THE CAXTON TRUST

England & Wales · Charity number 1072425

Details

Other names	CATCH UP
Status	Registered
Legal form	Charitable company
Company number	03476510
Registered	1998-11-13
Register	View on the Charity Commission register

Contact

Address	Keystone Enterprise Factory 39 Brunel Way Thetford IP24 1HP
Phone	01842 668080
Email	info@catchup.org
Website	www.catchup.org

Activities

Objects: THE ADVANCEMENT OF EDUCATION

Activities: To address the problem of underachievement that has its roots in literacy and numeracy difficulties

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

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Geography

- Ireland
- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£182,737	£239,341	-	-
2023-12-31	£254,724	£349,493	-	-
2022-12-31	£559,299	£500,823	£317,767	9
2021-12-31	£754,488	£584,610	£259,291	9
2020-12-31	£525,562	£423,363	£89,413	9

Trustees

Name	Role	Appointed
Andrew Gerard Hubert Lane		2019-03-07
Jocelyn Atholl Stuart-Grumbar		2017-10-19
SIONED BOWEN		2013-09-08
VANESSA EMMETT		2017-09-28
William Alan Warner		2018-04-30

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THE CAXTON TRUST

England & Wales - Charity number 1072425

Accounts

Company Number: 3476510

Charity Numbers: 1072425
SC047557

The Caxton Trust
(A company limited by guarantee)

Report and Financial Statements

for the year ended 31st December 2024

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The Caxton Trust

Report and Financial Statements

Contents

	Page
Report of the Trustees (including Directors' report)	1 - 9
Independent auditors' report	10 - 12
Statement of financial activities (Including income and expenditure account)	13
Balance sheet	14
Statement of cash flows	15
Notes to the financial statements	16 - 26

The Caxton Trust
Report of the Trustees (including Directors' report)
for the year ended 31st December 2024

In this document the Trustees present their report and the audited financial statements for the year ended 31st December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and Statement of Recommended Practice: Accounting and Reporting by Charities applicable in the UK and Republic of Ireland (effective 1 January 2019) – known as Charities SORP (FRS102). The Trustees' report is also a directors' report for the purposes of the Companies Act 2006 and other company legislation.

Chairman's Report

The Caxton Trust operates under the name of Catch Up. Our overall aim is to increase both the take-up of Catch Up training by schools and their long-term engagement with Catch Up, so that many more struggling learners are supported by Catch Up's products.

The educational market has seen the growth of academy chains and free schools, the decline of local education authorities, and increasing public sector budgetary pressures. To address these challenges, Catch Up seeks to offer cost-effective and readily accessible products, to allow the maximum number of struggling learners in schools to be reached. The one-off cost of £450 for a person to be trained in one of our interventions means that the average cost per pupil reduces significantly as more beneficiaries receive the intervention, with the result that the Catch Up interventions offer exceptionally good value for money. As part of the Catch Up Training Support Package, we offer additional tools to help schools embed the interventions and further resources that support them.

The Caxton Trust has charitable status in Scotland and Catch Up is an authorised supplier to several Scottish local authorities. