

Charity registration number 1071727

Company registration number 03514910 (England and Wales)

BASE 25
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

BASE 25

LEGAL AND ADMINISTRATIVE INFORMATION

Management Committee / Trustees	L Beeson	
	T Codner	
	K Evans	
	K Kanda	
	R Stokes	
	A Jarvis	
	C Jones	(Appointed 21 April 2022)
	S Linden	(Appointed 18 November 2022)
	B Hanna	(Appointed 18 November 2022)
Secretary	A Jarvis	
Charity number	1071727	
Company number	03514910	
Registered office	29 - 31 Temple Street Wolverhampton WV2 4AN	
Auditor	Azets Audit Services St Davids Court Union Street Wolverhampton West Midlands United Kingdom WV1 3JE	
Bankers	Unity Trust Bank Plc PO Box 7193 Planetary Road Willenhall United Kingdom WV1 9DG	

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

The trustees are pleased to present their report together with the financial statements of the organisation for the year ended 31 March 2023 which has been prepared to meet and fulfil the requirements of the Companies Act.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

Base 25 was founded in 1998, originally a predominantly young person-centred charity, that provides services, programmes and projects aimed at improving the lives of young people and their families. The charity has grown in both scope and size over the years and since 2020 has increased its age range to adults with identified and presenting needs, and now provides an out of hours service for those aged over 18. The young people, families and adults we serve are generally those who find it difficult to access mainstream services, particularly those who are marginalised, vulnerable, or at risk.

We seek to work with young people, families and adults in a "holistic" way, meaning that we work with the whole person and do not treat people as a series of issues or problems. A key theme that runs through our work is confidence building; enabling young people, families and adults to gain self-esteem.

We aim to empower young people, families and adults by responding directly to their needs, giving them the skills to identify pathways for making positive changes in their lives and giving them the tools to do it.

We offer bespoke and reactive services that respond to the changing needs of our clients. Rather than feeling threatened by change, we embrace it as a fundamental part of our work with young people, families and adults. As a charity and a non-statutory organisation, we are well placed to be responsive and innovative and we have received many accolades for our work. Examples of innovations that have been developed directly from our work with young people, families and adults include our work with young fathers, our work with those suffering through exposure to domestic violence, and our work with young people, families and adults around harmful sexual behaviours.

We have a key role in training and developing work with volunteers and with students on placement as well as training other professionals who work with young people, families and adults.

In the same way that our work with our clients aims to be innovative and responsive, our work with partner organisations such as local secondary schools is needs-led, and programmes are developed over a period of time leading us to be, in many cases, trusted co-partners and collaborators rather than simply preferred suppliers.

Our experience and breadth of knowledge gained over many years have led us to be a key stakeholder in developing city-wide strategy in relation to services for young people, families and adults. We regularly participate in forums to share best practices and formulate city-wide and sub-regional strategies.

Strategic overview of service

Base 25 runs a range of specialised programmes both in its venue in the centre of Wolverhampton as well as in the venues of partner organisations. These range from individual one-to-one services such as counselling based on referral or the needs of individuals; to small group work and theme-based peer education programmes, to larger scale educational programmes for young people, families and adults, as well as training programmes for fellow professionals working with young people, families and adults. We are proud of the innovative nature of our work, which has given us a reputation for working in a groundbreaking way around themes that many other organisations find difficult. Such themes include relationships, depression, bullying, family upheaval, grief, domestic violence, gender and sexual orientation and harmful sexual behaviours as well as social issues such as gun and knife crime. Programmes are developed in response to the needs of young people, families and adults, tested out, evaluated and constantly reviewed in order that we can best meet their changing needs.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

The trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities our organisation should undertake.

Services

Mi choice

During 2019-20 The local authority Wolverhampton CCG and Head Start jointly tendered to commission a new Emotional Health and Wellbeing Service for young people, families and adults aged 3 to 25. Across Wolverhampton, Base 25 have been successful in securing this contract, which has a total value of over the period of the contract just short of £1,000,000 Since having to adapt during COVID; several changes had to be made to the service which have now become part of our core offer, including green space appointments, virtual appointments and telephone support. But throughout COVID and beyond, we have maintained and increased our contact with young people and their families. Furthermore, through additional funding from Wolverhampton CCG (now The Black Country ICB), we have been able to invest in the Lamplight system, which has been successfully implemented and used to collect and monitor data which will be utilised across all aspects of Base 25 delivery.

Sanctuary Cafe

Sanctuary Cafe is now in it's second year, offering out of hours support to Wolverhampton residents over the age of 18 who are either on the verge of crisis or in significant emotional distress. The service operates as a Drop-in service.

Adult Counselling

Our Adult Counselling service complements both our Mi Choice service and Sanctuary Cafe. Enabling those who access Sanctuary Cafe long term Therapeutic Support and those who access our Mi Choice service to support young people, families and adults transitioning to adulthood.

RHSB

Our Reducing Harmful Sexualised Behaviour programme has continued to develop. Building a reputation for itself both locally and regionally with referral rates increasing month on month.

Behavioural Management

In line with RHSB above our behavioural management service has seen a growth in demand, in the main this is a spot purchase service, delivered by sessional staff, It may be worth the organisation investing in a contracted post to enable growth

Empower

This project delivers support on all aspects of exploitation experienced by young people, families and adults. Interestingly, numbers to the service have continued to increase as we would have expected, but the gender balance has changed. For nine years predominantly Empower has supported young women now, for its second year it supports equal numbers of young men.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

SAFE

Our Safe project supports those who are affected by domestic abuse and continues to see increased numbers of referral. Reflecting the Empower project above, the gender demographic for Safe has also changed over the past seven years. The Safe project has predominantly worked with young men. This is now shown change with 40% of the clients now being seen by the Safe project are girls and this trend seems to be increasing.

Detached

Our Detached teams continue to work with young people in spaces that mean something to them, away from their houses or within a care setting. Our team can be found in parks, city centre areas and streets, maintaining contact with young people and families who are vulnerable but are often difficult to engage.

Achievements and performance

Financial review

In times of imposed austerity combined with decreasing resources and mounting insecurities across the sectors funding opportunities the organisation has retained a free reserve sum of £29,157.

It is the policy of the organisation that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the organisation's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Currently our principle funders are Henry Smith Trust, Wolverhampton NHS trust, Wolverhampton CCG, National Lottery, Wolverhampton CC and Children in Need.

Having deliberated over the opportunities available the trustees have decided to invest the reserves in a bank deposit account.

The trustees have assessed the major risks to which the organisation is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for future periods

Moving forward

Our aims over the next year are to refresh our strategic vision, understanding what the art of the possible is and where the organisation is headed. We always strive to ever continue to evolve and improve the quality of our services, and the administrative and managerial functions that support this delivery. With a group of new trustees joining us during 2022-23, the board continues to develop to further grow Base 25. We are also committed to promoting our services and Base 25 as a partner of choice, by investing in our communications and marketing strategy and resources.

Future risk

- Ambiguity around ICB funding envelope and priorities
- Local Authority spending review
- Staff Retention
- Staff Training
- Logistic factors hindering growth (ie. resources, delivery space)

Post reporting date events

None

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

The organisation is a charitable company limited by guarantee and registered as a charity in 1998. The company was established under a Memorandum of Association, which established the objectives and power of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The trustees who served during the year and up to the date of signature of the financial statements were:

L Beeson

T Codner

K Evans

K Kanda

R Stokes

A Jarvis

C Jones

(Appointed 21 April 2022)

S Linden

(Appointed 18 November 2022)

B Hanna

(Appointed 18 November 2022)

The directors of the company are also the charities trustees for the purpose of charity law and under the company's articles are known as members. Under the requirements of the Memorandum and Articles of Association the members of the management committee are elected to serve for a period of two years after which they must be re-elected at the next annual general meeting.

Base 25 has a management committee who are scheduled to meet on a quarterly basis and are responsible for the strategic direction & policies of the organisation. The trustees come from a variety of professional backgrounds relevant to the work of the organisation.

The management and responsibility of operational delivery of service provision is delegated to the Head of service counselling coordinator, volunteer coordinator, development coordinator and Empower coordinator.

The Head of Service is responsible for ensuring the organisation delivers the services specified and that key performance indicators are achieved.

The counselling coordinator, volunteer coordinator, development coordinator and Empower coordinator are responsible for the day to day operational management of the organisation's delivery, staff supervision and the professional development of staff and services.

All trustees are acquainted with the operational delivery of the organisation and are encouraged to spend time observing the project delivery. An induction pack has been created which all current trustees have, and any new members of the management committee will, receive. In addition, trustees they have full access to the financial statements. In March 2023, the board undertook their first Board Development day, facilitated by an external business coach.

In so far as it is complementary to the organisations objectives we are guided by both local and national policy, and relevant codes of practice. The organisation is represented at key local strategic committees, to identify emerging issues and opportunities.

Auditor

In accordance with the company's articles, a resolution proposing that Azets Audit Services be reappointed as auditor of the company will be put at a General Meeting.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2023*

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 and was signed on it's behalf by;



.....
K Evans
Trustee

Date: 07/12/2023
.....

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The trustees, who are also the directors of Base 25 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.

BASE 25

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BASE 25

Opinion

We have audited the financial statements of Base 25 (the 'charity') 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, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the 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, except to the extent otherwise explicitly stated in our report, 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.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

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INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF BASE 25

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity 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 charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

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.

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INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF BASE 25

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Lee Meredith ACA (Senior Statutory Auditor)
for and on behalf of Azets Audit Services**

7 December 2023

**Chartered Accountants
Statutory Auditor**

St Davids Court
Union Street
Wolverhampton
West Midlands
United Kingdom
WV1 3JE

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STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<u>Income from:</u>							
Donations and legacies	3	9,936	29	9,965	12,605	20,000	32,605
Income from charitable activities	4	63,326	1,102,566	1,165,892	14,747	1,003,748	1,018,495
Training and counselling services	5	92,573	11,475	104,048	83,185	-	83,185
Investment Income	6	1,174	-	1,174	69	-	69
Total income		167,009	1,114,070	1,281,079	110,606	1,023,748	1,134,354
<u>Expenditure on:</u>							
Expenditure on charitable activities	7	149,228	1,066,034	1,215,262	234,268	798,697	1,032,965
Net income for the year/ Net movement in funds		17,781	48,036	65,817	(123,662)	225,051	101,389
Fund balances at 1 April 2022		11,376	474,599	485,975	135,038	249,548	384,586
Fund balances at 31 March 2023		29,157	522,635	551,792	11,376	474,599	485,975

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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BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	13		21,068		8,050
Current assets					
Debtors	14	291,850		98,309	
Cash at bank and in hand		289,410		424,443	
		581,260		522,752	
Creditors: amounts falling due within one year	15	(50,536)		(44,827)	
Net current assets			530,724		477,925
Total assets less current liabilities			551,792		485,975
Income funds					
Restricted funds	17	522,635		474,599	
Unrestricted funds		29,157		11,376	
		551,792		485,975	

The financial statements were approved by the Trustees on 07/12/2023



K Evans
Trustee

Company registration number 03514910

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STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	24		(117,589)		53,344
Investing activities					
Purchase of tangible fixed assets		(18,618)		(5,070)	
Investment income received		1,174		69	
Net cash used in investing activities			(17,444)		(5,001)
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(135,033)		48,343
Cash and cash equivalents at beginning of year			424,443		376,100
Cash and cash equivalents at end of year			289,410		424,443

BASE 25

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

1 Accounting policies

Charity information

Base 25 is a charitable company limited by guarantee, incorporated in England and Wales and domiciled in England. The registered office is 29 - 31 Temple Street, Wolverhampton, WV2 4AN.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting 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 entity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable 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 Incoming resources

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

1.5 Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Premises overheads have been allocated on a floor area basis and other overheads have been allocated on the basis of the head count.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to expenditure on charitable activities.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

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

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

Improvements to leasehold	33.3% Straight line
Fixtures and fittings	15% Reducing balance
Computers	25% 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 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).

1.8 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.

1.9 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.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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 entity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

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

1.11 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.

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.

Key sources of estimation uncertainty

Deferred and accrued income

The charity recognises that income, in particular grant income, donated to the charity can relate to extended periods of time that fall in more than one financial year. The process of determining which accounting period the income relates to is deemed a key estimate.

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

3 Donations and legacies	Unrestricted funds		Restricted funds		Total		Unrestricted funds		Restricted funds		Total	
	2023	2023	2023	2023	2023	2023	2022	2022	2022	2022	2022	2022
	£	£	£	£	£	£	£	£	£	£	£	£
Donations and gifts	9,936	29	9,965	2,605	12,605	2,605	-	20,000	-	20,000	2,605	2,605
Legacies receivable	-	-	-	10,000	10,000	10,000	20,000	20,000	20,000	30,000	30,000	30,000
	9,936	29	9,965	12,605	12,605	12,605	20,000	20,000	20,000	32,605	32,605	32,605

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Income from charitable activities

	Total funds 2023 £	Total funds 2022 £
Grant income	1,164,105	1,018,495
Sales of services by beneficiaries	390	-
Charitable rental income	1,397	-
	<u>1,165,892</u>	<u>1,018,495</u>
Analysis by fund		
Unrestricted funds	63,326	14,747
Restricted funds	<u>1,102,566</u>	<u>1,003,748</u>
	<u>1,165,892</u>	<u>1,018,495</u>

5 Training and counselling services

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Total Unrestricted funds 2022 £
Training and counselling services	<u>92,573</u>	<u>11,475</u>	<u>104,048</u>	<u>83,185</u>

6 Investment Income

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Bank interest receivable	<u>1,174</u>	<u>69</u>

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

7 Expenditure on charitable activities

	Total funds 2023 £	Total funds 2022 £
Staff costs	790,383	532,239
Depreciation and impairment	-	143
Cleaning	25,055	4,369
Repairs and maintenance	9,837	23,347
Sessional counsellor costs	138,139	259,949
Rent	29,808	12,588
Rates and water	2,334	435
Light and heat	27,990	5,320
Insurance	1,570	2,013
Travel and volunteer expenses	12,140	16,260
Bank charges	369	448
Telephone and postage	14,708	9,168
General expenses	40,979	39,366
Training and supervision	8,664	3,017
Other charitable expenditure	23,146	33,503
	<u>1,125,122</u>	<u>942,165</u>
Share of support costs (see note 8)	68,190	75,478
Share of governance costs (see note 8)	21,950	15,322
	<u>1,215,262</u>	<u>1,032,965</u>
Analysis by fund		
Unrestricted funds	149,228	234,268
Restricted funds	1,066,034	798,697
	<u>1,215,262</u>	<u>1,032,965</u>

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

8 Support costs	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £	Basis of allocation
Staff costs	52,775	-	52,775	68,042	-	68,042	Staff time
Depreciation	5,600	-	5,600	4,358	-	4,358	Usage
Rent	1,218	-	1,218	918	-	918	Floor Area
Rates and water	137	-	137	32	-	32	Floor Area
Light and heat	4,468	-	4,468	641	-	641	Floor Area
Insurance	216	-	216	147	-	147	Floor Area
Bank charges	125	-	125	39	-	39	Transactions
Telephone and postage	3,651	-	3,651	1,301	-	1,301	Usage
Audit fees	-	19,000	19,000	-	15,322	15,322	Governance
Accountancy	-	2,950	2,950	-	-	-	Governance
	68,190	21,950	90,140	75,478	15,322	90,800	
Analysed between							
Charitable activities	68,190	21,950	90,140	75,478	15,322	90,800	

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

9 Auditor's remuneration

Fees payable to the charity's auditor and associates:	2023 £	2022 £
Audit of the charity's annual accounts	19,000	15,322

10 Trustees

One of the trustees, Alan Jarvis, received expenses from the charity during the year totalling £9,254 (2022 - £6,223). No other trustees (or any persons connected with them) received any expenses from the charity during the year (2022 - £nil).

One of the trustees, Alan Jarvis, received remuneration during the year totalling £41,100 (2022 - £41,100) for his full time role as Head of Service. No other trustees received remuneration during the year (2022 - none).

11 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	32	23
Employment costs	2023 £	2022 £
Wages and salaries	740,138	521,163
Social security costs	63,662	48,419
Other pension costs	39,358	30,699
	843,158	600,281

No employees earned more than £60,000 per annum (2022 - None).

The average head count of employees during the year was 32 (2022: 23).

The average number of full-time equivalent employees during the year was 30 (2022: 18)

12 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.

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

13 Tangible fixed assets

	Improvements to leasehold	Fixtures and fittings	Computers	Total
	£	£	£	£
Cost				
At 1 April 2022	38,419	5,278	17,338	61,035
Additions	-	6,048	12,570	18,618
At 31 March 2023	38,419	11,326	29,908	79,653
Depreciation and impairment				
At 1 April 2022	38,419	3,755	10,811	52,985
Depreciation charged in the year	-	1,098	4,502	5,600
At 31 March 2023	38,419	4,853	15,313	58,585
Carrying amount				
At 31 March 2023	-	6,473	14,595	21,068
At 31 March 2022	-	1,523	6,527	8,050

14 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	257,308	55,911
Prepayments and accrued income	14,542	22,398
	271,850	78,309
Amounts falling due after more than one year:		
Other debtors	20,000	20,000
Total debtors	291,850	98,309

15 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	3,071	9,128
Accruals and deferred income	47,465	35,699
	50,536	44,827

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

16 Deferred income

	2023 £	2022 £
Deferred income bought forward	9,995	36,847
Resources deferred during the year	9,600	9,995
Amounts released from previous years	(9,995)	(36,847)
	<u>9,600</u>	<u>9,995</u>

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

17 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			
	Balance at 1 April 2022	Incoming resources	Resources expended 31 March 2023	Balance at 31 March 2023
	£	£	£	£
Outreach Counselling	(30,320)	-	-	(30,320)
AMP	(32,843)	-	-	(32,843)
Children in Need/Empower	36,819	35,608	(42,588)	29,839
Safe Project	9,718	46,000	(41,355)	14,363
St Peters	(880)	-	-	(880)
New Cross Hospital	11,927	27,647	(23,937)	15,637
Our Lady and St Chad	9,629	-	-	9,629
Comic Relief Community Challenge	178	-	-	178
Relate	2,805	-	-	2,805
Harmful Sexual Behaviour	2,042	10,028	(10,930)	1,140
Time4ME	5,192	-	-	5,192
CCG Outreach	55,126	32,083	(43,960)	43,249
Childrens Society	3,526	-	-	3,526
BBC CIN Activities	10,582	1,488	(10,225)	1,845
W Mids Police Commissioner	5,202	-	(4,556)	646
SANDWELL Mentoring	138	-	-	138
Detached Outreach	(6,368)	144,532	(138,679)	(515)
MI Choice (Lives without Knives)	534	-	-	534
MI Choice Counselling	30,175	-	-	30,175
Walsall Clued Up	(10,510)	-	(356)	(10,866)
Winter Pressures	4,246	-	-	4,246
Telford CSE	991	2,559	(140)	3,410
Sexual Abuse Forum	2,782	-	-	2,782
WMVRU	646	-	-	646
Sanctuary Cafe	211,393	189,573	(193,889)	207,077
Emotional & Wellbeing	119,301	578,824	(503,106)	195,019
Eveson Trust - Playroom	1,367	-	-	1,367
Lamplight	554	-	(276)	278
WMVRU - Specialist Mentoring Girl/Boy Clued Up	9,086	10,405	(16,771)	2,720
Kickstart Scheme	1,561	-	(3,995)	(2,434)
Big lottery	-	23,510	(21,643)	1,867
Community Matters (National Grid)	-	9,646	(9,628)	18
TBC	-	2,167	-	2,167
Rent deposit	20,000	-	-	20,000
	474,599	1,114,070	(1,066,034)	522,635

Certain of the above restricted funds are in deficit. This is created by costs incurred in advance of the receipt of applicable funding.

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

18 Purposes of restricted funds

Outreach Counselling

A fund to enable support to be given to young people with emotional problems.

AMP

A 25 hour programme to raise awareness and understanding around anger issues and anger management for young people between 11 and 16 who are excluded from school.

Children In Need/Empower

This service delivers support on all aspects of exploitation experienced by young people.

SAFE

This is a project for young people aged between 11 and 16 who are perpetrators of domestic violence and works on a one to one and group work basis.

St Peters and St Edmunds

Base 25 deliver a satellite service within the context of the school providing youth work counselling support for students through 1 to 1 and group work interventions. Drop in times are also available for students to help and support on an informal basis.

New Cross Hospital

This is for a family support worker at Wolverhampton Hospital.

Our Lady and St Chad

This forms part of the service to St Peters and St Edmunds statement.

Comic Relief Community Challenge

To provide group and one to one support for young people who self harm.

Relate

Offering a Counselling Service for Low Mood and Life events within Wolverhampton CCG Primary Care.

Harmful Sexual Behaviour

Our Reducing Harmful Sexualised Behaviour programme has been slowly developing. Building a reputation for itself both locally and regionally with referral rates beginning to increase month on month.

Time4ME

This is detailed under the South Staffordshire Partnership.

CCG Outreach

Improve lives for over 18's with mild to moderate mental health needs, by providing an integrated, person centred, proactive and responsive therapeutic service.

Children's Society

Provide therapeutic interventions to children and young people aged between 12-18.

BBC CIN Activities

Provide holiday activities and residentials to look after young people aged 10-18 in Wolverhampton. Children will have improved emotional wellbeing, more positive relationships and increase self belief.

W Mids Police Commissioner

The aim is to reduce the risk of exposure to gang/youth violence through the use of positive activities to improve self-esteem and raise aspirations.

Sandwell Mentoring

Employees allocated to this service take on the role of Mentor to young people allocated to them and offer intensive support.

