records.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regularity and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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 controls that we identify during our audit.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF OAKLEAF ENTERPRISE

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Moore (South) LLP

Moore (South) LLP

31 October 2024

Chartered Accountants
Statutory Auditor

Suite 3, Second Floor
Friary Court
13-21 High Street
Guildford
Surrey
GU1 3DG

Moore (South) LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

OAKLEAF ENTERPRISE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

Current financial year

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Income and endowments from:					
Donations and legacies	3	216,903	170,897	387,800	446,026
Charitable activities	4	116,287	394,814	511,101	522,934
Other trading activities	5	52,515	550	53,065	87,169
Investments	6	22,024	-	22,024	18,707
Other income	7	237	-	237	1,382
Total income		407,966	566,261	974,227	1,076,218
Expenditure on:					
Raising funds	8	134,223	13,263	147,486	145,269
Charitable activities	9	375,087	539,441	914,528	871,386
Total expenditure		509,310	552,704	1,062,014	1,016,655
Net gains/(losses) on investments	14	27,774	-	27,774	(4,186)
Net (outgoing)/incoming resources before transfers		(73,570)	13,557	(60,013)	55,377
Gross transfers between funds	25	3,939	(3,939)	-	-
Net movement in funds		(69,631)	9,618	(60,013)	55,377
Fund balances at 1 April 2023		414,230	87,985	502,215	446,838
Fund balances at 31 March 2024		344,599	97,603	442,202	502,215

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

Prior financial year

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income and endowments from:				
Donations and legacies	**3**	293,568	152,458	446,026
Charitable activities	**4**	114,985	407,949	522,934
Other trading activities	**5**	86,169	1,000	87,169
Investments	**6**	18,707	-	18,707
Other income	**7**	1,382	-	1,382
Total income		514,811	561,407	1,076,218
Expenditure on:				
Raising funds	**8**	134,487	10,782	145,269
Charitable activities	**9**	330,625	540,761	871,386
Total expenditure		465,112	551,543	1,016,655
Net gains/(losses) on investments	**14**	(4,186)	-	(4,186)
Net (outgoing)/incoming resources before transfers		45,513	9,864	55,377
Gross transfers between funds	**25**	2,337	(2,337)	-
Net movement in funds		47,850	7,527	55,377
Fund balances at 1 April 2022		366,380	80,458	446,838
Fund balances at 31 March 2023		414,230	87,985	502,215

OAKLEAF ENTERPRISE

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible assets	**16**		5,400		5,703
Investments	**17**		237,035		209,261
			242,435		214,964
Current assets					
Stocks	**19**	1,891		6,681	
Debtors	**20**	46,025		61,175	
Cash at bank and in hand		243,318		362,170	
		291,234		430,026	
Creditors: amounts falling due within one year	**21**	(91,467)		(142,775)	
Net current assets			199,767		287,251
Total assets less current liabilities			442,202		502,215
Net assets excluding pension liability			442,202		502,215
The funds of the Charity					
Restricted income funds	**25**		97,603		87,985
Unrestricted funds	**24**		344,599		414,230
			442,202		502,215

The charitable company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the charitable company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 22/10/24

L Andrews

Mrs L Andrews
Trustee

Company registration number 03388671 (England and Wales)

OAKLEAF ENTERPRISE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	**29**		(134,255)		34,312
Investing activities					
Purchase of tangible fixed assets	**16**	(6,621)		(2,962)	
Proceeds from disposal of tangible fixed assets		-		617	
Investment income received	**6**	22,024		18,707	
Net cash generated from investing activities			15,403		16,362
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(118,852)		50,674
Cash and cash equivalents at beginning of year			362,170		311,496
Cash and cash equivalents at end of year			243,318		362,170

1 Accounting policies

Charity information

Oakleaf Enterprise is a private company limited by guarantee incorporated in England and Wales. The registered office is 101 Walnut Tree Close, Guildford, Surrey, GU1 4UQ. The charitable company's directors are also its Trustees for the purposes of charity law. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of investments at fair value. The principal accounting policies adopted are set out below.

The charitable company has taken advantage of the exemption under section 405 of the Companies Act 2006 not to prepare consolidated accounts. The financial statements present information about the charitable company as an individual entity and not about its group.

1.2 Going concern

The accounts have been prepared on a going concern basis. However, the nature of the Charity means that forecast future income cannot be determined with any certainty, as the Charity is reliant upon applications for grant funding and the Trustees are aware that such grant applications are not always successful. The Trustees continue to monitor the application process and to seek alternatives, should any applications prove unsuccessful. Donations from individuals and corporate entities are also hard to predict. These are carefully monitored through discussions with management and review of the monthly accounts. In August 2024 the Charity received an Endowment of £250,000 from The Edward Gostling Fund.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the Charity's objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

1 Accounting policies **(Continued)**

Donations represent income from general donations. These are accounted for when received or when there is certainty that they will be received.

Grants represent income from Local Authorities, other statutory bodies and trusts. Grants are accounted for when they are received or when any performance related conditions are met.

Rental income is accounted for on an accruals basis.

Event income is accounted for in the year in which the event is held.

Interest receivable is accounted for on an accruals basis.

Donated gifts for auctions are recognised as income when they are received, and are valued at the equivalent market value. A corresponding amount is then recognised as expenditure when the items are sold at auction.

In accordance with the Charities SORP (FRS 102), volunteer time is not recognised.

1.5 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.

All expenditure is accounted for on an accruals basis and is inclusive of irrecoverable VAT. Expenditure is recognised when there is a legal or constructive obligation to make payments to third parties, it is probable that settlement will be required and the obligation can be measured reliably.

As described in the Report of the Trustees, the Charity's principal activity is the support of people with mental and physical health difficulties, including those with special needs, through the development of skills and work placement training. All costs incurred in the training and development of these skills are allocated between cost of raising funds, direct charitable expenditure and support costs.

Expenditure is classified under the following activity headings:

- Costs of raising funds, comprising the costs relating to donations, grants and their associated support costs.
- Expenditure on charitable activities, comprising the costs of delivering services and other activities undertaken to further the purposes of the Charity and their associated support costs.

Support costs are those costs which assist the work of the Charity but are not directly related to charitable activities. Support costs include general property maintenance, insurance, salaries and administrative expenses. These costs are allocated between costs of raising funds and provision of training and activities on the following basis:

	Basis of Allocation
Property and general maintenance	Square footage
Insurance	Payroll (FTE)
General salaries, recruitment and pension costs	Payroll (FTE)
Administrative costs	Payroll (FTE)

1 Accounting policies **(Continued)**

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and machinery	3 years straight line
Motor vehicles	5 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the Charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Stocks

Stocks are stated at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving objects.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.11 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies **(Continued)**

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.12 Taxation

The Charity is exempt from corporation tax on its charitable activities.

1.13 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.14 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustees do not believe there are any critical accounting estimates or judgements.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Donations and gifts	121,255	44,989	166,244	186,535	7,860	194,395
Grants	95,648	125,908	221,556	107,033	144,598	251,631
	216,903	170,897	387,800	293,568	152,458	446,026

Included in unrestricted grants is £2,848 from William Wates Memorial Trust. Included in unrestricted donations is £2,500 from the Enterprise Holdings Foundation.

Grants receivable - donations and legacies						
Four Acre Trust	-	-	-	19,165	2,021	21,186
Borrows Charitable Trust	10,000	-	10,000	-	-	-
The Edward Gostling Foundation	10,000	-	10,000	10,000	-	10,000
Surrey Chamber of Commerce (on behalf of DWP) - Kickstart scheme salaries	-	-	-	5,118	-	5,118
Other <£10,000	20,648	-	20,648	24,300	-	24,300
Restricted (see note 25)	-	125,908	125,908	-	142,577	142,577
Guildford Borough Council	20,000	-	20,000	20,000	-	20,000
LLoyds Bank Foundation for England & Wales	25,000	-	25,000	27,250	-	27,250
Guildford Borough Council - Surrey Heartlands NHS Integrated Care Board	-	-	-	1,200	-	1,200
The Forrester Family Trust	10,000	-	10,000	-	-	-
	95,648	125,908	221,556	107,033	144,598	251,631

3 Donations and legacies **(Continued)**

Included in the above is £20,000 (2023 - £26,318) of unrestricted government grants and £12,000 (2023 - £12,107) of restricted government grants.

Details of the restricted grants can be found in note 25.

4 Charitable activities

	Provision of training and activities 2024 £	Provision of training and activities 2023 £
Development and training projects	115,117	113,840
Performance related grants for provision of training and activities	395,984	409,094
	511,101	522,934
Analysis by fund		
Unrestricted funds	116,287	114,985
Restricted funds	394,814	407,949
	511,101	522,934
Performance related grants - Restricted		
Catalyst - Safe Haven Project	58,978	59,032
Catalyst - Peer Support Worker Project	12,263	10,760
Catalyst - Community Connections Project	58,080	58,080
Enterprise Development Programme (on behalf of Access - Foundation for Social Enterprise) - Social Enterprise Project	-	9,249
Social Enterprise Support Fund (via Unltd) - Social Enterprise Project	-	32,569
Catalyst - Young Adult Safe Haven Project	37,435	39,465
National Lottery Community Fund - Pathways to Work	131,430	112,763
Surrey County Council - Bridge the Gap Project	86,450	80,031
Surrey County Council - Bridge the Gap travel	10,178	-
Surrey County Council - HOPE Project	-	6,000
	394,814	407,949

Included in the above are government grants totalling £96,628 (2023 - £86,031).

5 Income from other trading activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Miscellaneous income	898	-	898	4,492	-	4,492
Fundraising events	12,677	550	13,227	49,595	1,000	50,595
Mental Health Training and counselling income	38,940	-	38,940	32,082	-	32,082
Other trading activities	52,515	550	53,065	86,169	1,000	87,169

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Rental income	16,560	16,540
Interest receivable	5,464	2,167
	22,024	18,707

7 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Net gain on disposal of tangible fixed assets	-	192
Other income	237	1,190
	237	1,382

8 Raising funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Fundraising and publicity						
Other fundraising costs	15,410	84	15,494	17,258	2,878	20,136
Staff costs	97,121	4,280	101,401	84,820	7,904	92,724
Support costs (see note 11)	21,692	8,899	30,591	32,409	-	32,409
Fundraising and publicity	134,223	13,263	147,486	134,487	10,782	145,269

9 Expenditure on charitable activities

	Admin costs 2024	Admin costs 2023
	£	£
Direct costs		
Staff costs	485,261	435,560
Depreciation and impairment	6,924	12,901
Other costs for provision of training and activities	135,599	121,767
	627,784	570,228
Share of support and governance costs (see note 11)		
Support	273,676	287,086
Governance	13,068	14,072
	914,528	871,386
Analysis by fund		
Unrestricted funds	375,087	330,625
Restricted funds	539,441	540,761
	914,528	871,386

10 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	10,500	9,950
Depreciation of owned tangible fixed assets	6,924	12,901
Loss/(profit) on disposal of tangible fixed assets	-	(192)

11 Support costs

	Support costs	Governance costs	2024	Support costs	Governance costs	2023
	£	£	£	£	£	£
Staff costs	134,089	-	134,089	158,671	-	158,671
Property and general maintenance	111,815	-	111,815	102,689	-	102,689
Insurance	6,476	-	6,476	6,653	-	6,653
Administrative costs	51,887	-	51,887	51,482	-	51,482
Audit fees	-	10,500	10,500	-	9,950	9,950
Accountancy	-	1,455	1,455	-	1,750	1,750
Legal and professional	-	-	-	-	1,500	1,500
Trustee expenses	-	1,113	1,113	-	872	872
	304,267	13,068	317,335	319,495	14,072	333,567
Analysed between						
Fundraising (See note 8)	30,591	-	30,591	32,409	-	32,409
Charitable activities (See Note 9)	273,676	13,068	286,744	287,086	14,072	301,158
	304,267	13,068	317,335	319,495	14,072	333,567

12 Trustees

The Trustees did not receive any remuneration or other benefits for the year ended 31 March 2023 (2023 - none).

No Trustees (2023 - none) were reimbursed in the year for expenses (2023 - £nil).

Included in the year are donations of £Nil. In 2023 there were donations of £1,550 made by three Trustees. One Trustee (2023 - one) donated a gift in kind of £93 (2023 - £204).

Three Trustees (2023 - five) purchased tickets for events in the year at a value of £606 (2023 - £2,370), and two trustees (2023 - none) purchased bags and cards at a value of £22 (2023 - £Nil).

The Charity purchased Directors and Officers Liability Insurance for the benefit of the Trustees at a cost of £1,134 (2023 - £1,174).

No grant (2023 - one grant) was received from Surrey County Council as a result of a Trustee nomination (2023 - £107).

No Trustee (2023 - one) paid for upholstery services in the year of £nil (2023 - £90).

13 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	38	42

Employment costs	2024 £	2023 £
Wages and salaries	658,568	628,225
Social security costs	45,074	43,132
Other pension costs	17,109	15,598
	720,751	686,955

The FTE for 2024 is 23 employees (2023 - 23).

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	182,546	63,694

Aggregate compensation has increased on prior year due to the inclusion of the Senior Management Team as key management personnel.

14 Net gains/(losses) on investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Net unrealised gains/(losses) on investments	27,774	(4,186)

15 Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

16 Tangible fixed assets

	Plant and machinery	Motor vehicles	Total
	£	£	£
Cost			
At 1 April 2023	117,052	67,270	184,322
Additions	6,621	-	6,621
Disposals	(6,807)	-	(6,807)
At 31 March 2024	116,866	67,270	184,136
Depreciation and impairment			
At 1 April 2023	111,349	67,270	178,619
Depreciation charged in the year	6,924	-	6,924
Eliminated in respect of disposals	(6,807)	-	(6,807)
At 31 March 2024	111,466	67,270	178,736
Carrying amount			
At 31 March 2024	5,400	-	5,400
At 31 March 2023	5,703	-	5,703

17 Fixed asset investments

	Listed investments	Other investments	Total
	£	£	£
Cost or valuation			
At 1 April 2023	209,260	1	209,261
Valuation changes	27,774	-	27,774
At 31 March 2024	237,034	1	237,035
Carrying amount			
At 31 March 2024	237,034	1	237,035
At 31 March 2023	209,260	1	209,261

Other investments comprise:	Notes	2024 £	2023 £
Investments in subsidiaries	18	1	1

Fixed asset investments revalued

The historical cost of the listed investments is £200,000 (2023 - £200,000).

17 Fixed asset investments **(Continued)**

The listed investments were valued on an open market basis on 31 March 2024 by Charities Ethical Investment Fund.

18 Subsidiaries

Details of the Charity's subsidiaries at 31 March 2024 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held Direct	% Held Indirect
Oakleaf Enterprise Trading Limited	England & Wales	Dormant	Ordinary	100.00	

19 Stocks

	2024 £	2023 £
Raw materials and consumables	1,891	6,681

20 Debtors

Amounts falling due within one year:	2024 £	2023 £
Trade debtors	1,191	11,113
Other debtors	5,423	9,660
Prepayments and accrued income	39,411	40,402
	46,025	61,175

21 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Other taxation and social security		15,732	14,245
Deferred income	22	13,185	42,613
Trade creditors		30,824	32,280
Amounts owed to subsidiary undertakings		1	1
Other creditors		1,606	1,626
Accruals		30,119	52,010
		91,467	142,775

22 Deferred income

	2024	2023
	£	£
Other deferred income	13,185	42,613

Deferred income is included in the financial statements as follows:

	2024	2023
	£	£
Deferred income is included within:		
Current liabilities	13,185	42,613
Movements in the year:		
Deferred income at 1 April 2023	42,613	89,051
Released from previous periods	(42,613)	(89,051)
Resources deferred in the year	13,185	42,613
Deferred income at 31 March 2024	13,185	42,613

The deferred income relates to grants for future periods.

23 Retirement benefit schemes

Defined contribution schemes	2024	2023
	£	£
Charge to profit or loss in respect of defined contribution schemes	17,109	15,598

The Charity provides a defined contribution pension scheme to all of its qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

There was no amount outstanding at the year end (2023 - £nil).

24 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 March 2024
	£	£	£	£	£	£
General funds	414,230	407,966	(509,310)	3,939	27,774	344,599

24 **Unrestricted funds** **(Continued)**

Previous year:	At 1 April 2022	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 March 2023
	£	£	£	£	£	£
General funds	366,380	514,811	(465,112)	2,337	(4,186)	414,230

25 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Movement in funds				Movement in funds				
	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 1 April 2023	Incoming resources	Resources expended	Transfers	Balance at 31 March 2024
	£	£	£	£	£	£	£	£	£
Client Services salaries	-	-	-	-	-	10,450	(10,450)	-	-
Community Foundation for Surrey - Burnett Music Fund	2,240	-	(2,240)	-	-	-	-	-	-
Other <£10,000	54,973	53,551	(65,481)	(11,777)	31,266	27,974	(34,286)	(2,285)	22,669
Fund for Virtual Support Co-ordinator	-	6,167	(6,167)	-	-	9,167	(9,167)	-	-
Fund for Counselling Co-ordinator	-	20,333	(20,333)	-	-	13,333	(13,333)	-	-
Social Enterprise Support Fund	8,113	32,569	(40,682)	-	-	-	-	-	-
Community Foundation for Surrey - Surrey Heartlands NHS Charities	1,225	22,759	(23,984)	-	-	-	-	-	-
Fund for IT Departments	6,000	17,338	(22,720)	-	618	7,000	(7,618)	-	-
Worshipful Company of Information Technologists' Charity	1,307	-	(511)	(796)	-	-	-	-	-
Community Foundation for Surrey - Mamie Mallon	3,600	-	(2,906)	-	694	-	(694)	-	-
Community Foundation for Surrey - Supported Employment Fund	3,000	2,000	(1,936)	2,146	5,210	-	(2,320)	-	2,890
Catalyst Safe Haven Projects	-	59,031	(59,031)	-	-	58,978	(58,978)	-	-
National Lottery Community Fund - Pathways to Work	-	112,764	(111,950)	(814)	-	131,430	(115,010)	(1,654)	14,766
Catalyst - Community Connections	-	58,080	(58,080)	-	-	58,080	(58,080)	-	-
Fund for Horticultural costs	-	19,000	(19,000)	-	-	17,950	(17,950)	-	-
Young Adult Safe Haven	-	39,465	(39,465)	-	-	37,435	(37,308)	-	127
Surrey County Council - Bridge the Gap	-	80,030	(38,464)	-	41,566	96,627	(122,482)	-	15,711
Catalyst - Peer Support Workers	-	10,760	(8,867)	-	1,893	12,263	(14,156)	-	-
Fund for Counselling Costs	-	15,560	(20,254)	8,904	4,210	73,574	(44,968)	-	32,816

25 Restricted funds **(Continued)**

Waverley Borough Council - Thriving Communities Fund	-	12,000	(9,472)	-	2,528	12,000	(5,904)	-	8,624
	80,458	561,407	(551,543)	(2,337)	(87,985)	566,261	(552,704)	(3,939)	(97,603)

25 Restricted funds **(Continued)**

Client Services salaries - Funding for salaries of Oakleaf's Client Services team.

Community Foundation for Surrey – Burnett Music Fund – Everyone choir.

Other <£10,000 - Smaller funds for a variety of projects. Income in the year includes a £3,845 grant from the Community Foundation of Surrey - Green Shoots Fund and a £4,542 grant from Community Foundation of Surrey - Winter Poverty Fund.

Fund for Virtual Support Co-ordinator – Providing online support activities. Income in the year includes an £8,000 grant from Community Foundation Surrey - Netherby Trust, some of which was deferred at the year end.

Fund for Counselling Co-ordinator – Managing Oakleaf's Counselling service.

Social Enterprise Support Fund – Funding costs of Oakleaf's social enterprises.

Community Foundation for Surrey – Surrey Heartlands NHS Charities – Funding for Outreach Leader post.

Fund for IT department costs – Costs of providing IT training to clients.

Worshipful Company of Information Technologists' Charity – Funding for IT equipment, licences and client qualifications.

Community Foundation for Surrey – Mamie Mallon Community Fund – Funding for BAME support group.

Community Foundation for Surrey – Supported Employment Fund – Supporting clients back into employment.

Catalyst – Safe Haven Project – Drop-in crisis centre.

National Lottery Community Fund – Pathways to Work - Part of RC London and South East Region. Helping clients back into employment.

Catalyst – Community Connections – Mental health and emotional wellbeing activities.

Fund for Horticultural costs – Horticulture team costs. Income in year includes a £7,500 grant from the MacRobert Trust.

Young Adult Safe Haven - Funding for a Drop-in crisis centre for 18-25 year olds.

Surrey CC - Bridge the Gap project - Specialist outreach service for clients with multiple disadvantages.

25 Restricted funds **(Continued)**

Catalyst - Peer Support Workers - Fund for peer support workers in Safe Haven.

Fund for Counselling Costs - Costs of running the counselling service. Income in the year includes a £19,045 grant from the National Lottery Community Fund - Awards for All program.

Waverley BC - Thriving Communities Fund - Providing wellbeing services.

Transfers between funds

In the year to March 2024 (and in the year to March 2023), there were transfers between restricted and unrestricted funds to represent the purchase of fixed assets. Once the purchase was made out of restricted funds, the asset and its use thereon, was considered unrestricted.

26 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	5,400	-	5,400
Investments	237,035	-	237,035
Current assets/(liabilities)	102,164	97,603	199,767
	344,599	97,603	442,202

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Tangible assets	5,703	-	5,703
Investments	209,261	-	209,261
Current assets/(liabilities)	199,266	87,985	287,251
	414,230	87,985	502,215

27 Operating lease commitments

Lessee

At 31 March 2024 the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	68,931	66,126

The operating lease commitments include a lease for the Charity's premises. The lease began on 1 September 2018, with a non-cancellable period of 3 years, followed by a 9 month rolling break clause. The operating lease commitments shown above reflect the minimum payments due for the 9 month rolling break clause in the current year, as well as outstanding obligations on the rental of two printers and a franking machine.

Lessor

The Charity has sublet two rooms for the year ended 31 March 2024, which has a 30 day notice period by either party. During the year the Charity received £16,560 (2023 - £16,540), which also included some adhoc room rentals.

28 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

29	**Cash generated from operations**	**2024**	**2023**
		£	**£**
	(Deficit)/surpus for the year	(60,013)	55,377
	Adjustments for:		
	Investment income recognised in statement of financial activities	(22,024)	(18,707)
	Gain on disposal of tangible fixed assets	-	(192)
	Fair value gains and losses on investments	(27,774)	4,186
	Depreciation and impairment of tangible fixed assets	6,924	12,901
	Movements in working capital:		
	Decrease/(increase) in stocks	4,790	(3,492)
	Decrease in debtors	15,150	16,569
	(Decrease)/increase in creditors	(21,880)	14,108
	(Decrease) in deferred income	(29,428)	(46,438)
	Cash (absorbed by)/generated from operations	(134,255)	34,312

30 Analysis of changes in net funds

The Charity had no material debt during the year.

OAKLEAF ENTERPRISE

England & Wales - Charity number 1064524

Accounts

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Charity registration number 1064524

Company registration number 03388671 (England and Wales)

OAKLEAF ENTERPRISE

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

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OAKLEAF ENTERPRISE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs L Andrews	
	Mr R W Maybury	
	Mr P J Bevan	
	Mr J W Kindell	
	Mrs A Feeney	
	Mr M Harrison	
	Cllr A M Goodwin	
	Mr A Lilleyman	(Appointed 11 July 2022)
	Mr R M Lloyd	(Appointed 27 July 2023)
	Mr S K A Michell	
Secretary	Mr J W Kindell	
Charity number	1064524	
Company number	03388671	
Registered office	101 Walnut Tree Close Guildford Surrey GU1 4UQ	
Auditor	Moore (South) LLP Suite 3, Second Floor Friary Court 13-21 High Street Guildford Surrey GU1 3DG	
Bankers	Metro Bank plc 1 Southampton Row London WC1B 5HA	
Solicitors	Moore Barlow LLP The Oriel Sydenham Road Guildford Surrey GU1 3SR	

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OAKLEAF ENTERPRISE

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OAKLEAF ENTERPRISE

CHAIR'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2023

The financial year 2022/2023 has seen Oakleaf go from strength to strength. 2022 marked the 25th anniversary of Oakleaf providing continual support to an ever-increasing client base of people in Surrey who suffer from mental ill-health. This anniversary was celebrated at a Gala Dinner in October 2022. The event saw over 150 supporters gather at The Mandolay Hotel in Guildford to mark this significant milestone.

This financial year also saw Oakleaf reach another milestone, our income from all sources breached £1million. Out of this a small surplus of £55,377 was achieved as much of the additional income was used to enable a client base that grew by almost 25% in the year, from 450 at the end of the last financial year to 560 at the end of this. Each year we gain the backing of new donors as the challenges faced by people who suffer from mental ill-health reach wider recognition and many of our donors continue to support us each year, recognition I am sure of the valuable work that our charity does. I would like to thank all our donors and supporters for their continued assistance, you make what we do possible. As our client base expands our needs grow in proportion and we couldn't achieve what we do without your help.

As you will read in more detail in the CEO's statement we are currently running a project 'Pathways to Work' that is supported by the National Lottery Community Fund. This has been the second year of the project and it has continued to grow, both in terms of the clients it is able to support and in the shape that that support takes. Many of our clients have had to give up their jobs and careers as their mental health has declined. People who suffer from mental ill-health are disproportionally represented in the unemployment statistics. Due to the stigma that still surrounds mental ill-health our clients face a greater challenge to get back into employment as their mental health improves. 'Pathways to Work' addresses this challenge head on by providing a range of interventions to clients as they prepare to re-join the workforce. Furthermore, by working with employers and employees pre and post a successful job application, we ensure the best possible chance of long-term success. Throughout the year the project has worked with 194 clients and has seen in the region of 75 clients succeed in landing a wide range of roles, an important step on their journey back to a stable future. Oakleaf has made a significant difference to both its client base and the community it serves through this project, and I look forward to seeing it continue to grow through the next financial year.

2022 also saw Oakleaf appoint a new Patron. Dave Chawner, a stand-up comedian well known for his support of mental ill-health as well as his drive to improve mental health through comedy, accepted our invitation to join the team as a Patron. Dave opens up new channels for us to explore as we look to the future, and we welcome him onboard and very much look forward to working with him.

As Oakleaf has grown significantly over the last 3-4 years the Board decided to undertake a review of our governance practices to ensure that they are robust and appropriate for the size of organisation that we have become. This review was achieved through the support of Zurich Community Trust UK who gave us access to the survey and expertise delivered by DigiBoard. The survey benchmarked us as on a par with £1m+ income charities across many sectors and didn't highlight any significant deficiencies but it did offer insights into areas where we can improve and strengthen. The Board is working through these as we look to improve our governance framework and performance for the future.

Last, but definitely not least, I would like to pass on the thanks of myself and the Trustees to all the staff and many volunteers at Oakleaf who provide encouragement, energy and dedication throughout the year. The work you do is invaluable to our clients, and you make Oakleaf the success that it is.

DocuSigned by:
Lorraine Andrews
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Lorraine Andrews
Chair of the Board

Date: 20 November 2023

OAKLEAF ENTERPRISE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees who are also Directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31 March 2023. The Trustees have adopted the provisions of 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 2019).

Objectives and activities

The Charity's primary object is worded within its Articles of Association and its Governing Document lodged with the Charity Commission i.e. "to relieve and support persons with mental and physical health difficulties, including those with special needs, by the provision of a range of occupational training facilities and counselling; and to advance the education of persons with mental and physical health difficulties by the provision of vocational skills training."

Oakleaf as a charity registered with the Charity Commission, gives due regard to public benefit and considers that the range and volume of activities it provides and reflected in this report meet the requirements of Public Benefit. Such activities and training are accessible and inclusive with no barriers to entry, especially for those who may be considered as living within poverty or suffering from a disability (specifically poor mental health).

Objects, aims and activities

The principal objects of the Charity are to support and improve the lives of people suffering with mental ill-health, physical disabilities and special needs. The main aim of the Charity is to enable its clients to improve their lives through accessing the services it delivers. The main activities undertaken to further this aim are:

- to devise with each client a personal development programme;
- the provision of a wide range of confidence building Wellbeing activities which are designed to improve and address physical and mental ill-health;
- to provide individual counselling services enabling clients to build personal techniques to manage and improve their mental ill-health;
- to provide the opportunity to participate in a supportive work environment with a variety of vocational training applications;
- to offer a range of occupational based activities leading to increased confidence and the potential to acquire and sustain employment;
- to enable clients with complex needs to access a more unified set of services from multiple provider organisations through projects such as Bridge the Gap; and
- to provide advice and support for those accessing further educational opportunities and/or work placement training including training in CV writing, job search skills, personal presentation, interview techniques and the development of employment applications.

The Charity measures its performance against its objects through the improvements in the mental health of its clients, principally by using the Recovery Star (for mental health and wellbeing), and by the use of semi-annual client surveys to take stock of the experiences and views of those accessing its services and participating in the activities it

The services and activities provided by the Charity are delivered with the invaluable input of its volunteers, to whom we are very grateful for their support. Volunteers carry out roles such :

- working on a one-to-one basis in our IT training area;
- a small number of our counsellors, post qualification, provide a few hours of counselling each week;
- Five volunteers cover the organisation's Reception across the course of a week;
- we have occasional input and guidance from a volunteer teaching literacy and numeracy; and
- a number of volunteers who offer support to our fundraising events on an ad hoc basis.

The Trustees are satisfied that these activities are carried out for public benefit, having due regard for the guidance given by the Charity Commission.

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Achievements and performance

During the reporting period the Charity has undertaken 2,037 counselling sessions supporting 192 clients. From general client surveys and specific surveys comparing pre and post counselling sessions we know that the provision of counselling, (up to a maximum of 18 sessions), made a significant difference to the wellbeing of our clients. All clients who received counselling found the service helpful and average scores for 'being able to cope with the issues you wish to address' increased from 2.6 before counselling to 3.8 (scored out of 5.0) after.

A range of wellbeing activities have been delivered during the period including yoga, tai-chi, literacy and numeracy, football, mindfulness and Kick Start a physical fitness programme all of which have engaged a total of 325 clients across the year. Survey results clearly show that the attendance of activity sessions enables clients to build confidence, improve self-esteem and also to meet with others thereby reducing their social isolation.

194 clients have been supported by the Charity's Employment Project of whom in the region of 75 have gained sustainable employment. Mental ill-health has been shown to reduce significantly a person's ability to find and sustain employment and supporting those clients who are able to return to the workplace and achieve their objectives, is a key aim for the Charity.

Client surveys and Recovery Star are the two key mechanisms by which the Charity measures its performance against its stated aims. During the reporting period two client surveys have been undertaken. The last survey results show that;

- 96% of clients said Oakleaf has made them feel more confident;
- 97% said they felt less isolated; and
- 99% said Oakleaf helped improve their mental wellbeing.

Clients consistently give positive feedback about the daily wellbeing programme and the Charity continues to use this information to shape and plan future activities. Despite the financial difficulties and feelings of anxiety many of our clients are facing, feedback suggests they value face-to-face interaction. As a result the Charity is taking further steps to address isolation, such as hosting free coffee and tea sessions, to drive an increase in more clients returning to its premises.

Through the use of surveys, by recording attendance levels and by reviewing costs the Charity constantly monitors the effectiveness of its activities and services. As a result of this analysis during the reporting period 34 activities have ceased and 39 new activities have been started.

Fundraising policy and activities

The Charity is registered with the Fundraising Regulator and adheres fully to its code of practice. This code alongside the Charity's own "Ethical Fundraising Policy" is monitored and reviewed annually by the Trustees and encompasses:

- fundraising general behaviour
- asking for support
- informing donors and treating people fairly

Our Ethical Fundraising Policy ensures we do not compromise our mission and values when raising funds. This policy governs the acceptance of funds by the Charity. The Charity will not accept funds where in doing so:

- It could be unlawful;
- It is contrary to our charitable objectives;
- It would have a detrimental impact on our clients;
- It would detrimentally impact our reputation or operations;

We have good reason to believe a supporter is in vulnerable circumstances.

OAKLEAF ENTERPRISE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Fundraising policy and activities (continued)
With the exception of public donations at organised events, the Charity reviews all potential donors and donations to ensure that they comply with our policy statement. The Charity does not engage with third party organisations or external professional fundraisers and only raises funds through the endeavours of its own staff, whether permanently employed or managed directly under short-term contracts. No complaints regarding its fundraising activities have been received by the Charity.

The Charity raises income through the following methods, the Charity does not utilise door to door or street collections.

- grants from Government, trusts, foundations and other bodies
- events & fundraising
- donations & legacies

The Trustees are hugely grateful for the generosity of the public, organisations and other funders who helped the Charity raise £1.076M in 2022/23. This income can be split as follows:-

- grants from Government, trusts, foundations and other bodies £0.649M
- events & organised fundraising activities eg. London Marathon £0.168M
- donations & legacies £0.091M
- training & other trading activities £0.149M
- other income £0.019M

Overall the Charity spent £1.003M (before depreciation) in 2022/23. Of this £0.517M was spent directly on support for clients with poor mental health, described elsewhere in this report. The remaining amount is spent towards running the Charity, including fund raising activities and planning for the future

Financial review
Financial headlines including overview of fundraising
Fundraising income saw a healthy increase against a difficult 2022, however with so many rising costs around us and the desire to provide greater levels of support for our clients across an ever-growing range of activities, we ended the year with only a small surplus. Our costs are well managed in general, but the inflationary environment in the UK is starting to have an impact on our cost base which will continue into future financial years.

Income for the year rose to £1,076,218 (2022 - £869,999). This rise in income was primarily due to our first Bridge the Gap project which launched in May 2022, the success of the Oakleaf 25th Anniversary black tie Gala event and an increase in support from donors, who believe in Oakleaf's mission and recognise the importance of supporting people who suffer from mental ill-health.

A full breakdown of costs is provided later in this report but the headline net expenditure figure for the year was £1,016,655 (2022 - £894,221). This increase is a result of costs associated with the Bridge the Gap project and fundraising events, as well as an uplift in staffing levels and activities that have been required to support a client base that has continued to increase during the period. Overall this has resulted in a small surplus for the year of £ 55,377 (2022 - deficit £11,127).

Reserves
The Charity operates a reserves policy which aims to meet four months of running costs, during the reporting period the average four months' running cost was £338,885. Any capital requirements are always met through grants and as such would be delayed until ring fenced funds were identified. The fund at the end of the year stood at £502,215 (2022: £446,838), comprising £414,230 in unrestricted funds and £87,985 in restricted funds. The unrestricted amount is £76,000 above four months' running costs, to allow for a budgeted deficit before depreciation of £76,000 during the 23/24 financial year. The Charity is therefore budgeted to end the 23/24 financial year with four months of reserves.

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Investment policy
The Charity holds funds required to meet general day to day running costs in cash accounts and petty cash funds, (non-interest bearing), funds required for planned future expenditure in savings accounts (interest bearing) and those not required for planned expenditure in investment funds that satisfy the Charity's low-risk and ethical approach to investment.

The primary objective of making long-term investments is to protect the Charity's long-term funds from the effects of inflation. The investment must also be made within the Charity's investment guidelines as follows. That only long-term funds can be invested (I.e. funds that are not required within the next 12 months), that the investment is held in alignment with the Charity's environmental policy, ethical approach and the interests of our clients (no funds that invest in drug, alcohol, tobacco, arms, or fossil fuels), that the investment is not considered high risk and that it has been approved by the Trustees. As at the reporting period the only long-term investment fund approved for investment is the COIF Charities Ethical Investment Fund.

At the end of the reporting period the amounts held were as follows:
Non- interest bearing cash - £152,211;
Interest Bearing savings - £209,985;
Investment Funds - £209,260.

Risk management
The Trustees are aware of their responsibilities under SORP 2019 (FRS102). They maintain a risk register for the Charity and regularly review (at least annually) the risks that the Charity faces. The Trustees have put in place a number of policies and procedures for the Charity's activities. These policies and procedures are reviewed at least annually.

At the time of this report, the Trustees perceive the principal risks and uncertainties that the Charity faces are:

1. Funding: the Trustees aim to ensure that the Charity has at least four months' (2022 : six months') worth of financial reserves in order to finance its activities. The decrease by two months in the financial reserves is primarily due to inflationary pressures on the cost base without a corresponding increase in income. The Trustees carefully weighed the options of maintaining the current level of service provision and reducing the financial reserves coverage against cutting back on the provision of services and maintaining six months' coverage. The Trustees believe that it is crucial not to cut back on services at this time when they are so urgently needed, and that four months' coverage will be adequate with the situation addressed through careful financial management. The Trustees will continue to consider the management accounts at each Board meeting, along with reviewing a funding report of donations and grants received, applications for grants made and anticipated donations to be received and the likelihood of them being received, and will take action should there be significant variations to budget or forecast.

2. Guildford site: a significant part of the Charity's activities are conducted from its Guildford site (Walnut Tree Close), although this has been lessened by delivering some activities online and through outreach locations. This site is leased and since 1 October 2021, either the landlord or the Charity can give nine months' notice to terminate the lease. The duration of the lease is until 30 June 2026, although, as noted in last year's Trustees' Report, during the year 2022 the landlord did put the property on the market, but withdrew it as well. Therefore, there is still a significant risk that the Charity might need to seek alternative premises for its activities. The Trustees keep under review the property needs for the Charity and have appointed a property agent to keep a watching brief, on its behalf, of new properties coming onto the market in the Guildford area that might meet the needs of the Charity. The Trustees have a high-level contingency plan that they can put into action in the event that the landlord serves notice to terminate the lease.

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Risk management (continued)

3. Key staff: the Charity is dependent on key staff, in particular the CEO. The Trustees have created a schedule listing the principal responsibilities and activities of the CEO. Each responsibility has been delegated to a Trustee who will oversee such responsibilities and activities in the event that the CEO becomes unable to perform his duties for a significant period, or until a replacement CEO can be appointed. Development plans are also in place to ensure existing staff are able to be assigned as delegates to execute these tasks as and when required. terminate the lease.

Decision making

With the exception of those items defined in the Charity's 'Matters reserved for the Board' document the Board has delegated all decision making to the CEO and the Charity's senior management team.

The Board has appointed a Remuneration Committee, comprised of a minimum of two trustees, that reviews recommendations made by the CEO on salary and bonuses for the Charity's staff members. Local information on salary levels is utilised by the CEO to benchmark appropriate salaries for the different roles within the Charity's staff structure. The Remuneration Committee is also responsible for recommending changes to the CEO's salary for approval by the Board. Salary changes are approved as a part of the annual budgeting process

Plans for future periods

The largest strategic activity being undertaken by the Charity at present is to secure new premises to house it. As reported in the prior risk management section, the Charity is at risk of having the lease on its current premises terminated and needs to secure a more stable location from which to deliver its services and provide a safe base for its clients. A property agent has been retained and the Board and CEO are actively looking for suitable premises. Financial provision will be made in future budgets to accommodate moving costs and an increase in rental expenditure.

The Charity has become aware over prior years of the unintegrated way in which the varied and sometimes complex needs of its client base are met and the detrimental impact this undoubtedly has on their mental health. New projects and activities, such as Bridge the Gap, and new funding applications are being designed and sought through collaboration with other organisations to bring service providers together. Whilst this can increase the complexity of service delivery in the short term, with a potential short-term increase in service delivery costs, it is believed that clients will gain easier and swifter access to the support they need and improvements to their mental health should be realised earlier than at present as a result.

Structure, governance and management

Oakleaf Enterprise is registered as a company limited by guarantee (Company No. 03388671) and with the Charities Commission (Registration No. 1064524). The Charity has adopted its Memorandum and Articles of Association in accordance with the Companies Act 1985, as its governing document when it was incorporated on 18 June 1997. The most recent Articles of Association were adopted by special resolution on 23 May 2016. In the event of the Charity being wound up, members will be required to contribute a sum not exceeding £1 per member.

Subsidiary undertaking

Oakleaf Enterprise has a subsidiary Oakleaf Enterprise Trading Limited (Company No. 10128893). This Subsidiary was incorporated in 2016 and has been dormant ever since incorporation. There is one share of £1 in issue, which is owned by Oakleaf Enterprise. In the event of the Subsidiary being wound up, Oakleaf Enterprise will be required to pay for its share (ie. £1).

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Directors of the organisation and organisational structure
The Charity is headed up by its Board of Trustees. The Trustees are also members of the charitable company. The maximum number of members of the charitable company is 100.

The Trustees of the Charity are also Directors for the purpose of company law. At each Annual General Meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third must retire from office. The Directors to retire by rotation shall be those who have been longest in the office since their last appointment. If any directors became or were appointed Directors on the same date, those to retire shall (unless otherwise agreed among themselves) be determined by lot.

The Directors during the year under review, and those appointed since the year end were:

Mrs L Andrews	
Mr R W Maybury	
Mr P J Bevan	
Mr J W Kindell	
Mrs A Feeney	
Mr M Harrison	
Cllr A M Goodwin	
Mr J Poyser	(Resigned 13 October 2022)
Mr A Lilleyman	(Appointed 11 July 2022)
Mr R M Lloyd	(Appointed 27 July 2023)
Mr S K A Michell	

The Trustees also appointed Robert Lloyd on 27 July 2023 as a Trustee to fill a casual vacancy. Mr Lloyd will offer himself for appointment by the members at the next Annual General Meeting.

Recruitment and appointment of new Trustees
The Board seeks to recruit new Trustees to balance various skills required to manage the Charity. All prospective Trustees are recruited through the organisation's Trustee Recruitment Policy. Traditional business skills are required as well as an understanding of mental health and the effects it can have on those trying to live and work in society.

The Board has the power at any time to appoint any person to be a Trustee, either to fill a casual vacancy or an addition to the existing Trustees, but so that the total number of Trustees shall not at any time exceed fifteen, being the number fixed in accordance with the Articles of the Charity.

All new Trustees are welcomed into the organisation and an induction programme is facilitated where they spend time with each department lead, to gain a greater understanding of how front-line services are delivered. Further insight is provided into all back-office facilities including fundraising and marketing. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individual involved.

Auditor
In accordance with the Charity's Articles, a resolution proposing that Moore (South) LLP be reappointed as auditor of the Charity will be put at a General Meeting.

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Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' Report was approved by the Board of Trustees.

DocuSigned by:
Lorraine Andrews
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Mrs L Andrews
Trustee

Date: 20 November 2023

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OAKLEAF ENTERPRISE

CEO REPORT

FOR THE YEAR ENDED 31 MARCH 2023

As I look back over the past year I feel a sense of Expectation, Pride and Relief.

Expectation comes in the form of delivering ongoing and new projects, all of which are engaging and supporting the very large numbers of adults we work with across Surrey. I am excited by the continued growth of our Pathways to Work project as the team develops more and more creative ways to engage our clients, helping them to prepare, secure and sustain employment. One of the most successful approaches has been a fortnightly Learn, Lunch, Learn event with an average of 15 clients attending each time. In addition to this our weekly Job Club has engaged many new clients each week, where full access to IT support for all work-related material and applications is managed by the team. At year end all of this work has meant in the region of 75 clients have accessed meaningful occupational outcomes across a wide breadth of roles and sectors.

> *Oakleaf's "(Employment Advisor) supports me with my employment. This includes building confidence, being a disability advocate, interview preparation, tackling imposter syndrome, and negotiating reasonable adjustments. [...] provides valuable insights that are reassuring and encouraging and is a great mentor and excellent listener."*
> ***Oakleaf client***

Further, expectation (with a little anxiety) was felt overseeing our Bridge The Gap project as I wondered if there would be sufficient numbers of referrals for this complex client group. Little did I realise that we would hit caseload capacity very quickly. The skilled and focused team works in great depth with individuals of high needs. Sometimes this entails helping them secure accommodation, welfare support, through to fixing broken lines of communication with mental health services and navigating the complexities of all meaningful relationships.

Pride, in the fact that we celebrated 25 years of providing meaningful support, care and development opportunities for people affected by mental health issues. It has been important to take time, stand back and recognise the number of volunteers, funders, staff members and Trustees who have made this all possible. From starting with a very small team, with what now seems only like a handful of clients, we have steered a course to become a larger charity, with hundreds of clients attending venues across Guildford and Waverley. The levels of engagement, breadth of activities, quality of training, types of wellbeing courses and support would not have seemed possible 25 years ago.

We commenced our anniversary celebration with a client barbecue, hosted by the Guildford Pavilion. 75 clients attended this event with many Trustees and supporters appreciating the opportunity to meet clients in a social environment. This type of event, as well as similar ones, provide a wonderful opportunity for clients to spend time with their peers and volunteers. Through such events, clients can gain mutual support, helping them recognise they are not alone with their mental health difficulties and thereby reducing their sense of isolation.

> *"Oakleaf has saved my life. Attending has helped me feel positive about actually having a future, and pulled me back from the edge many times." – **Oakleaf client***

Our counselling service has continued to grow as has demand. Over the course of the year, we delivered over 2,000 sessions to clients who may typically have complex mental health problems. From monitoring the outcomes, we can see a variety of positive results with changes in behaviour, thinking and relationships. Oakleaf's counselling service is unique in the local statutory and voluntary sector. The differential of providing longer term work alongside a Person-Centred modality contributes to positive and valuable results.

> *"Oakleaf has helped with my depression/anxiety - especially social anxiety."*
> ***Oakleaf client***

Relief came in the shape of our first ever black-tie Gala event which concluded our 25th anniversary celebrations. Relief as it was meticulously planned, and ran like clockwork, resulting in an amazing evening with over 150 attendees. There were a variety of presentations of awards, a heart-warming talk from one of our clients whose progression through adversity was truly inspirational. Hearing how he originally accessed our counselling service, to now be working in one of our Safe Havens and also concluding his own training as a Counsellor. There was a variety of entertainment, and an auction, coupled with some incredible donations, resulting in the evening achieving a massive fundraising total of £55,000.

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OAKLEAF ENTERPRISE

CEO REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Finally, our work within the community and local businesses has continued to be strengthened through the ongoing development of our Mental Health Leaders Network. This has provided far reaching benefit and engagement with many organisations ranging from IT to health, to entertainment through to insurance. All of which are receiving training and support with mental health issues in their organisations, alongside helping them understand their employees and the mental health community in their own locations. Which in turn is enabling them to feel confident about reaching out to those who need support. This initiative generates valuable income for Oakleaf while engaging organisations at so many levels, changing perceptions and reducing the stigma that can be easily felt when considering mental health issues.

The Future
As we move into the final year of our Big Lottery Pathways to Work project, we are starting to develop ideas for its continuation, but plan to deliver this in partnership with other local charities.

We are delighted to learn that further Levelling Up funding has been agreed through Surrey County Council, enabling our Bridge the Gap project to continue until 30 April 2025.

We plan to take an in-depth review of our property needs over the next year to determine current and future need which in turn will help shape our fundraising structure and focus.

DocuSigned by:
Clive Stone
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Clive Stone
CEO

Date: 20 November 2023

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OAKLEAF ENTERPRISE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are also the directors of Oakleaf Enterprise for the purpose of company law, are responsible for preparing the Trustees' 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 Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

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

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OAKLEAF ENTERPRISE

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF OAKLEAF ENTERPRISE

Opinion

We have audited the financial statements of Oakleaf Enterprise (the 'charitable company') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 2023 and of its incoming resources and application of resources, 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 Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

OAKLEAF ENTERPRISE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF OAKLEAF ENTERPRISE

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charitable Company for the purpose 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

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

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

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.

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

The objectives of our audit report in respect of fraud, are to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charitable company. Our approach was as follows:

- The engagement partner selected a team for the audit, led by persons who it was deemed had sufficient experience, along with the required competence and skills to be able to identify or recognise non-compliance with laws and regulations.
- We assessed the risk of irregularities as part of our audit planning, and ongoing review, including those due to fraud, management override was identified as a significant fraud risk. This is due to the ability to bypass controls and manipulate the accounting policies adopted.
- In addition to the possibility of management override of controls, revenue recognition was considered a significant risk due the timing of the grant funding and donations received.
- We obtained an understanding of the legal and regulatory requirements applicable to the charitable company and considered the most significant to be Charities Act 2011, the Charity SORP, Companies Act 2006, UK financial reporting standards as issued by the Financial Reporting Council and UK tax legislation. We considered how the charitable company complies with these requirements by discussions with management and those charged with governance.

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- We enquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations. Consideration was also made of the internal controls in place to mitigate identified risks.
- We assessed the control environment, documenting the systems, controls and processes adopted. The audit approach incorporated a combination of analytical review and substantive procedures involving tests of transactions and balances. Any irregularities noted were discussed with management and additional corroborative evidence was obtained as required.

In response to the risk of fraud through management override we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify any unusual transactions;
- assessed whether judgement and assumptions made in determining accounting estimates were indicative of management bias; and
- reviewed the disclosures in the financial statements to ensure that they meet the requirements of financial reporting standards and relevant legislation.

To address the risk of completeness of income we: -

- tested a sample of grants to supporting documentation confirming income correctly accounted for;
- tested grants and donations received around the year end, ensuring cut-off appropriate applied; and
- agreed a sample of deferred income to supporting documentation.

To address the risk of classification of income between restricted and unrestricted we:

- agreed a sample of income recorded in the nominal ledger to source documentation to ensure any restrictions were correctly identified.
- agreed a sample of expenses incurred to ensure that they had been allocated to the appropriate fund; and
- obtained and reviewed fund analysis workings to ensure that the calculations were correct and agreed to the accounting records.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regularity and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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 controls that we identify during our audit.

Other matters which we are required to address

The financial statements for the year ended 31 March 2022 were not subject to audit. Our opinion is not modified in this respect.

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Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Moore (South) LLP

Moore (South) LLP

21 November 2023

Chartered Accountants
Statutory Auditor

Suite 3, Second Floor
Friary Court
13-21 High Street
Guildford
Surrey
GU1 3DG

Moore (South) LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

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OAKLEAF ENTERPRISE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Income and endowments from:					
Donations and legacies	3	293,568	152,458	446,026	453,891
Charitable activities	4	114,985	407,949	522,934	370,634
Other trading activities	5	86,169	1,000	87,169	29,858
Investments	6	18,707	-	18,707	14,639
Other income	7	1,382	-	1,382	977
Total income		514,811	561,407	1,076,218	869,999
Expenditure on:					
Raising funds	8	134,487	10,782	145,269	141,899
Charitable activities	9	330,625	540,761	871,386	752,322
Total expenditure		465,112	551,543	1,016,655	894,221
Net gains/(losses) on investments	13	(4,186)	-	(4,186)	13,095
Net incoming/(outgoing) resources before transfers		45,513	9,864	55,377	(11,127)
Gross transfers between funds	23	2,337	(2,337)	-	-
Net movement in funds		47,850	7,527	55,377	(11,127)
Fund balances at 1 April 2022		366,380	80,458	446,838	457,965
Fund balances at 31 March 2023		414,230	87,985	502,215	446,838

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

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OAKLEAF ENTERPRISE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Prior financial year

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income and endowments from:				
Donations and legacies	3	277,985	175,906	453,891
Charitable activities	4	133,089	237,545	370,634
Other trading activities	5	29,858	-	29,858
Investments	6	14,639	-	14,639
Other income	7	977	-	977
Total income		456,548	413,451	869,999
Expenditure on:				
Raising funds	8	141,899	-	141,899
Charitable activities	9	332,638	419,684	752,322
Total expenditure		474,537	419,684	894,221
Net gains/(losses) on investments	13	13,095	-	13,095
Net incoming/(outgoing) resources before transfers		(4,894)	(6,233)	(11,127)
Net movement in funds		(4,894)	(6,233)	(11,127)
Fund balances at 1 April 2021		371,274	86,691	457,965
Fund balances at 31 March 2022		366,380	80,458	446,838

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OAKLEAF ENTERPRISE

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	15		5,703		16,067
Investments	16		209,261		213,447
			214,964		229,514
Current assets					
Stocks	18	6,681		3,189	
Debtors	19	61,175		77,744	
Cash at bank and in hand		362,170		311,496	
		430,026		392,429	
Creditors: amounts falling due within one year	20	(142,775)		(175,105)	
Net current assets			287,251		217,324
Total assets less current liabilities			502,215		446,838
Income funds					
Restricted funds	23		87,985		80,458
Unrestricted funds			414,230		366,380
			502,215		446,838

The charitable company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the charitable company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 20 November 2023

DocuSigned by:
Lorraine Andrews
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Mrs L Andrews
Trustee

Company registration number 03388671

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OAKLEAF ENTERPRISE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Cash flows from operating activities					
Cash generated from operations	27		34,312		58,637
Investing activities					
Purchase of tangible fixed assets	15	(2,962)		(17,413)	
Proceeds from disposal of tangible fixed assets		617		1,377	
Purchase of investments		-		(100,000)	
Investment income received	6	18,707		14,639	
Net cash generated from/(used in) investing activities			16,362		(101,397)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			50,674		(42,760)
Cash and cash equivalents at beginning of year			311,496		354,256
Cash and cash equivalents at end of year			362,170		311,496

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1 Accounting policies

Charity information

Oakleaf Enterprise is a private company limited by guarantee incorporated in England and Wales. The registered office is 101 Walnut Tree Close, Guildford, Surrey, GU1 4UQ. The charitable company's directors are also its Trustees for the purposes of charity law. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of investments at fair value. The principal accounting policies adopted are set out below.

The charitable company has taken advantage of the exemption under section 405 of the Companies Act 2006 not to prepare consolidated accounts. The financial statements present information about the charitable company as an individual entity and not about its group.

1.2 Going concern

The accounts have been prepared on a going concern basis. However, the nature of the Charity means that forecast future income cannot be determined with any certainty, as the Charity is reliant upon applications for grant funding and the Trustees are aware that such grant applications are not always successful. The Trustees continue to monitor the application process and to seek alternatives, should any applications prove unsuccessful.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the Charity's objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Donations represent income from general donations. These are accounted for when received or when there is certainty that they will be received.

Grants represent income from Government, other statutory bodies and charities. Grants are accounted for on an accruals basis.

Rental income is accounted for on an accruals basis.

Event income is accounted for in the year in which the event is held.

Interest receivable is accounted for on an accruals basis.

1 Accounting policies **(Continued)**

Donated gifts for auctions are recognised as income when they are received, and are valued at the equivalent market value. A corresponding amount is then recognised as expenditure when the items are sold at auction.

In accordance with the Charities SORP (FRS 102), volunteer time is not recognised.

1.5 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.

All expenditure is accounted for on an accruals basis and is inclusive of irrecoverable VAT. Expenditure is recognised when there is a legal or constructive obligation to make payments to third parties, it is probable that settlement will be required and the obligation can be measured reliably.

As described in the Report of the Trustees, the Charity's principal activity is the support of people with mental and physical health difficulties, including those with special needs, through the development of skills and work placement training. All costs incurred in the training and development of these skills are allocated between cost of raising funds, direct charitable expenditure and support costs.

Expenditure is classified under the following activity headings:

- Costs of raising funds, comprising the costs relating to donations, grants and their associated support costs.
- Expenditure on charitable activities, comprising the costs of delivering services and other activities undertaken to further the purposes of the Charity and their associated support costs.

Support costs are those costs which assist the work of the Charity but are not directly related to charitable activities. Support costs include general property maintenance, insurance, salaries and administrative expenses. These costs are allocated between costs of raising funds and provision of training and activities on the following basis:

	Basis of Allocation
Property and general maintenance	Square footage
Insurance	Payroll (FTE)
General salaries, recruitment and pension costs	Payroll (FTE)
Administrative costs	Payroll (FTE)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and machinery	3 years straight line
Motor vehicles	5 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

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1 Accounting policies **(Continued)**

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the Charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Stocks

Stocks are stated at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving objects.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.11 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

1 Accounting policies **(Continued)**

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.12 Taxation

The Charity is exempt from corporation tax on its charitable activities.

1.13 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.14 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustees do not believe there are any critical accounting estimates or judgements.

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3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Donations and gifts	186,535	7,860	194,395	147,825	18,964	166,789
Grants	107,033	144,598	251,631	130,160	156,942	287,102
	293,568	152,458	446,026	277,985	175,906	453,891
Grants receivable - donations and legacies						
Four Acre Trust	19,165	2,021	21,186	10,000	-	10,000
Garfield Weston Foundation	-	-	-	25,000	-	25,000
The Edward Gostling Foundation	10,000	-	10,000	25,000	-	25,000
Surrey Chamber of Commerce (on behalf of DWP) - Kickstart scheme salaries	5,118	-	5,118	21,910	-	21,910
Other <£10,000	24,300	-	24,300	48,250	-	48,250
Restricted (see note 23)	-	142,577	142,577	-	156,942	156,942
Guildford Borough Council	20,000	-	20,000	-	-	-
LLoyds Bank Foundation for England & Wales	27,250	-	27,250	-	-	-
Guildford Borough Council - Surrey Heartlands NHS Integrated Care Board	1,200	-	1,200	-	-	-
	107,033	144,598	251,631	130,160	156,942	287,102

Included in the above is £26,318 (2022 - £21,910) of unrestricted government grants and £12,107 (2022 - £Nil) of restricted government grants.

Details of the restricted grants can be found in note 23.

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4 Charitable activities

	Provision of training and activities 2023 £	Provision of training and activities 2022 £
Development and training projects	113,840	113,089
Performance related grants for provision of training and activities	409,094	257,545
	522,934	370,634
Analysis by fund		
Unrestricted funds	114,985	133,089
Restricted funds	407,949	237,545
	522,934	370,634
Performance related grants - Restricted		
Catalyst - Safe Haven Project	59,032	56,500
Catalyst - Peer Support Worker Project	10,760	-
Catalyst - Community Connections Project	58,080	55,000
School of Social Entrepreneurs - Social Enterprise Project	-	1,000
Enterprise Development Programme (on behalf of Access - Foundation for Social Enterprise) - Social Enterprise Project	9,249	20,007
Social Enterprise Support Fund (via Unltd) - Social Enterprise Project	32,569	9,932
Catalyst - Young Adult Safe Haven Project	39,465	-
National Lottery Community Fund - Pathways to Work	112,763	87,606
Surrey County Council - Bridge the Gap Project	80,031	-
Surrey County Council - HOPE Project	6,000	-
Surrey County Council - Kickstart Fitness Project	-	3,000
Surrey Chambers of Commerce (on behalf of DWP) - Kickstart Placement Scheme	-	4,500
	407,949	237,545

Included in the above are government grants totalling £86,031 (2022 - £7,500).

OAKLEAF ENTERPRISE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

5 Other trading activities

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2023	2023	2023	2022
	£	£	£	£
Miscellaneous income	4,492	-	4,492	1,457
Fundraising events	49,595	1,000	50,595	-
Training and counsellor supervision fees	32,082	-	32,082	28,401
Other trading activities	86,169	1,000	87,169	29,858

6 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Rental income	16,540	14,400
Interest receivable	2,167	239
	18,707	14,639

7 Other income

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Net gain on disposal of tangible fixed assets	192	977
Other income	1,190	-
	1,382	977

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8 Raising funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds	
	2023	2023	2023	2022
	£	£	£	£
Fundraising and publicity				
Other fundraising costs	17,258	2,878	20,136	6,556
Staff costs	84,820	7,904	92,724	89,426
Support costs (see note 10)	32,409	-	32,409	45,917
Fundraising and publicity	134,487	10,782	145,269	141,899
	134,487	10,782	145,269	141,899

9 Charitable activities

	Admin costs 2023	Admin costs 2022
	£	£
Staff costs	435,560	357,974
Depreciation and impairment	12,901	14,702
Other costs for provision of training and activities	121,767	54,795
	570,228	427,471
Share of support costs (see note 10)	287,086	321,851
Share of governance costs (see note 10)	14,072	3,000
	871,386	752,322
Analysis by fund		
Unrestricted funds	330,625	332,638
Restricted funds	540,761	419,684
	871,386	752,322

OAKLEAF ENTERPRISE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Staff costs	158,671	-	158,671	153,772	-	153,772
Property and general maintenance	102,689	-	102,689	105,796	-	105,796
Insurance	6,653	-	6,653	6,341	-	6,341
Administrative costs	51,482	-	51,482	101,859	-	101,859
Audit fees	-	9,950	9,950	-	-	-
Accountancy	-	1,750	1,750	-	1,800	1,800
Legal and professional	-	1,500	1,500	-	-	-
Independent examiner's fee	-	-	-	-	1,200	1,200
Trustee expenses	-	872	872	-	-	-
	319,495	14,072	333,567	367,768	3,000	370,768
Analysed between						
Fundraising	32,409	-	32,409	45,917	-	45,917
Charitable activities	287,086	14,072	301,158	321,851	3,000	324,851
	319,495	14,072	333,567	367,768	3,000	370,768

11 Trustees

The Trustees did not receive any remuneration or other benefits for the year ended 31 March 2023 (2022 - none).

No Trustees (2022 - 1) were reimbursed in the year for expenses (2022 - £200 for a recruitment advert).

Included in the year are donations of £1,550 (2022 - £100) by three Trustees (2022 - one). One Trustee donated a gift in kind of £204 (2022 - £nil).

Five Trustees (2022 - three) purchased tickets for events in the year at a value of £2,370 (2022 - £126).

The Charity purchased Directors and Officers Liability Insurance for the benefit of the Trustees at a cost of £1,174 (2022 - £1,036).

One grant was received from Surrey County Council of £107 as a result of a Trustee nomination (2022 - £nil).

One Trustee paid for upholstery services in the year of £90 (2022 - £nil).

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12 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	42	35

Employment costs	2023 £	2022 £
Wages and salaries	628,225	554,769
Social security costs	43,132	36,013
Other pension costs	15,598	10,390
	686,955	601,172

The FTE for 2023 is 23 employees (2022 - 22).

There were no employees whose annual remuneration was more than £60,000.

13 Net gains/(losses) on investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Net unrealised gains/(losses) on investments	(4,186)	13,095

14 Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

15 Tangible fixed assets

	Plant and machinery	Motor vehicles	Total
	£	£	£
Cost			
At 1 April 2022	130,981	67,270	198,251
Additions	2,962	-	2,962
Disposals	(16,891)	-	(16,891)
At 31 March 2023	117,052	67,270	184,322
Depreciation and impairment			
At 1 April 2022	114,914	67,270	182,184
Depreciation charged in the year	12,901	-	12,901
Eliminated in respect of disposals	(16,466)	-	(16,466)
At 31 March 2023	111,349	67,270	178,619
Carrying amount			
At 31 March 2023	5,703	-	5,703
At 31 March 2022	16,067	-	16,067

16 Fixed asset investments

	Listed investments	Other investments	Total
	£		£
Cost or valuation			
At 1 April 2022	213,446	1	213,447
Valuation changes	(4,186)	-	(4,186)
At 31 March 2023	209,260	1	209,261
Carrying amount			
At 31 March 2023	209,260	1	209,261
At 31 March 2022	213,446	1	213,447

Other investments comprise:	Notes	2023 £	2022 £
Investments in subsidiaries	17	1	1

Fixed asset investments revalued

The historical cost of the listed investments is £200,000 (2022 - £200,000).

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16 Fixed asset investments **(Continued)**

The listed investments were valued on an open market basis on 31 March 2023 by Charities Ethical Investment Fund.

17 Subsidiaries

Details of the Charity's subsidiaries at 31 March 2023 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held Direct	% Held Indirect
Oakleaf Enterprise Trading Limited	England & Wales	Dormant	Ordinary	100.00	

18 Stocks

	2023 £	2022 £
Raw materials and consumables	6,681	3,189

19 Debtors

Amounts falling due within one year:	2023 £	2022 £
Trade debtors	11,113	29,666
Other debtors	9,660	9,205
Prepayments and accrued income	40,402	38,873
	61,175	77,744

20 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Other taxation and social security		14,245	11,806
Deferred income	21	42,613	89,051
Trade creditors		32,280	29,132
Amounts owed to subsidiary undertakings		1	1
Other creditors		1,626	-
Accruals		52,010	45,115
		142,775	175,105

21 Deferred income

	2023	2022
	£	£
Other deferred income	42,613	89,051

Deferred income is included in the financial statements as follows:

	2023	2022
	£	£
Deferred income is included within:		
Current liabilities	42,613	89,051
Movements in the year:		
Deferred income at 1 April 2022	89,051	-
Released from previous periods	(89,051)	-
Resources deferred in the year	42,613	89,051
Deferred income at 31 March 2023	42,613	89,051

The deferred income relates to grants for future periods.

22 Retirement benefit schemes

Defined contribution schemes

The Charity provides a defined contribution pension scheme to all of its qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £15,598 (2022 - £10,390).

There was no amount outstanding at the year end (2022 - £nil).

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23 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds				
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£	£	£
Fund for IT Manager	16,800	-	(16,800)	-	-	-	-	-	-
Community Foundation for Surrey - Burnett Music Fund	6,527	-	(4,287)	-	2,240	-	(2,240)	-	-
Other <£10,000	47,684	86,836	(77,750)	(1,797)	54,973	53,551	(65,481)	(11,777)	31,266
Fund for Virtual Support Co-ordinator	7,097	-	(8,894)	1,797	-	6,167	(6,167)	-	-
Fund for Business Manager	3,333	-	(3,333)	-	-	-	-	-	-
Fund for Counselling Co-ordinator	5,250	17,333	(22,583)	-	-	20,333	(20,333)	-	-
Social Enterprise Support Fund	-	29,938	(21,825)	-	8,113	32,569	(40,682)	-	-
Community Foundation for Surrey - Surrey Heartlands NHS Charities	-	18,621	(17,396)	-	1,225	22,759	(23,984)	-	-
Fund for IT Departments	-	10,000	(4,000)	-	6,000	17,338	(22,720)	-	618
Worshipful Company of Information Technologists' Charity	-	3,550	(2,243)	-	1,307	-	(511)	(796)	-
Community Foundation for Surrey - Mamie Mallon	-	3,600	-	-	3,600	-	(2,906)	-	694
Community Foundation for Surrey - Supported Employment Fund	-	3,000	-	-	3,000	2,000	(1,936)	2,146	5,210
Catalyst Safe Haven Projects	-	56,500	(56,500)	-	-	59,031	(59,031)	-	-
Fund for Upholstery Trainer post	-	11,467	(11,467)	-	-	-	-	-	-
National Lottery Community Fund - Pathways to Work	-	87,606	(87,606)	-	-	112,764	(111,950)	(814)	-
Catalyst - Community Connections	-	55,000	(55,000)	-	-	58,080	(58,080)	-	-
Fund for Horticultural costs	-	20,000	(20,000)	-	-	19,000	(19,000)	-	-
Young Adult Safe Haven	-	10,000	(10,000)	-	-	39,465	(39,465)	-	-
Surrey County Council - Bridge the Gap	-	-	-	-	-	80,030	(38,464)		41,566
Catalyst - Peer Support Workers	-	-	-	-	-	10,760	(8,867)		1,893

23 Restricted funds **(Continued)**

Fund for Counselling Costs	-	-	-	-	-	15,560	(20,254)	8,904	4,210
Waverley Borough Council - Thriving Communities Fund	-	-	-	-	-	12,000	(9,472)		2,528
	86,691	413,451	(419,684)	-	80,458	561,407	(551,543)	(2,337)	(87,985)

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23 Restricted funds **(Continued)**

Fund for IT Manager – Providing IT training to clients.

Community Foundation for Surrey – Burnett Music Fund – Everyone choir.

Fund for Virtual Support Co-ordinator – Providing online support activities. Income in the year includes an £8,000 grant from Community Foundation Surrey - Netherby Trust, some of which was deferred at the year end.

Fund for Business Manager – Managing Oakleaf's social enterprises.

Fund for Counselling Co-ordinator – Managing Oakleaf's Counselling service.

Social Enterprise Support Fund – Funding costs of Oakleaf's social enterprises.

Community Foundation for Surrey – Surrey Heartlands NHS Charities – Funding for Outreach Leader post.

Fund for IT department costs – Costs of providing IT training to clients. Income in the year includes a £2,000 grant from the Baily Thomas Charitable Fund.

Worshipful Company of Information Technologists' Charity – Funding for IT equipment, licences and client qualifications.

Community Foundation for Surrey – Mamie Mallon Community Fund – Funding for BAME support group.

Community Foundation for Surrey – Supported Employment Fund – Supporting clients back into employment.

Catalyst – Safe Haven Project – Drop-in crisis centre.

Fund for Upholstery Trainer post – Providing upholstery training to clients.

National Lottery Community Fund – Pathways to Work - Part of RC London and South East Region. Helping clients back into employment.

Catalyst – Community Connections – Mental health and emotional wellbeing activities.

Fund for Horticultural costs – Horticulture team costs. Income in year includes a £1,500 grant from the Prince of Wales's Charitable Fund.

Young Adult Safe Haven - Funding for a Drop-in crisis centre for 18-25 year olds.

Surrey CC - Bridge the Gap project - Specialist outreach service for clients with multiple disadvantages.

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23 Restricted funds **(Continued)**

Catalyst - Peer Support Workers - Fund for peer support workers in Safe Haven.

Fund for Counselling Costs - Costs of running the counselling service.

Waverley BC - Thriving Communities Fund - Providing wellbeing services.

Transfers between funds

In the year to March 2023, there were transfers between restricted and unrestricted funds to represent the purchase of fixed assets. Once the purchase was made out of restricted funds, the asset and its use thereon, was considered unrestricted.

In the year to March 2022, there was a transfer made between restricted funds, from the fund 'Other < £10,000 each' to 'Fund for Virtual Support Co-ordinator post'. This was to combine two related grants received from the same organisation and for the same use.

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24 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:						
Tangible assets	5,703	-	5,703	16,067	-	16,067
Investments	209,261	-	209,261	213,447	-	213,447
Current assets/(liabilities)	199,266	87,985	287,251	136,866	80,458	217,324
	414,230	87,985	502,215	366,380	80,458	446,838

25 Operating lease commitments

At 31 March 2023 the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	66,126	62,345

The operating lease commitments include a lease for the Charity's premises. The lease began on 1 September 2018, with a non-cancellable period of 3 years, followed by a 9 month rolling break clause. The operating lease commitments shown above reflect the minimum payments due for the 9 month rolling break clause in the current year, as well as outstanding obligations on the rental of a printer and franking machine.

Lessor

The Charity has sublet two rooms for the year ended 31 March 2023, which has a 30 day notice period by either party. During the year the Charity received £16,540 (2022 - £14,400).

26 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	63,694	58,918

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27	**Cash generated from operations**	**2023**	**2022**
		£	**£**
	Surplus/(deficit) for the year	55,377	(11,127)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(18,707)	(14,639)
	Gain on disposal of tangible fixed assets	(192)	(977)
	Fair value gains and losses on investments	4,186	(13,095)
	Depreciation and impairment of tangible fixed assets	12,901	14,702
	Movements in working capital:		
	(Increase) in stocks	(3,492)	(3,189)
	Decrease/(increase) in debtors	16,569	(38,499)
	Increase in creditors	14,108	36,410
	(Decrease)/increase in deferred income	(46,438)	89,051
	Cash generated from operations	34,312	58,637

28 Analysis of changes in net funds

The Charity had no debt during the year.

OAKLEAF ENTERPRISE

England & Wales - Charity number 1064524

Accounts

REGISTERED COMPANY NUMBER: 03388671 (England and Wales)
REGISTERED CHARITY NUMBER: 1064524

Report of the Trustees and

Unaudited Financial Statements

for the Year Ended 31 March 2022

for

Oakleaf Enterprise

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

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Oakleaf Enterprise

Chair's Statement
for the Year Ended 31 March 2022

Whilst it now seems that the nation is emerging from the grip of the pandemic, the impact it has had on the mental health of our existing and new clients is still very evident. Recognising the effect that COVID has had, and continues to have, on the mental health of society's most vulnerable, the generosity of our supporters throughout the pandemic has enabled Oakleaf to respond to an ever-increasing client base that is presenting with more complex needs. The funding received has allowed Oakleaf's staff base to increase proportionately in size to support the expansion of services and initiatives that Oakleaf can offer to its growing client base and to its local community. I would like to offer my sincere thanks to all donors for their support, the success of Oakleaf is only possible through their generosity.

Oakleaf has continued to expand both its virtual and outreach offerings to ensure that clients can access the services they need both in the format and location that is easiest for them. Recognising the extremely positive impact that counselling has for our clients we have also been able to increase the number of clients who can access this service at any one time. An increase in the number of trained Client Services staff has also ensured that we can continue to offer dedicated and tailored one-to-one support to our clients as their number grows.

I was fortunate recently to meet with some of Oakleaf's clients to hear directly what difference Oakleaf has made to their lives and to listen to suggestions on how we could improve. Two things stood out for me.

- Oakleaf stayed open throughout the pandemic when many other options closed their doors. This gave a valuable lifeline to many of our clients which has been a consistent and vital source of support over the last two years. They recognised the incredible help given to them by members of Oakleaf's staff.
- Whilst the offer of virtual services meant connections could still be maintained between Oakleaf and its clients through extensive lockdown periods, many clients still place a high value on the opportunity to meet and socialise on their terms. This will be brought into consideration as services are improved going forward.

I would like to take this opportunity to pass on to our staff and volunteers, the gratitude and thanks of the Board of Trustees. Nothing would be possible without you.

The past year has also seen the expansion of the Board to gain access to the skills needed for the smooth governance and development of what is now a much larger charity. Three trustees have also left their post following several years of valuable service to the charity, for which I send them my thanks and gratitude.

I look forward to the next financial year as an opportunity to increase the charity's financial stability and improve overall governance, thereby putting Oakleaf's future and ability to grow and support its clients, on an increasingly stable footing.

Lorraine Andrews
Chairman

Chief Executive's Report
for the Year Ended 31 March 2022

Reflecting on the effects of the pandemic, it feels hard not to base my report again upon all the challenges it posed. However, I would prefer to draw attention to my amazing staff team, all of whom have tirelessly supported our ever-expanding client base, who are presenting with a greater complexity of mental health issues than previously experienced.

We have continued to provide a mix of in-person, online and hybrid activities. This has enabled us to continue a high level of engagement, which in turn has provided training, education and support through the very challenging times we have all endured.

Over the financial year we saw a steady upward rise in client figures taking us to new highs. In actual numbers, this totalled an average weekly client base of 460 individuals accessing our services. By the year-end unique client visits had increased by 600 from the previous year, giving a new total of 8,663 visits.

In April 2021 our new employment project, "Pathways to Work" commenced, funded by the National Lottery Community Fund. Its aim is to enable clients not only to access employment but, of equal importance, to sustain employment. This is achieved through one-to-one support, working with individuals to identify a role which truly meets their needs and abilities. To ensure success we also help build confidence and self-esteem and where necessary (or required) offer training to employers. By March 2022 this approach resulted in 70 clients attaining meaningful employment, which is truly remarkable given there were only 15 in the previous year.

Linking to the assistance we can provide for commercial businesses we launched our new "Mental Health Leaders Network". This has and continues to prove to be a very successful and popular initiative, providing support, training, and guidance through a mix of seminars, web discussions and open forums. Many employers of varying size have joined the network and are now happily introducing new businesses, thereby facilitating continued growth.

To build upon an employment theme, diversifying our income stream and developing our overall market awareness, we launched a new social enterprise "Oakleaf at Home" in the third quarter of 2021. This project works with talented artists (our clients), showcasing their designs on beautiful homeware and gifts, which are then sold through various online marketplaces and a variety of retail outlets.

Working in partnership with Catalyst and supported by the University of Surrey, Community Foundation for Surrey and Surrey & Borders NHS Foundation Trust we launched a Young Adults Safe Haven in November 2021 as a one-year pilot project. The development of this initiative was a result of feedback from younger clients attending our long running and well-established Safe Haven. Their input told us they wanted somewhere more aligned with their age profile (i.e. 18-25) which could also engage with their unique age-related needs. This development entailed converting part of our building, recruiting new (and younger) staff, liaising with many potential referrers and marketing the project widely. It produced positive evidence of need and helped many new clients in crisis. Funding has been secured until the end of March 2023, I hope this initiative will continue as a valued component in the local mental health field.

All the above developments, alongside building on previous years' initiatives born out of Covid, have necessitated the recruitment of many new staff. This has seen our numbers swell considerably and is absolutely vital in continuing to support our expanding client base. The demand upon our team of ever more complex needs is considerable and I am extremely grateful and honour the vital work they undertake on daily basis.

Chief Executive's Report
for the Year Ended 31 March 2022

In addition to Covid we seem to have entered what I might term as a "perfect storm" which is having an increasingly negative impact on the nation's mental health. We are now seeing clients who may already have pre-existing conditions but are now also suffering from Climate Anxiety, and/or concerns over the war in Ukraine and its possible spread. Alongside this is the very real and florid cost of living crisis we are all experiencing. For those in receipt of Welfare Benefits a financial crisis is ever present, but this is now becoming an even more tangible issue. Many are already having to consider significant changes to their daily living as they negotiate rising fuel and food costs, forcing them to make very hard choices that will have a negative impact on their wellbeing. Sadly this "negativity" presents in increased numbers of clients expressing suicidal thoughts and therefore needing a greater level of intervention. Thankfully, we are able to offer some support through the breadth of services we offer.

We are very pleased to have been awarded a two-year contract through Surrey County Council and Public Health, titled "Bridge the Gap". This project emerged from the government's Levelling Up agenda and is focused on working with adults who have multiple complex needs. We recruited two new members of staff to manage a small caseload of clients who could present with mental health problems, drug and alcohol issues, homelessness and/or engagement with the criminal justice system. Our new staff will be working across Guildford & Waverley but may also be called upon to work with our other VCSE partners across Surrey.

Through the valuable feedback we receive from our client group and some of the lessons learnt through forced isolation of Covid, we will be looking at how we can increase and support the sense of community, belonging and family our clients derive from attending Oakleaf. We recognise that in the new world of online or hybrid delivery we do not have dedicated space for social contact but recognise its value and will be exploring how we can facilitate this in the future.

Clive Stone
Chief Executive Officer

Report of the Trustees
for the Year Ended 31 March 2022

The Trustees who are also Directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31 March 2022. The Trustees have adopted the provisions of 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 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objects of the Charity are to support people with mental health problems, physical disabilities and special needs. The main activities undertaken in relation to these objectives are:

- to offer a range of occupational based activities leading to increased confidence and the potential to acquire and sustain employment;
- to provide the opportunity to participate in a supportive work environment with a variety of vocational training applications;
- to devise with each client a personal development program;
- the provision of a wide range of Wellbeing activities which encompass physical and mental health needs; and
- to provide advice and support for those accessing further educational opportunities and/or work placement training. Teaching CV writing, job search skills, personal presentation, interview techniques and the development of employment applications.

The Trustees are satisfied that these activities are carried out for public benefit, having due regard for the guidance given by the Charity Commission.

Objectives and Outcomes

The Charity's primary objective is worded within the context of its mission statement i.e. "We work to foster confidence and reduce social isolation by actively training, engaging and supporting individuals with mental ill-health to empower them to participate as active members of society."

Public benefit

Oakleaf as a charity registered with the Charity Commission, gives due regard to public benefit and considers that the range and volume of activities it provides and reflected in this report meet the requirements of Public Benefit. Such activities and training are accessible and available, especially for those who may be considered as living within poverty or suffering from a disability (specifically poor mental health).

ACHIEVEMENT AND PERFORMANCE

Financial Headlines including overview of Fundraising

With so many rising costs around us, the ongoing after-effects of Covid on our fundraising income and the desire to provide greater level of support for our clients across an ever-growing range of activities, we ended the year with a small deficit. Generally, our costs are well managed and pretty much track our forecasting accurately, the challenge often lies in predicting income. We of course have history to look back upon and whilst this proves to be beneficial in the income generated through our social enterprise activities, the greater challenge lies with predicting fundraising income.

Income for the year fell to £869,999 (2021 - £968,232). We received several one-off, pandemic related emergency grants in the financial year ended 31 March 2021 that boosted our income. Even though those grants were not repeated in 2022 our overall position in comparison to prior years was still positive, with donors still recognising the importance of supporting people with poor mental health.

A full breakdown of costs is provided later in this report but the headline net expenditure figure for the year was £894,221 (2021 - £729,395). This increase is a result of an uplift in staffing levels and activities that have been required to support a client base that has continued to increase during the period. This has resulted in a small deficit for the year of £11,127 (2021 - surplus £239,188).

Report of the Trustees
for the Year Ended 31 March 2022

FINANCIAL REVIEW

Reserves policy

The Charity operates a reserves policy which aims to meet six months of running costs. Any capital requirements are always met through grants and as such would be delayed until ring fenced funds were identified. The fund at the end of the year stood at £446,838 (2021: £457,965).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Oakleaf Enterprise is registered as a company limited by guarantee (Company No. 03388671) and with the Charities Commission (Registration No. 1064524). The Charity has adopted its Memorandum and Articles of Association in accordance with the Companies Act 1985, as its governing document when it was incorporated on 18 June 1997. The most recent Articles of Association were adopted by special resolution on 23 May 2016. In the event of the Charity being wound up, members will be required to contribute a sum not exceeding £1 per member.

Recruitment and appointment of new trustees

All new Trustees are welcomed into the organisation and an induction programme is facilitated where they spend time with each department lead, to gain a greater understanding of how front-line services are delivered. Further insight is provided into all back-office facilities including fundraising and marketing. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individual involved.

Directors of the Organisation and Organisational Structure

The Charity is headed up by its Board of Trustees. The Trustees are also members of the charitable company. The maximum number of members of the charitable company is 100.

The Trustees of the Charity are also Directors for the purpose of company law. At each Annual General Meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third must retire from office. The Directors to retire by rotation shall be those who have been longest in the office since their last appointment. If any directors became or were appointed Directors on the same date, those to retire shall (unless otherwise agreed among themselves) be determined by lot. Directors during the year under review were:

Lorraine Andrews: Chair & Interim Treasurer from 1 January 2022
James Kindell: Secretary
Aileen Feeney
Philip Bevan
Mark Harrison
Angela Goodwin
Richard Maybury
James Poyser (appointed 17 January 2022; resigned 13 October 2022)
Stephen Michell (appointed 28 March 2022)
Nicola Bartlett (resigned 20 September 2021)
David Wright (resigned 3 August 2021)
Azam Cullasy (resigned 31 December 2021)

The Board seeks to recruit new Trustees to balance various skills required to manage the Charity. All prospective Trustees are recruited through the organisation's Trustee Recruitment Policy. Traditional business skills are required as well as an understanding of mental health and the effects it can have on those trying to live and work in society.

The Board has the power at any time to appoint any person to be a Trustee, either to fill a casual vacancy or an addition to the existing Trustees, but so that the total number of trustees shall not at any time exceed fifteen, being the number fixed in accordance with the Articles of the Charity.

Report of the Trustees
for the Year Ended 31 March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees are aware of their responsibilities under SORP 2019 (FRS102). They maintain a risk register for the Charity and regularly review (at least annually) the risks that the Charity faces. The Trustees have put in place a number of policies and procedures for the Charity's activities. These policies and procedures are reviewed at least annually.

At the time of this report, the Trustees perceive the principal risks and uncertainties that the Charity faces are:

(1) Funding: the Trustees aim to ensure that the Charity has at least six months' worth of financial reserves in order to finance its activities. Management accounts are considered at each Board meeting, in addition they also review a funding report of donations and grants received, applications for grants made and anticipated donations to be received and the likelihood of them being received.

(2) Guildford site: a significant part of the Charity's activities are conducted from its Guildford site (Walnut Tree Close), although this has been lessened by making some activities online. This site is leased and since 1 October 2021, either the landlord or the Charity can give nine months' notice to terminate the lease. The duration of the lease is until 30 June 2026, although during the year the landlord did put the property on the market, but withdrew it as well. Therefore, there is a significant risk that the Charity might need to seek alternative premises for its activities. With this in mind, the Trustees recruited a Trustee (Stephen Michell) who is a chartered surveyor and has extensive property experience to bring this skill and experience to the Board. The Trustees keep under review the property needs for the Charity and have appointed a property agent to keep a watching brief, on its behalf, of new properties coming onto the market in the Guildford area that might meet the needs of the Charity.

(3) Key staff: the Charity is dependent on key staff, in particular the CEO. The Trustees have created a schedule listing the principal responsibilities and activities of the CEO and assigning them amongst themselves who will oversee such responsibilities and activities in the event that the CEO becomes unable to perform his duties for a significant period.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03388671 (England and Wales)

Registered Charity number
1064524

Registered office
101 Walnut Tree Close
Guildford
Surrey
GU1 4UQ

Report of the Trustees
for the Year Ended 31 March 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees
Lorraine Andrews: Chair
James Kindell: Secretary
Aileen Feeney
Philip Bevan
Mark Harrison
Angela Goodwin
Richard Maybury
James Poyser (appointed 17.01.22; resigned 13.10.22)
Stephen Michell (appointed 28.03.22)
Anthony Lilleyman: Treasurer (appointed 11.07.22)
Nicola Bartlett (resigned 20.09.21)
David Wright (resigned 03.08.21)
Azam Cullasy (resigned 31.12.21)

CEO
Clive Stone

Company Secretary
James Kindell

Independent Examiner
Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Solicitors
Moore Barlow LLP
The Oriel
Sydenham Road
Guildford
Surrey
GU1 3SR

Bankers
Metro Bank Plc
1 Southampton Row
London
WC1B 5HA

Approved by order of the board of trustees on 24th NOV 2022 and signed on its behalf by:

L Andrews
.....
Lorraine Andrews - Trustee

Independent Examiner's Report to the Trustees of Oakleaf Enterprise

Independent examiner's report to the trustees of Oakleaf Enterprise ('the Company')
I report to the Trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report
As the 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 the Charity'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 your Charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered 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:

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.

A J Bennewith FCA, FCPA, FFA, FFTA, FIPA, DChA. FRSA
Institute of Chartered Accountants in England and Wales
Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

A. J. Bennewith

Date: 25 November 2022

Statement of Financial Activities for the Year Ended 31 March 2022

	Notes	Unrestricted fund £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	277,985	175,906	453,891	630,298
Charitable activities					
Provision of training and activities	6	133,089	237,545	370,634	307,950
Other trading activities	4	29,858	-	29,858	16,151
Investment income	5	14,639	-	14,639	13,833
Other income		977	-	977	-
Total		456,548	413,451	869,999	968,232
EXPENDITURE ON					
Charitable activities	7				
Raising funds		141,899	-	141,899	89,193
Provision of training and activities		329,638	419,684	749,322	637,802
Other		3,000	-	3,000	2,400
Total		474,537	419,684	894,221	729,395
Net gains on investments		13,095	-	13,095	351
NET INCOME/(EXPENDITURE)		(4,894)	(6,233)	(11,127)	239,188
RECONCILIATION OF FUNDS					
Total funds brought forward		371,274	86,691	457,965	218,777
TOTAL FUNDS CARRIED FORWARD		366,380	80,458	446,838	457,965

The notes form part of these financial statements

Balance Sheet
31 March 2022

	Notes	Unrestricted fund £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	13	16,067	-	16,067	13,756
Investments	14	213,447	-	213,447	100,352
		229,514	-	229,514	114,108
CURRENT ASSETS					
Stocks	15	3,189	-	3,189	
Debtors	16	77,744	-	77,744	39,245
Cash at bank		231,038	80,458	311,496	354,256
		311,971	80,458	392,429	393,501
CREDITORS					
Amounts falling due within one year	17	(175,105)	-	(175,105)	(49,644)
NET CURRENT ASSETS		136,866	80,458	217,324	343,857
TOTAL ASSETS LESS CURRENT LIABILITIES		366,380	80,458	446,838	457,965
NET ASSETS		366,380	80,458	446,838	457,965
FUNDS	19				
Unrestricted funds				366,380	371,274
Restricted funds				80,458	86,691
TOTAL FUNDS				446,838	457,965

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

continued...

Balance Sheet - continued
31 March 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 24th NOV. 2022 and were signed on its behalf by:

L Andrews

Lorraine Andrews - Trustee

The notes form part of these financial statements

Cash Flow Statement
for the Year Ended 31 March 2022

	Notes	31.3.22 £	31.3.21 £
Cash flows from operating activities			
Cash generated from operations	1	73,037	260,089
Net cash provided by operating activities		73,037	260,089
Cash flows from investing activities			
Purchase of tangible fixed assets		(17,413)	(13,374)
Purchase of fixed asset investments		(100,000)	(100,000)
Sale of tangible fixed assets		1,377	-
Interest received		239	103
Net cash used in investing activities		(115,797)	(113,271)
Change in cash and cash equivalents in the reporting period		(42,760)	146,818
Cash and cash equivalents at the beginning of the reporting period		354,256	207,438
Cash and cash equivalents at the end of the reporting period		311,496	354,256

The notes form part of these financial statements

Notes to the Cash Flow Statement for the Year Ended 31 March 2022

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.22 £	31.3.21 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(11,127)	239,188
Adjustments for:		
Depreciation charges	14,702	12,546
Gain on investments	(13,095)	(351)
Profit on disposal of fixed assets	(977)	-
Interest received	(239)	(103)
Increase in stocks	(3,189)	-
(Increase)/decrease in debtors	(38,499)	4,961
Increase in creditors	125,461	3,848
Net cash provided by operations	73,037	260,089

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.21 £	Cash flow £	At 31.3.22 £
Net cash			
Cash and cash equivalents	354,256	(42,760)	311,496
Total	354,256	(42,760)	311,496

The notes form part of these financial statements

Notes to the Financial Statements for the Year Ended 31 March 2022

1. COMPANY STATUS

The company is limited by guarantee and has no share capital. The company is incorporated in England and Wales. The company's directors are also its trustees for the purposes of charity law. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern
The accounts have been prepared on a going concern basis. However, the nature of the charity means that forecast future income cannot be determined with any certainty, as the charity is reliant upon applications for grant funding and the trustees are aware that such grant applications are not always successful. The trustees continue to monitor the application process and to seek alternatives, should any applications prove unsuccessful.

Critical accounting judgements and key sources of estimation uncertainty
In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities which are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors which are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Income
Donations represent income from general donations. These are accounted for when received or when there is certainty that they will be received.

Grants represent income from government, other statutory bodies and charities. Grants are accounted for on an accruals basis.

Rental income is accounted for on an accruals basis.

Event income is accounted for in the year in which the event is held.

Interest receivable is accounted for on an accruals basis.

Expenditure
All expenditure is accounted for on an accruals basis and is inclusive of irrecoverable VAT. Expenditure is recognised when there is a legal or constructive obligation to make payments to third parties, it is probable that settlement will be required and the obligation can be measured reliably.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

2. ACCOUNTING POLICIES - continued

Expenditure
As described in the Report of the Trustees, the Charity's principal activity is the support of people with mental and physical health difficulties, including those with special needs, through the development of skills and work placement training. All costs incurred in the training and development of these skills are allocated between cost of raising funds, direct charitable expenditure and support costs.

Expenditure is classified under the following activity headings:

- Costs of raising funds, comprising the costs relating to donations, grants and their associated support costs.

- Expenditure on charitable activities, comprising the costs of delivering services and other activities undertaken to further the purposes of the charity and their associated support costs.

- Other expenditure, comprising those items not falling into any other heading.

Allocation of support costs
Support costs are those costs which assist the work of the charity but are not directly related to charitable activities. Support costs include general property maintenance, insurance, salaries and administrative expenses. These costs are allocated between costs of raising funds and provision of training and activities on the following basis:

	Basis of allocation:
Property and general maintenance	Square footage
Insurance	Payroll (FTE)
General salaries, recruitment and pension costs	Payroll (FTE)
Administrative costs	Payroll (FTE)

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- Straight line over 3 years
Motor vehicles	- Straight line over 5 years

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation
The Charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

3. DONATIONS AND LEGACIES

	31.3.22	31.3.21
	£	£
Donations	166,789	157,145
Grants	287,102	473,153
	453,891	630,298

Grant income is as follows:

	Unrestricted	Restricted	Total 31.3.22	Total 31.3.21
	£	£	£	£
Grants received - donations and legacies (as above)	130,160	156,942	287,102	473,153
Grants received - provision of training and activities (note 6)	20,000	237,545	257,545	137,060
	£150,160	£394,487	£544,647	£610,213

Details of restricted grant income are given in note 19 to these accounts.

Details of unrestricted grant income are as follows:

	31.3.22	31.3.21
	£	£
Four Acre Trust	10,000	25,000
Garfield Weston Foundation	25,000	30.000
The Edward Gostling Foundation	25,000	10,000
Surrey County Council	-	50,000
Guildford Borough Council	20,000	25,000
Job Retention Scheme Grant	-	15,161
Kickstart Grants - Salary	21,910	-
Other < £10,000	48,250	100,780
	£150,160	£255,941

4. OTHER TRADING ACTIVITIES

	31.3.22	31.3.21
	£	£
Miscellaneous income	1,457	768
Training and counsellor supervision fees	28,401	15,383
	29,858	16,151

continued...

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

5. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Rents received	14,400	13,730
Deposit account interest	239	103
	14,639	13,833

6. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.22	31.3.21
		£	£
Development and training projects	Provision of training and activities	113,089	170,890
Grants	Provision of training and activities	257,545	137,060
		370,634	307,950

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 8)	Totals
	£	£	£
Raising funds	95,982	45,917	141,899
Provision of training and activities	427,471	321,851	749,322
	523,453	367,768	891,221

8. SUPPORT COSTS

	Management
	£
Raising funds	45,917
Provision of training and activities	321,851
	367,768

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

8. SUPPORT COSTS - continued

Support costs, included in the above, are as follows:

	Raising funds £	Provision of training and activities £	31.3.22 Total activities £	31.3.21 Total activities £
General salaries, recruitment and pension costs	25,314	128,458	153,772	132,190
Property and general maintenance	5,290	100,506	105,796	99,561
Insurance	1,044	5,297	6,341	5,644
Advertising	-	-	-	74
Administrative costs	14,269	87,590	101,859	53,567
	45,917	321,851	367,768	291,036

In the year ended 31 March 2021, the policy for allocation of support costs was not followed. The total support costs of £291,036 were all allocated to 'Provision of training and activities' and no allocation was made to 'Raising funds'. Had the policy been applied, the allocation would have been as follows:

	£
Raising funds	33,574
Provision of training and activities	257,462
	291,036

The error was not deemed to have a material impact on the accounts, therefore no prior year adjustment has been made.

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.22 £	31.3.21 £
Depreciation - owned assets	14,702	12,546
Surplus on disposal of fixed assets	(977)	-

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

10. TRUSTEES' REMUNERATION AND BENEFITS

The Trustees did not receive any remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

The total remuneration paid to Key Management Personnel, including Employer's National Insurance, was £58,918 (2021: £59,113). Retirement benefits are accruing for one member of Key Management Personnel (2021: one).

Trustees' expenses

The Charity purchased Directors and Officers Insurance for the benefit of the Trustees at a cost of £1,036 (2021: £1,020).
A Trustee was reimbursed £200 for a recruitment advert placed on behalf of the Charity.

11. STAFF COSTS

	2022	2021
	£	£
Salaries	554,769	463,365
Employer's National Insurance	36,013	30,022
Pension	10,390	8,820
Recruitment	10,230	1,564
	£611,402	£503,771

Staff costs are allocated between activities as follows:

	2022	2021
	£	£
Raising funds	89,426	78,627
Provision of training and activities	368,204	292,709
Support costs	153,772	132,435
	£611,402	£503,771

The average monthly number of employees during the year was as follows:

	31.3.22	31.3.21
Staff	35	30

No employees received emoluments in excess of £60,000.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	398,500	231,798	630,298
Charitable activities			
Provision of training and activities	116,790	191,160	307,950
Other trading activities	16,151	-	16,151
Investment income	13,833	-	13,833
Total	545,274	422,958	968,232
EXPENDITURE ON			
Charitable activities			
Raising funds	76,264	12,929	89,193
Provision of training and activities	279,856	357,946	637,802
Other	2,400	-	2,400
Total	358,520	370,875	729,395
Net gains on investments	351	-	351
NET INCOME	187,105	52,083	239,188
Transfers between funds	22,933	(22,933)	-
Net movement in funds	210,038	29,150	239,188
RECONCILIATION OF FUNDS			
Total funds brought forward	161,236	57,541	218,777
TOTAL FUNDS CARRIED FORWARD	371,274	86,691	457,965

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

13. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 April 2021	114,767	67,270	182,037
Additions	17,413	-	17,413
Disposals	(1,199)	-	(1,199)
At 31 March 2022	130,981	67,270	198,251
DEPRECIATION			
At 1 April 2021	101,011	67,270	168,281
Charge for year	14,702	-	14,702
Eliminated on disposal	(799)	-	(799)
At 31 March 2022	114,914	67,270	182,184
NET BOOK VALUE			
At 31 March 2022	16,067	-	16,067
At 31 March 2021	13,756	-	13,756

14. FIXED ASSET INVESTMENTS

	Shares in group undertakings £	Listed investments £	Totals £
MARKET VALUE			
At 1 April 2021	1	100,351	100,352
Additions	-	100,000	100,000
Revaluations	-	13,095	13,095
At 31 March 2022	1	213,446	213,447
NET BOOK VALUE			
At 31 March 2022	1	213,446	213,447
At 31 March 2021	1	100,351	100,352

There were no investment assets outside the UK. Cost or valuation at 31 March 2022 is represented by:

	Shares in group undertakings £	Listed investments £	Totals £
Valuation in 2022	1	213,446	213,447

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

14. FIXED ASSET INVESTMENTS - continued

If the listed investments had not been revalued they would have been included at the following historical cost:

	31.3.22	31.3.21
	£	£
Cost	200,000	100,000

The listed investments were valued on an open market basis on 31 March 2022 by Charities Ethical Investment Fund.

The company's investments at the balance sheet date in the share capital of companies include the following:

Oakleaf Enterprise Trading Limited
Registered office: 101 Walnut Tree Close, Guildford, Surrey, England, GU1 4UQ
Nature of business: Dormant company

Class of share:	% holding
Ordinary £1	100

	31.3.22	31.3.21
	£	£
Aggregate capital and reserves	1	1

15. STOCKS

	31.3.22	31.3.21
	£	£
Stocks	3,189	-

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	29,666	8,913
Other debtors	9,205	-
VAT	-	2,086
Prepayments and accrued income	38,873	28,246
	77,744	39,245

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	27,672	33,627
Social security and other taxes	8,833	9,613
VAT	2,973	-
Credit balances on trade debtors	1,460	1,803
Amounts owed to subsidiary	1	1
Accruals and deferred income	134,166	4,600
	175,105	49,644

18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.22	31.3.21
	£	£
Within one year	62,345	83,127
Between one and five years	-	20,782
	62,345	103,909

The operating lease commitments relate to a lease for the charity's premises. The lease began on 1 September 2018, with a non-cancellable period of 3 years, followed by a 9 month rolling break clause. The operating lease commitments shown above reflect the minimum payments due for the 9 month rolling break clause in the current year.

The rent costs charged to the Statement of Financial Activities in the year ended 31 March 2022 were £83,127 (2021: £75,540).

continued...

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	371,274	(4,894)	-	366,380
Restricted funds				
Fund for IT Manager post	16,800	(16,800)	-	-
Community Foundation for Surrey - Burnett Music fund	6,527	(4,287)	-	2,240
Other < £10,000 each	47,684	9,086	(1,797)	54,973
Fund for Virtual Support Co-ordinator post	7,097	(8,894)	1,797	-
Fund for Business Manager post	3,333	(3,333)	-	-
Fund for Counselling Co-ordinator post	5,250	(5,250)	-	-
Social Enterprise Support Fund	-	8,113	-	8,113
Community Foundation for Surrey - Surrey Heartlands NHS Charities	-	1,225	-	1,225
Fund for IT department costs	-	6,000	-	6,000
Worshipful Company of Information Technologists' Charity	-	1,307	-	1,307
Community Foundation for Surrey - Mamie Mallon Community Fund	-	3,600	-	3,600
Community Foundation for Surrey - Surrey Supported Employment fund	-	3,000	-	3,000
	86,691	(6,233)	-	80,458
TOTAL FUNDS	457,965	(11,127)	-	446,838

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	456,548	(474,537)	13,095	(4,894)
Restricted funds				
Fund for IT Manager post	-	(16,800)	-	(16,800)
Community Foundation for Surrey - Burnett Music fund	-	(4,287)	-	(4,287)
Catalyst - Safe Haven Project	56,500	(56,500)	-	-
Fund for Upholstery Trainer posts	11,467	(11,467)	-	-
Other < £10,000 each	75,358	(66,272)	-	9,086
National Lottery Community Fund	87,606	(87,606)	-	-
Fund for Virtual Support Co-ordinator post	-	(8,894)	-	(8,894)
Fund for Business Manager post	-	(3,333)	-	(3,333)
Fund for Counselling Co-ordinator post	17,333	(22,583)	-	(5,250)
Catalyst - Community Connections project	55,000	(55,000)	-	-
Social Enterprise Support Fund	9,931	(1,818)	-	8,113
Fund for Horticulture costs (Zurich)	20,000	(20,000)	-	-
OAH social enterprise fund	20,007	(20,007)	-	-
YASH set up fund	10,000	(10,000)	-	-
Community Foundation for Surrey - Surrey Heartlands NHS Charities	18,621	(17,396)	-	1,225
Fund for IT department costs	10,000	(4,000)	-	6,000
Worshipful Company of Information Technologists' Charity	3,550	(2,243)	-	1,307
Community Foundation for Surrey - Mamie Mallon Community Fund	3,600	-	-	3,600
H R Taylor Charitable Trust - Everyone Choir	1,000	(1,000)	-	-
Community Foundation for Surrey - Allianz/Dancer	8,978	(8,978)	-	-
Prince of Wales' Charitable Foundation - Horticulture	1,500	(1,500)	-	-
Community Foundation for Surrey - Surrey Supported Employment fund	3,000	-	-	3,000
	413,451	(419,684)	-	(6,233)
TOTAL FUNDS	869,999	(894,221)	13,095	(11,127)

continued...

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	161,236	187,105	22,933	371,274
Restricted funds				
Fund for Fundraising & Partnership post	2,500	(2,500)	-	-
Fund for IT Manager post	16,181	619	-	16,800
Community Foundation for Surrey - Burnett Music fund	8,797	(2,270)	-	6,527
Other < £10,000 each	30,063	40,554	(22,933)	47,684
Fund for Virtual Support Co-ordinator post	-	7,097	-	7,097
Fund for Business Manager post	-	3,333	-	3,333
Fund for Counselling Co-ordinator post	-	5,250	-	5,250
	57,541	52,083	(22,933)	86,691
TOTAL FUNDS	218,777	239,188	-	457,965

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	545,274	(358,520)	351	187,105
Restricted funds				
Fund for Fundraising & Partnership post	-	(2,500)	-	(2,500)
Fund for IT Manager post	22,400	(21,781)	-	619
Guildford Borough Council	20,000	(20,000)	-	-
Fund for Horticulture costs	10,000	(10,000)	-	-
Community Foundation for Surrey - Burnett Music fund	-	(2,270)	-	(2,270)
Catalyst - Safe Haven Project	56,500	(56,500)	-	-
The Community Foundation for Surrey - Client Services core costs	25,000	(25,000)	-	-
Other < £10,000 each	124,158	(83,604)	-	40,554
National Lottery Community Fund	26,500	(26,500)	-	-
Fund for Virtual Support Co-ordinator post	15,840	(8,743)	-	7,097
Fund for Business Manager post	20,000	(16,667)	-	3,333
Fund for Counselling Co-ordinator post	10,500	(5,250)	-	5,250
Community Foundation for Surrey - Counselling costs	10,000	(10,000)	-	-
Catalyst - Community Connections project	55,000	(55,000)	-	-
Social Enterprise Support Fund	27,060	(27,060)	-	-
	422,958	(370,875)	-	52,083
TOTAL FUNDS	968,232	(729,395)	351	239,188

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20	Net movement in funds	Transfers between funds	At 31.3.22
	£	£	£	£
Unrestricted funds				
General fund	161,236	182,211	22,933	366,380
Restricted funds				
Fund for Fundraising & Partnership post	2,500	(2,500)	-	-
Fund for IT Manager post	16,181	(16,181)	-	-
Community Foundation for Surrey - Burnett Music fund	8,797	(6,557)	-	2,240
Other < £10,000 each	30,063	49,640	(24,730)	54,973
Fund for Virtual Support Co-ordinator post	-	(1,797)	1,797	-
Social Enterprise Support Fund	-	8,113	-	8,113
Community Foundation for Surrey - Surrey Heartlands NHS Charities	-	1,225	-	1,225
Fund for IT department costs	-	6,000	-	6,000
Worshipful Company of Information Technologists' Charity	-	1,307	-	1,307
Community Foundation for Surrey - Mamie Mallon Community Fund	-	3,600	-	3,600
Community Foundation for Surrey - Surrey Supported Employment Fund	-	3,000	-	3,000
	57,541	45,850	(22,933)	80,458
TOTAL FUNDS	218,777	228,061	-	446,838

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,001,822	(833,057)	13,446	182,211
Restricted funds				
Fund for Fundraising & Partnership post	-	(2,500)	-	(2,500)
Fund for IT Manager post	22,400	(38,581)	-	(16,181)
Guildford Borough Council	20,000	(20,000)	-	-
Fund for Horticulture costs	10,000	(10,000)	-	-
Community Foundation for Surrey - Burnett Music fund	-	(6,557)	-	(6,557)
Catalyst - Safe Haven Project	113,000	(113,000)	-	-
Fund for Upholstery Trainer posts	11,467	(11,467)	-	-
The Community Foundation for Surrey - Client Services core costs	25,000	(25,000)	-	-
Other < £10,000 each	199,516	(149,876)	-	49,640
National Lottery Community Fund	114,106	(114,106)	-	-
Fund for Virtual Support Co-ordinator post	15,840	(17,637)	-	(1,797)
Fund for Business Manager post	20,000	(20,000)	-	-
Fund for Counselling Co-ordinator post	27,833	(27,833)	-	-
Community Foundation for Surrey - Counselling costs	10,000	(10,000)	-	-
Catalyst - Community Connections project	110,000	(110,000)	-	-
Social Enterprise Support Fund	36,991	(28,878)	-	8,113
Fund for Horticulture costs (Zurich)	20,000	(20,000)	-	-
OAH social enterprise fund	20,007	(20,007)	-	-
YASH set up fund	10,000	(10,000)	-	-
Community Foundation for Surrey - Surrey Heartlands NHS Charities	18,621	(17,396)	-	1,225
Fund for IT department costs	10,000	(4,000)	-	6,000
Worshipful Company of Information Technologists' Charity	3,550	(2,243)	-	1,307
Community Foundation for Surrey - Mamie Mallon Community Fund	3,600	-	-	3,600
H R Taylor Charitable Trust - Everyone Choir	1,000	(1,000)	-	-
Community Foundation for Surrey - Allianz/Dancer	8,978	(8,978)	-	-
Prince of Wales' Charitable Foundation - Horticulture	1,500	(1,500)	-	-
Community Foundation for Surrey - Surrey Supported Employment fund	3,000	-	-	3,000
	836,409	(790,559)	-	45,850
TOTAL FUNDS	1,838,231	(1,623,616)	13,446	228,061

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

The purpose of each current year restricted fund is as follows:

Fund for IT Manager Post
Previously referred to as 'Lloyds Bank Foundation for England and Wales'. Providing IT training to clients.

Community Foundation for Surrey - Burnett Music fund
Everyone choir.

Catalyst - Safe Haven Project
Drop-in crisis centre.

Fund for Upholstery Trainer posts
Previously referred to as 'Worshipful Company of Drapers'. Providing upholstery training to clients.

National Lottery Community Fund
Pathways to work project. Helping clients back into employment.

Fund for Virtual Support Co-ordinator post
Previously referred to as 'MIND - Govt support'. Providing online support activities.

Fund for Business Manager post
Previously referred to as 'The Community Foundation for Surrey - Business Manager'. Managing Oakleaf's social enterprises.

Fund for Counselling Co-ordinator post
Previously referred to as 'The Henry Smith Charity'.

Catalyst - Community Connections Project
Mental health and emotional wellbeing activities.

Social Enterprise Support Fund
Previously referred to as 'UnLtd- The Inclusive Recovery Fund grant'. Funding costs of Oakleaf's social enterprises.

Fund for Horticulture costs (Zurich)
Funding Horticulture team costs.

OAH social enterprise fund
Funding Oakleaf at Home social enterprise.

YASH set up fund
Setting up Young Adult Safe Haven. Drop-in crisis centre for 18-25 year-olds.

Community Foundation for Surrey - Surrey Heartlands NHS Charities
Funding for Outreach Leader post.

Fund for IT department costs
Providing IT training to clients.

Worshipful Company of Information Technologists' Charity
Funding for IT equipment, licences and client qualifications.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

Community Foundation for Surrey - Mamie Mallon Community Fund
Funding for BAME support group.

H R Taylor Charitable Trust - Everyone Choir
Funding for Everyone choir.

Community Foundation for Surrey - Allianz/Dancer
Setting up Young Adult Safe Haven. Drop-in crisis centre for 18-25-year-olds.

Prince of Wales' Charitable Foundation - Horticulture
Funding for Horticulture costs.

Community Foundation for Surrey - Surrey Supported Employment fund
Supporting clients back into employment.

Transfers between funds

There was a transfer made between restricted funds, from the fund 'Other < £10,000 each' to 'Fund for Virtual Support Co-ordinator post'. This was to combine two related grants received from the same organisation and for the same use.

20. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022 other than those concerning Trustees and Key Management Personnel disclosed in note 10 to these accounts.