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

18 Purposes of restricted funds

(Continued)

Detached outreach

The purpose of this service is to prevent young people from being sexually exploited; where CSE is taking place, these children and young people have appropriate support.

MI Choice (Lives without knives)

The aim of the project is to work with young people to increase knowledge around gangs and youth violence through a group work process delivered in the context of schools and community based ventures to reduce the risk of young people joining gangs.

MI Choice Counselling

This service provided 1:1 confidential sessions, supporting females to access support around the options of pregnancy termination. Sessions are offered at Snow Hill Clinic in the town centre.

Walsall Clued Up

Clued Up Group work programme is an early intervention programme design to inform, educate and increase awareness of the risks associated with all forms of criminal exploitation where young people are particularly vulnerable.

Winter Pressures

Service offers an open access service to people living within Wolverhampton aged 18-30 who experience difficulties or increased anxieties engaging with mainstream services. Base 25 provides support to identified people with additional wellbeing, health or social needs. Providing face to face services providing support in real time and providing an essential link to local community and voluntary services.

Telford CSE

Providing support for individuals exposed to exploitation.

Sexual Abuse Forum

Workshop designed to raise awareness and prevention.

WMVRU

Deliver and commission a comprehensive programme of activities designed to prevent and reduce violence and exploitation, applying the public health approach to reducing violence. Over the last eighteen months we have worked with a number of providers delivering a range of interventions to young people, families and communities.

Sanctuary Cafe

Operates as a drop-in service which provides a safe place to turn to for support for people and their carers who are experiencing a mental health crisis or emotional distress out of hours. NHS staff, local authority and voluntary sector partners work together on site to provide mental health crisis support, with the aim of helping people avoid the need for emergency NHS care. The Café is staffed by experienced and trained mental health workers, social workers plus peer support from people with lived experience of mental health issues.

Emotional & Wellbeing

Our counsellors use a range of approaches as part of their structured counselling with children and young people. With the option of counselling on a face to face basis, via a digital platform or in open green spaces, our counsellors provide the safe and confidential space for individuals to talk and explore difficulties that they may be having.

Eveson Trust - Playroom

Funding to support a specialist playroom creating a child-friendly space for therapeutic counselling

Lamplight

Funding to implement a database to allow Base 25 to record data to support service users.

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

18 Purposes of restricted funds

(continued)

WMVRU – Specialist Mentoring Girl/Boy Clued Up

Deliver and commission a comprehensive programme of activities designed to prevent and reduce violence and exploitation, applying the public health approach to reducing violence. Over the last eighteen months we have worked with a number of providers delivering a range of interventions to young people, families and communities.

Kickstart Scheme

Grant funding from DWP to help provide six months of paid employment for young people, including employability support to develop their work skills and to help them find future employment.

Rental Deposit

Donation to assist Base 25 to move to larger premises.

21 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:					
Tangible assets	10,647	10,421	21,068	6,081	8,050
Current assets/(liabilities)	18,510	512,214	530,724	5,295	477,925
	<u>29,157</u>	<u>522,635</u>	<u>551,792</u>	<u>11,376</u>	<u>485,975</u>

20 Contingent liabilities

There were no contingent liabilities at 31 March 2023 (2022 - £Nil).

21 Pension Costs

The charity, operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge of £39,358 (2022 - £29,879) represents contributions payable by the company to the fund. There were outstanding contributions at the end of the financial year amounting to £Nil (2022 - £Nil).

24 Operating lease commitments

At the reporting end date 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	40,000	20,648
Between two and five years	145,000	185,000
	<u>185,000</u>	<u>205,648</u>

BASE 25

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

23 Related party transactions

Mrs K A Evans, a member of the Management Committee of Base 25, is employed by Children's Services of the Royal Wolverhampton NHS Trust. The Royal Wolverhampton NHS Trust provided funding to Base 25 of £27,647 (2022 - £25,750).

26 Cash generated from operations	2023 £	2022 £
Surplus for the year	65,817	101,389
Adjustments for:		
Investment income recognised in statement of financial activities	(1,174)	(69)
Loss on disposal of tangible fixed assets	-	143
Depreciation and impairment of tangible fixed assets	5,600	4,358
Movements in working capital:		
(Increase) in debtors	(193,541)	(25,763)
Increase/(decrease) in creditors	5,709	(26,714)
Cash (absorbed by)/generated from operations	(117,589)	53,344

27 Analysis of changes in net funds

The charity had no debt during the year.