21. INDEPENDENT EXAMINER'S FEES

	31.3.22 £	31.3.21 £
Independent Examiner's fees:		
For Independent Examination	1,200	1,200
For accountancy services	1,800	1,200
	£3,000	£2,400

Detailed Statement of Financial Activities for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	166,789	157,145
Grants	287,102	473,153
	453,891	630,298
Other trading activities		
Miscellaneous income	1,457	768
Training and counsellor supervision fees	28,401	15,383
	29,858	16,151
Investment income		
Rents received	14,400	13,730
Deposit account interest	239	103
	14,639	13,833
Charitable activities		
Development and training projects	113,089	170,890
Grants	257,545	137,060
	370,634	307,950
Other income		
Gain on sale of tangible fixed assets	977	-
Total incoming resources	869,999	968,232
EXPENDITURE		
Charitable activities		
Salaries	457,630	376,644
Direct costs	16,665	17,008
Client activity costs	27,899	19,576
Marketing	6,557	10,185
Depreciation of tangible fixed assets	14,702	12,546
	523,453	435,959
Other		
Independent Examiner's fee	3,000	2,400

Detailed Statement of Financial Activities for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
Support costs		
Management		
General salaries, recruitment and pension costs	153,772	132,190
Property and general maintenance	105,796	99,561
Insurance	6,341	5,644
Advertising	-	74
Administrative costs	101,859	53,567
	367,768	291,036
Total resources expended	894,221	729,395
Net (expenditure)/income before gains and losses	(24,222)	238,837
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	13,095	351
Net (expenditure)/income	(11,127)	239,188

OAKLEAF ENTERPRISE

England & Wales - Charity number 1064524

Accounts

REGISTERED COMPANY NUMBER: 03388671 (England and Wales)
REGISTERED CHARITY NUMBER: 1064524

Report of the Trustees and

Unaudited Financial Statements

for the Year Ended 31 March 2021

for

Oakleaf Enterprise

A J Bennewith FCA, FCPA, FFA, FFTA,
FIPA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Oakleaf Enterprise

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Oakleaf Enterprise

Chair's Statement
for the Year Ended 31 March 2021

As I wrote last year's statement the full impact of the pandemic was just starting to emerge. Oakleaf had switched fully to an online service delivery mechanism across all of its client facing activities and training activities had to be suspended as face-to-face contact had to be stopped for a while. This was a huge achievement and over a very short period the creativity and commitment of the staff saw clients receive the support they needed and in a way that suited them. Feedback from our clients has been amazing with many commenting on how the 1-2-1 catch-up phone calls were keeping them going in what for them was a highly anxious and isolating time. Online activities provided a much needed positive distraction from what was an otherwise pretty lonely existence for many of our clients. Our online activities were also accessed by people beyond our normal reach. Word spread and people who lived outside of Oakleaf's normal catchment area started to access our online activities. Something that could not have been achieved using normal methods.

Our fundraising team has been amazing as have our regular financial supporters. The financial year saw the highest level of fundraising in Oakleaf's history. This was in spite of fundraising events being cancelled, many of our regular corporate supporters were able to donate. Many donors recognised the importance of supporting the mental health of the vulnerable members of our society as well as giving support to those more acutely impacted by the pandemic and this enabled Oakleaf's fundraisers to secure significant grants.

The board has been working closely with the CEO and his management team during this time to assess how best these increased funds can be invested to deliver the benefits to the increasing client base needs and to meet the intentions of our donors. The results have been an increase in counselling provision; the design and implementation of a new social enterprise that utilises the creativity of our many talented artistic clients and supports our clients as they look to return to the workplace; and the emergence of a new project to prepare our clients for future employment.

Our technology platform has also been significantly improved so that as we move forward we can offer a broader mix of online and face –to-face services. Many of our clients sit in the part of society that could potentially be excluded from the online world. Oakleaf has been able to provide them with the means to stay connected and thereby access the services they need.

I have been immensely proud of Oakleaf staff over this past year. The client base has increased significantly but so has the ability of the team to respond. They have worked tirelessly to support clients and ensure that no one is left isolated. Despite having been virtual for much of the year the Oakleaf community is stronger than ever and this is entirely due to the dedication of our staff. Oakleaf is emerging from the pandemic with a broader range of services for our clients delivered across both virtual and physical channels and whilst the pandemic is something that none of us wish to see repeated it has given rise to changes that have made Oakleaf stronger. I look forward to seeing Oakleaf build on these changes as we move through 2021 and into 2022.

Lorraine Andrews
Chairman

Chief Executive's Report
for the Year Ended 31 March 2021

Perhaps like every organisation across the world, it is appropriate first to recognise the overall impact of the global pandemic. I am proud that as an organisation Oakleaf has fared remarkably well; we reacted quickly and effectively to safeguard all our clients, volunteers and staff. All who could work from home did so immediately and many activities and opportunities for client engagement were transferred online. Thanks to the dedication of our staff this happened swiftly. Alongside this, we launched strategies to ensure that all clients were supported and contacted regularly by our committed Client Services team. This proved crucial for many clients who were isolated, scared, depressed, anxious, and lonely. The team delivered exceptional levels of support with many hundreds of calls being made every month, vital lifelines for Oakleaf clients.

Following the first lockdown our referrals increased dramatically, at one point seeing a rise of over 60% on the previous year. Eventually this did slow down, with averages levelling out. We saw many people in crisis, needing support, but as a 'new normal' emerged and referral agencies returned to standard practices we ended the year with over 380 clients on our books, our highest level yet.

To help clients without IT connectivity, we raised funds for new laptops and secured donations for refurbished units. Recognising that Events, Corporate and Community funding were all being severely impacted by Covid, our fundraising staff undertook a massive effort over many months, repeatedly burning the midnight oil to secure vital core funds.

Clients were supported by our wellbeing activity programme, plus one-to-one support through counselling and, where possible, vocational training. Due to social distancing requirements, our three training departments had to cease delivering in person activities for varying lengths of time, with our Upholstery department being closed for the longest period. We were pleased that we could continue IT training remotely. Although having to restrict numbers, we were able to provide training and support throughout most of the lockdown periods for our gardening clients, which I know was hugely appreciated.

Despite transforming the way we supported our clients, we still saw a substantial increase in engagement. We delivered 144 additional activities from the previous year and increased individual client engagement from 5,006 to 7,642 attendances. Given the heightened levels of stress, anxiety and adaptation to new ways of working, I feel this is an incredible achievement and one of which I am proud.

Many lessons have been learnt over the past year, most of which were positive, particularly regarding the way our wellbeing services have been delivered. We have switched many activities to online formats enabling greater flexibility for client attendance, particularly for people with transport issues or caring responsibilities. We were mindful that we did not want to create greater isolation for individuals through remote engagement, but saw that with other elements of support we could help overcome this. Taking this learning forward to a post pandemic world, we will continue with a "blended approach", combining both in-person and remote training and wellbeing activities. We have invested in technology to enable groups to run in-person, whilst simultaneously streaming live through video conferencing facilities, alongside remote real-time engagement.

Coinciding with the start of the first lockdown, we launched our enhanced counselling project. This new service (built from a relatively small team of eight, working Monday to Friday), increased to 22 counsellors, with additional appointments being offered five evenings a week and Saturday mornings. We recruited a dedicated Counselling Co-ordinator who now oversees the project, managing the team, liaising with training providers and external supervisors and recruiting new counsellors. Our timing was fortuitous as cases of anxiety and depression rose dramatically alongside Covid. This need for counselling is unlikely to decrease in the future and we are pleased to have expanded our provision just as it is needed most.

In many ways it has been an extraordinary year, one which has changed the way we will work forever and much of this can be seen to be a positive. The potential for more clients to engage with our service has grown considerably, with the majority adopting new ways of working through technology. We remain, of course, mindful that face-to-face contact will always be preferable whenever possible, but we embrace these new opportunities.

Chief Executive's Report
for the Year Ended 31 March 2021

2021 and Beyond

We are confident that the expansion and development of our counselling service will continue. We aim to build upon our success adding further counsellors with more experience, enabling us to allocate more complex cases more easily. We will continue to measure success of the client journey through our entry and exit questionnaires, illustrating positive progress and development. We are also exploring accreditation with the British Association of Counselling and Psychotherapy which would be a positive progression for Oakleaf.

We have been investigating how to expand our social enterprise activities, to diversify our income streams and provide meaningful employment for more clients. The outcome of our research is the imminent launch of a new enterprise called "Oakleaf at Home". This new project will focus on soft furnishings and homeware, featuring designs by our clients. The range will include cushions, coasters, make-up bags, tea towels etc. with many being produced in-house by our existing upholstery trainers and clients who will ultimately be employed by the project.

We are delighted that we commenced a new project in May 2021, entitled 'Pathways to Work' which is funded by the National Lottery Community Fund. It focuses on providing our clients with the key skills and support required to gain mainstream employment. In addition to enabling clients to find work, we also provide ongoing support (if required) ensuring their employment is maintained. We recruited two new specialist employment workers for this project and early signs are that clients are starting to benefit from this specialist intervention. I shall look forward to reporting further on this in next year's report.

Looking slightly further ahead into 2022, we are very excited that we will be celebrating our 25th anniversary. We have already started developing plans to mark this momentous occasion and value the opportunity to bring Oakleaf to the attention of many more individuals and organisations.

So much of the work we undertake and the programmes we deliver would not be possible without the enormous generosity of so many individuals and organisations. Without their financial support, we would not be able to work with the high number of some of the most disadvantaged individuals in Surrey. Likewise, we are reliant on the valuable input which so many volunteers give to Oakleaf, helping across all our departments and wellbeing activities. We are extremely grateful for everything they do. I would like to give a heartfelt thank you to everyone who has made our vital work possible, especially over the past challenging year.

At the point of writing this report it is impossible to know how much longer the direct impact of Covid will last, but it is abundantly clear that the negative impact on mental health will be felt well into the future. We have already seen an increase in our referrals and overall attendance, but the raised levels of anxiety, stress, depression, and decreased entry level employment opportunities are going to be felt for the foreseeable future. This leads me to conclude that the need for our service is possibly more important now than it has ever been.

Clive Stone, Chief Executive Officer

Report of the Trustees for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objects of the charity are to support people with mental health problems, physical disabilities and special needs. The main activities undertaken in relation to these objectives are:

- to offer a range of occupational based activities leading to increased confidence and the potential to acquire and sustain employment.
- to provide the opportunity to participate in a supportive work environment with a variety of vocational training applications.
- to devise with each client a personal development program.
- the provision of a wide range of Wellbeing activities which encompass physical and mental health needs
- to provide advice and support for those accessing further educational opportunities and/or work placement training. Teaching CV writing, job search skills, personal presentation, interview techniques and the development of employment applications.

The Trustees are satisfied that these activities are carried out for public benefit, having due regard for the guidance given by the Charity Commission.

Objectives and Outcomes

Oakleaf's primary objective is worded within the context of their mission statement i.e. "We work to foster confidence and reduce social isolation by actively training, engaging and supporting individuals with mental ill-health to empower them to participate as active members of society."

Public benefit

Oakleaf as a charity registered with the Charity Commission, gives due regard to public benefit and considers that the range and volume of activities it provides and reflected in this report meet the requirements of Public Benefit. Such activities and training are accessible and available, especially for those who may be considered as living within poverty or suffering from a disability (specifically poor mental health).

ACHIEVEMENT AND PERFORMANCE

Financial Headlines including overview of Fundraising

With so many rising costs around us and the desire to provide greater level of support for our clients across an ever growing range of activities, I am delighted to report that we have managed to secure a comfortable surplus for the financial year. Generally, our costs are very well managed and pretty much track accurate forecasting, the challenge often lies in predicting income. We of course have history to look back upon and this proves to be beneficial in the income generated through our social enterprise activities, the greater challenge lies with predicting fundraising income. Nonetheless, with increased resources this income stream proved to be very successful.

Incoming resources for the year rose to £968,232 (2020 - 802,295) as a result of an increase in income from all sources.

A full breakdown of costs is provided later in this report but the headline net expenditure figure for the year was £729,395 (2020 - £706,228). This increase is a result of higher levels of activity which the additional income has allowed us to provide for clients. However, we have been successful in securing additional funding and controlling costs thereby resulting in a surplus for the year of £239,188 (2020 - £96,067).

Report of the Trustees
for the Year Ended 31 March 2021

FINANCIAL REVIEW

Reserves policy

The charity operates a reserves policy which aims to meet six months of running costs. Any capital requirements are always met through grants and as such would be delayed until ring fenced funds were identified. The fund at the end of the year stood at £457,965 (2020: £218,777).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Oakleaf Enterprise is registered as a company limited by guarantee (Company No. 03388671) and with the Charities Commission (Registration No. 1064524). The charity initially adopted its Memorandum and Articles of Association in accordance with the Companies Act 1985, as its governing document, when it was incorporated on 18 June 1997. The most recent Articles of Association were adopted by special resolutions on 23 May 2016. In the event of the charity being wound up, members will be required to contribute a sum not exceeding £1 per member.

Recruitment and appointment of new trustees

All new trustees are welcomed into the organisation and an induction programme is facilitated where they spend time with each department lead, to gain a greater understanding of how front-line services are delivered. Further insight is provided into all back-office facilities including fundraising and marketing. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individual involved.

Organisational structure

The charity is managed by its board of trustees. The trustees are also members of the charitable company. The maximum number of members of the charitable company is one hundred.

The trustees of the charity are also directors for the purpose of company law. At each Annual General Meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third must retire from office. The directors to retire by rotation shall be those who have been longest in the office since their last appointment. If any directors became or were appointed directors on the same those to retire shall (unless otherwise agreed among themselves) be determined by lot.

The board of trustees seeks to recruit its members to balance various skills required to manage the charity. All prospective Trustees are recruited through the organisation's Trustee Recruitment Policy. Traditional business skills are required as well as an understanding of disability and the effects it can have on those trying to gain an equal and valued place in society.

The board has the power at any time to appoint any person to be a trustee, either to fill a casual vacancy or in addition to the existing trustees, but so that the total number of Trustees shall not at any time exceed fifteen, being the number fixed in accordance with the Articles of the charitable company.

Risk management

The trustees are aware of their responsibilities under SORP 2015 (FRS102). They maintain a risk register for the charity and regularly review (at least annually) the risks that the charity faces. The trustees have put in place a number of policies and procedures for the charity's activities. These policies and procedures are reviewed on an annual basis.

At the time of this report, the trustees perceive the principal risks and uncertainties that the charity faces are:

(1) Funding: the trustees aim to ensure that the charity has at least six months' work of financial reserves in order to finance its activities. Management accounts are considered at each board meeting, in addition they also review a funding report of donations and grants received, applications for grants made and anticipated donations to be received and the likelihood of them being received.

Report of the Trustees
for the Year Ended 31 March 2021

Risk management Continued

(2) Guildford site: a significant part of the charity's activities are conducted from its Guildford site (Walnut Tree Close), although this has been lessened by making some activities online. This site is leased and, as from 1 October 2021, either the landlord or the charity can give nine months' notice to terminate the lease. The duration of the lease has recently been extended until 30 June 2026, so the charity can take some comfort that the landlord's current intention is not to terminate the lease for the foreseeable future. However, there still remains a risk that the charity may need to seek alternative premises for its activities. The trustees keep under review the property needs for the charity and keep a watching brief of new properties becoming available in the Guildford area.

(3) Key staff: the charity is dependent on key staff, in particular the CEO. The trustees have created a schedule listing the principal responsibilities and activities of the CEO and assigning them amongst themselves who will oversee such responsibilities and activities in the event that the CEO becomes unable to perform his duties for a significant period. With the recent appointment of the new Business Manager, whose remit is to act as the CEO's deputy in time, this risk is reducing.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03388671 (England and Wales)

Registered Charity number
1064524

Registered office
101 Walnut Tree Close
Guildford
Surrey
GU1 4UQ

Trustees
Lorraine Andrews: Chair
Philip Bevan
Azam Cullasy: Treasurer
Aileen Feeney
Mark Harrison
James Kindell
Angela Goodwin (appointed 18.05.20)
Richard Maybury (appointed 18.05.20)
Nicola Bartlett (resigned 20.09.21)
David Wright (resigned 03.08.21)

CEO
Clive Stone

Company Secretary
James Kindell

Independent Examiner
A J Bennewith FCA, FCPA, FFA, FFTA,
FIPA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey, GU1 4QU

Report of the Trustees
for the Year Ended 31 March 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Solicitors
Moore Barlow LLP
The Oriel
Sydenham Road
Guildford
Surrey, GU1 3SR

Bankers
Metro Bank Plc
1 Southampton Row
London
WC1B 5HA

Approved by order of the board of trustees on 14.10.21 and signed on its behalf by:

Lorraine Andrews 14.10.21
Lorraine Andrews - Trustee

Independent Examiner's Report to the Trustees of Oakleaf Enterprise

Independent examiner's report to the trustees of Oakleaf Enterprise ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

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 charity'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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered 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:

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.

A J Bennewith FCA, FCPA, FFA, FFTA,
FIPA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Date: 14 October 2021

Statement of Financial Activities for the Year Ended 31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	398,500	231,798	630,298	410,275
Charitable activities	6				
Provision of training and activities		116,790	191,160	307,950	346,100
Other trading activities	4	16,151	-	16,151	25,444
Investment income	5	13,833	-	13,833	16,600
Other income		-	-	-	3,876
Total		545,274	422,958	968,232	802,295
EXPENDITURE ON					
Charitable activities	7				
Raising funds		76,264	12,929	89,193	118,937
Provision of training and activities		279,857	357,945	637,802	584,091
Other		2,400	-	2,400	3,200
Total		358,521	370,874	729,395	706,228
Net gains on investments		351	-	351	-
NET INCOME		187,104	52,084	239,188	96,067
Transfers between funds	18	22,933	(22,933)	-	-
Net movement in funds		210,037	29,151	239,188	96,067
RECONCILIATION OF FUNDS					
Total funds brought forward		161,236	57,541	218,777	122,710
TOTAL FUNDS CARRIED FORWARD		371,273	86,692	457,965	218,777

The notes form part of these financial statements

Balance Sheet
31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	13	13,756	-	13,756	12,931
Investments	14	100,352	-	100,352	1
		114,108	-	114,108	12,932
CURRENT ASSETS					
Debtors	15	39,245	-	39,245	44,204
Cash at bank		267,565	86,691	354,256	207,438
		306,810	86,691	393,501	251,642
CREDITORS					
Amounts falling due within one year	16	(49,644)	-	(49,644)	(45,797)
NET CURRENT ASSETS		257,166	86,691	343,857	205,845
TOTAL ASSETS LESS CURRENT LIABILITIES		371,274	86,691	457,965	218,777
NET ASSETS		371,274	86,691	457,965	218,777
FUNDS	18				
Unrestricted funds				371,274	161,236
Restricted funds				86,691	57,541
TOTAL FUNDS				457,965	218,777

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

continued...

Balance Sheet - continued
31 March 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ....14.10.21..... and were signed on its behalf by:

Lorraine Andrews 14.10.21

Lorraine Andrews - Trustee

The notes form part of these financial statements

Cash Flow Statement
for the Year Ended 31 March 2021

	Notes	31.3.21 £	31.3.20 £
Cash flows from operating activities			
Cash generated from operations	1	260,089	104,679
Net cash provided by operating activities		260,089	104,679
Cash flows from investing activities			
Purchase of tangible fixed assets		(13,374)	(14,522)
Purchase of fixed asset investments		(100,000)	-
Interest received		103	513
Net cash used in investing activities		(113,271)	(14,009)
Change in cash and cash equivalents in the reporting period		146,818	90,670
Cash and cash equivalents at the beginning of the reporting period		207,438	116,768
Cash and cash equivalents at the end of the reporting period		354,256	207,438

The notes form part of these financial statements

Notes to the Cash Flow Statement for the Year Ended 31 March 2021

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.21 £	31.3.20 £
Net income for the reporting period (as per the Statement of Financial Activities)	239,188	96,067
Adjustments for:		
Depreciation charges	12,546	18,843
Losses on investments	(351)	-
Interest received	(103)	(513)
Decrease/(increase) in debtors	4,961	(5,994)
Increase/(decrease) in creditors	3,848	(3,724)
Net cash provided by operations	260,089	104,679

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.20 £	Cash flow £	At 31.3.21 £
Net cash			
Cash at bank	207,438	146,818	354,256
	207,438	146,818	354,256
Total	207,438	146,818	354,256

The notes form part of these financial statements

Notes to the Financial Statements for the Year Ended 31 March 2021

1. COMPANY STATUS

The company is limited by guarantee and has no share capital. The company is incorporated in England and Wales. The company's directors are also its trustees for the purposes of charity law. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern
The accounts have been prepared on a going concern basis. However, the nature of the charity means that forecast future income cannot be determined with any certainty, as the charity is reliant upon applications for grant funding and the trustees are aware that such grant applications are not always successful. The trustees continue to monitor the application process and to seek alternatives, should any applications prove unsuccessful.

Critical accounting judgements and key sources of estimation uncertainty
In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities which are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors which are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Income
Donations represent income from general donations. These are accounted for when received or when there is certainty that they will be received.

Grants represent income from government, other statutory bodies and charities. Grants are accounted for on an accruals basis.

Rental income is accounted for on an accruals basis.

Event income is accounted for in the year in which the event is held.

Interest receivable is accounted for on an accruals basis.

Expenditure
All expenditure is accounted for on an accruals basis and is inclusive of irrecoverable VAT. Expenditure is recognised when there is a legal or constructive obligation to make payments to third parties, it is probable that settlement will be required and the obligation can be measured reliably.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

2. ACCOUNTING POLICIES - continued

Expenditure
As described in the Report of the Trustees, the charity's principal activity is the support of people with mental and physical health difficulties, including those with special needs, through the development of skills and work placement training. All costs incurred in the training and development of these skills are allocated between cost of raising funds, direct charitable expenditure and support costs.

Expenditure is classified under the following activity headings:

- Costs of raising funds, comprising the costs relating to donations, grants and their associated support costs.

- Expenditure on charitable activities, comprising the costs of delivering services and other activities undertaken to further the purposes of the charity and their associated support costs.

- Other expenditure, comprising those items not falling into any other heading.

Allocation of support costs
Support costs are those costs which assist the work of the charity but are not directly related to charitable activities. Support costs include general property maintenance, insurance, salaries and administrative expenses. These costs are allocated between costs of raising funds and charitable activities on the following basis:

	Basis of allocation:
Property and general maintenance	Square footage
Insurance	Payroll
General salaries, recruitment and pension costs	Payroll
Administrative costs	Payroll
Depreciation	Payroll

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- Straight line over 3 years, Straight line over 4 years and Straight line over 5 years
Motor vehicles	- Straight line over 5 years

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

3. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Donations	157,145	204,435
Grants	473,153	205,840
	630,298	410,275

Grant income is as follows:

	Unrestricted	Restricted	Total 31.12.21	Total 31.3.20
	£	£	£	£
Grants received - donations and legacies (as above)	253,541	219,612	473,153	205,840
Grants received - charitable activities (note 6)	2,400	134,660	137,060	114,319
	£255,941	£354,272	£610,213	£320,159

Details of restricted grant income are given in note 18 to these accounts.

Details of unrestricted grant income are as follows:

	31.3.21	31.3.20
	£	£
Four Acre Trust	25,000	20,000
Garfield Weston Foundation	30,000	20.000
The Edward Gostling Foundation	10,000	-
Surrey County Council	50,000	-
Guildford Borough Council	25,000	-
Job Retention Scheme Grant	15,161	-
Other < £10,000	100,780	39,100
	£255,941	£79,100

4. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Miscellaneous income	768	2,989
Training and counsellor supervision fees	15,383	22,455
	16,151	25,444

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

5. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Rents received	13,730	16,087
Deposit account interest	103	513
	13,833	16,600

6. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.21 £	31.3.20 £
Development and training projects	Provision of training and activities	170,890	231,781
Grants	Provision of training and activities	137,060	114,319
		307,950	346,100

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 8)	Totals
	£	£	£
Raising funds	89,193	-	89,193
Provision of training and activities	346,766	291,036	637,802
	435,959	291,036	726,995

8. SUPPORT COSTS

	Management
	£
Provision of training and activities	291,036

Support costs, included in the above, are as follows:

	31.3.21 Provision of training and activities	31.3.20 Total activities
	£	£
General salaries, recruitment and pension costs	132,190	91,426
Property and general maintenance	99,561	90,121
Insurance	5,644	6,393
Advertising	74	-
Administrative costs	53,567	47,733
	291,036	235,673

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Depreciation - owned assets	12,549	18,843

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

The total remuneration paid to Key Management Personnel, including Employer's National Insurance, was £59,113 (2020: £57,546). Retirement benefits are accruing for one member of Key Management Personnel (2020: one).

Trustees' expenses

The charity purchased Directors and Officers Insurance for the benefit of the trustees at a cost of £1,020 (2020: £1,014). The charity also incurred expenses totalling £83 (2020: £65) for a trustees' away day.

11. STAFF COSTS

	2021	2020
	£	£
Salaries	463,365	420,494
Employer's National Insurance	30,022	27,193
Pension	8,820	7,765
Recruitment	1,564	1,564
	£502,207	£457,016

Staff costs are allocated between activities as follows:

	2021	2020
	£	£
Raising funds	78,627	77,744
Charitable activities	292,709	287,846
Support costs	130,871	91,426
	£502,207	£457,016

The average monthly number of employees during the year was as follows:

	31.3.21	31.3.20
Staff	30	28

No employees received emoluments in excess of £60,000.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	283,535	126,740	410,275
Charitable activities			
Provision of training and activities	231,781	114,319	346,100
Other trading activities	25,444	-	25,444
Investment income	16,600	-	16,600
Other income	3,876	-	3,876
Total	561,236	241,059	802,295
EXPENDITURE ON			
Charitable activities			
Raising funds	88,912	30,025	118,937
Provision of training and activities	362,155	221,936	584,091
Other	3,200	-	3,200
Total	454,267	251,961	706,228
NET INCOME/(EXPENDITURE)	106,969	(10,902)	96,067
RECONCILIATION OF FUNDS			
Total funds brought forward	54,267	68,443	122,710
TOTAL FUNDS CARRIED FORWARD	161,236	57,541	218,777

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

13. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 April 2020	101,393	67,270	168,663
Additions	13,374	-	13,374
At 31 March 2021	114,767	67,270	182,037
DEPRECIATION			
At 1 April 2020	88,462	67,270	155,732
Charge for year	12,549	-	12,549
At 31 March 2021	101,011	67,270	168,281
NET BOOK VALUE			
At 31 March 2021	13,756	-	13,756
At 31 March 2020	12,931	-	12,931

14. FIXED ASSET INVESTMENTS

	Shares in group undertakings £	Listed investments £	Totals £
MARKET VALUE			
At 1 April 2020	1	-	1
Additions	-	100,000	100,000
Revaluations	-	351	351
At 31 March 2021	1	100,351	100,352
NET BOOK VALUE			
At 31 March 2021	1	100,351	100,352
At 31 March 2020	1	-	1

There were no investment assets outside the UK.

Cost or valuation at 31 March 2021 is represented by:

	Shares in group undertakings £	Listed investments £	Totals £
Valuation in 2021	-	351	351
Cost	1	100,000	100,001
	1	100,351	100,352

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

14. FIXED ASSET INVESTMENTS - continued

If the listed investments had not been revalued they would have been included at the following historical cost:

	31.3.21	31.3.20
	£	£
Cost	100,000	-

The listed investments were valued on an open market basis on 31 March 2021 by Charities Ethical Investment Fund.

The company's investments at the balance sheet date in the share capital of companies include the following:

Oakleaf Enterprise Trading Limited
Registered office: 101 Walnut Tree Close, Guildford, Surrey, England, GU1 4UQ
Nature of business: Dormant company

Class of share:	% holding
Ordinary £1	100

	31.3.21	31.3.20
	£	£
Aggregate capital and reserves	1	1

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	8,913	12,851
Other debtors	-	3,790
VAT	2,086	-
Prepayments and accrued income	28,246	27,563
	39,245	44,204

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	33,627	26,521
Social security and other taxes	9,613	9,742
VAT	-	1,129
Other creditors	-	500
Credit balances on trade debtors	1,803	3,206
Amounts owed to subsidiary	1	1
Accruals and deferred income	4,600	4,698
	49,644	45,797

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

17. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.21	31.3.20
	£	£
Within one year	83,127	79,348
Between one and five years	20,782	103,909
	103,909	183,257

The operating lease commitments relate to a lease for the charity's premises. The lease began on 1 September 2018, with a non-cancellable period of 3 years, followed by a 9 month rolling break clause. The operating lease commitments shown above reflect the minimum payments due for the non-cancellable period of the lease.

The rent costs charged to the Statement of Financial Activities in the year ended 31 March 2021 were £75,540 (2020: £74,625).

18. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	Transfers between funds	At 31.3.21
	£	£	£	£
Unrestricted funds				
General fund	161,236	187,105	22,933	371,274
Restricted funds				
Jamma International	2,500	(2,500)	-	-
Lloyds Bank Foundation for England and Wales	16,181	619	-	16,800
Community Foundation for Surrey - Burnet Music Fund	8,797	(2,270)	-	6,527
Other < £10,000 each	30,063	40,554	(22,933)	47,684
Coronavirus Mental Health Response Fund	-	7,097	-	7,097
Community Foundation for Surrey - Business Manager	-	3,333	-	3,333
The Henry Smith Charity	-	5,250	-	5,250
	57,541	52,083	(22,933)	86,691
TOTAL FUNDS	218,777	239,188	-	457,965

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

18. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	545,274	(358,520)	351	187,105
Restricted funds				
Jamma International	-	(2,500)	-	(2,500)
Lloyds Bank Foundation for England and Wales	22,400	(21,781)	-	619
Guildford Voluntary Grants Panel (Guildford Borough Council)	20,000	(20,000)	-	-
The Robert McAlpine Foundation	10,000	(10,000)	-	-
Community Foundation for Surrey - Burnet Music Fund	-	(2,270)	-	(2,270)
Catalyst - Safe Haven	56,500	(56,500)	-	-
The Community Foundation for Surrey	25,000	(25,000)	-	-
Other < £10,000 each	124,158	(83,604)	-	40,554
National Lottery Community Fund	26,500	(26,500)	-	-
Coronavirus Mental Health Response Fund	15,840	(8,743)	-	7,097
Community Foundation for Surrey - Business Manager	20,000	(16,667)	-	3,333
The Henry Smith Charity	10,500	(5,250)	-	5,250
Community Foundation for Surrey - Counselling	10,000	(10,000)	-	-
Catalyst - Community Connections	55,000	(55,000)	-	-
UnLtd - The Inclusive Recovery Fund grant	27,060	(27,060)	-	-
	422,958	(370,875)	-	52,083
TOTAL FUNDS	968,232	(729,395)	351	239,188

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

18. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	54,267	106,969	161,236
Restricted funds			
Jamma International	4,365	(1,865)	2,500
Lloyds Bank Foundation for England and Wales	15,180	1,001	16,181
Guildford Community Grants Scheme (Guildford Borough Council)	876	(876)	-
Lockwood Charitable Foundation	7,639	(7,639)	-
Community Foundation for Surrey - Burnet Music Fund	20,000	(11,203)	8,797
Other __< £10,000 each	20,383	9,680	30,063
	68,443	(10,902)	57,541
TOTAL FUNDS	122,710	96,067	218,777

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	561,236	(454,267)	106,969
Restricted funds			
Community Connections - The Welcome Project	61,875	(61,875)	-
Jamma International	30,000	(31,865)	(1,865)
Lloyds Bank Foundation for England and Wales	21,312	(20,311)	1,001
Guildford Voluntary Grants Panel (Guildford Borough Council)	20,000	(20,000)	-
The Wates Foundation	10,000	(10,000)	-
The Robert McAlpine Foundation	10,000	(10,000)	-
Guildford Community Grants Scheme (Guildford Borough Council)	-	(876)	(876)
Lockwood Charitable Foundation	-	(7,639)	(7,639)
Community Foundation for Surrey - Burnet Music Fund	-	(11,203)	(11,203)
Other __< £10,000 each	87,872	(78,192)	9,680
	241,059	(251,961)	(10,902)
TOTAL FUNDS	802,295	(706,228)	96,067

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

18. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19	Net movement in funds	Transfers between funds	At 31.3.21
	£	£	£	£
Unrestricted funds				
General fund	54,267	294,074	22,933	371,274
Restricted funds				
Jamma International	4,365	(4,365)	-	-
Lloyds Bank Foundation for England and Wales	15,180	1,620	-	16,800
Guildford Community Grants Scheme (Guildford Borough Council)	876	(876)	-	-
Lockwood Charitable Foundation	7,639	(7,639)	-	-
Community Foundation for Surrey - Burnet Music Fund	20,000	(13,473)	-	6,527
Other < £10,000 each	20,383	50,234	(22,933)	47,684
Coronavirus Mental Health Response Fund	-	7,097	-	7,097
Community Foundation for Surrey - Business Manager	-	3,333	-	3,333
The Henry Smith Charity	-	5,250	-	5,250
	68,443	41,181	(22,933)	86,691
TOTAL FUNDS	122,710	335,255	-	457,965

continued...

18. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,106,510	(812,787)	351	294,074
Restricted funds				
Community Connections - The Welcome Project	61,875	(61,875)	-	-
Jamma International	30,000	(34,365)	-	(4,365)
Lloyds Bank Foundation for England and Wales	43,712	(42,092)	-	1,620
Guildford Voluntary Grants Panel (Guildford Borough Council)	40,000	(40,000)	-	-
The Wates Foundation	10,000	(10,000)	-	-
The Robert McAlpine Foundation	20,000	(20,000)	-	-
Guildford Community Grants Scheme (Guildford Borough Council)	-	(876)	-	(876)
Lockwood Charitable Foundation	-	(7,639)	-	(7,639)
Community Foundation for Surrey - Burnet Music Fund	-	(13,473)	-	(13,473)
Catalyst - Safe Haven	56,500	(56,500)	-	-
The Community Foundation for Surrey	25,000	(25,000)	-	-
Other < £10,000 each	212,030	(161,796)	-	50,234
National Lottery Community Fund	26,500	(26,500)	-	-
Coronavirus Mental Health Response Fund	15,840	(8,743)	-	7,097
Community Foundation for Surrey - Business Manager	20,000	(16,667)	-	3,333
The Henry Smith Charity	10,500	(5,250)	-	5,250
Community Foundation for Surrey - Counselling	10,000	(10,000)	-	-
Catalyst - Community Connections	55,000	(55,000)	-	-
UnLtd - The Inclusive Recovery Fund grant	27,060	(27,060)	-	-
	664,017	(622,836)	-	41,181
TOTAL FUNDS	1,770,527	(1,435,623)	351	335,255

The purpose of each current year restricted fund is as follows:

Community Connections - The Welcome Project
Outreach activities.

Jamma International
Wellbeing Café (ended in quarter 1) and Marketing/Fundraising post.

Lloyds Bank Foundation for England & Wales
IT Manager post.

continued...

18. MOVEMENT IN FUNDS - continued

Guildford Voluntary Grants Panel (Guildford Borough Council)
Client services salaries.

The Wates Foundation
Upholstery project.

The Robert McAlpine Foundation
IT project.

Guildford Community Grants Scheme (Guildford Borough Council)
Oakleaf choir.

Lockwood Charitable Foundation
Horticultural project.

Community Foundation for Surrey - Burnet Music Fund
Oakleaf choir.

Catalyst - Safe Haven
Safe Haven Project.

The Community Foundation for Surrey
Client services.

National Lottery Community Fund
Client services salary costs.

Coronavirus Mental Health Response Fund
Virtual Support Coordinator salary.

The Community Foundation for Surrey - Business Manager
Business Manager salary.

The Henry Smith Charity
Counselling Coordinator.

The Community Foundation for Surrey - Counselling
Counselling Coordinator.

Catalyst - Community Connections
Community Connections.

UnLtd- The Inclusive Recovery Fund grant
Upholstery social enterprise project.

Transfers between funds

The transfer from Restricted funds to Unrestricted funds is to account for fixed assets purchased with Restricted funds. The purchase of these assets was in line with the restriction. There is no restriction on the use of these assets, therefore they are shown as unrestricted in the accounts.

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021 other than those concerning trustees and Key Management Personnel disclosed in note 10 to these accounts.

20. INDEPENDENT EXAMINER'S FEES

	31.3.21	31.3.20
	£	£
Independent Examiner's fees:		
For Independent Examination	1,200	1,200
For accountancy services	1,200	2,000
	£2,400	£3,200

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	157,145	204,435
Grants	473,153	205,840
	630,298	410,275
Other trading activities		
Miscellaneous income	768	2,989
Training and counsellor supervision fees	15,383	22,455
	16,151	25,444
Investment income		
Rents received	13,730	16,087
Deposit account interest	103	513
	13,833	16,600
Charitable activities		
Development and training projects	170,890	231,781
Grants	137,060	114,319
	307,950	346,100
Other income		
Other income	-	3,876
Total incoming resources	968,232	802,295
EXPENDITURE		
Charitable activities		
Salaries	376,644	365,591
Direct costs	17,008	53,418
Client activity costs	19,576	21,299
Marketing	10,185	8,203
Depreciation of tangible fixed assets	12,546	18,844
	435,959	467,355
Other		
Independent Examiner's fee	2,400	3,200
Support costs		
Management		
General salaries, recruitment and pension costs	132,190	91,426
Carried forward	132,190	91,426

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
Management		
Brought forward	132,190	91,426
Property and general maintenance	99,561	90,121
Insurance	5,644	6,393
Advertising	74	-
Administrative costs	53,567	47,733
	291,036	235,673
Total resources expended	729,395	706,228
Net income before gains and losses	238,837	96,067
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	351	-
Net income	239,188	96,067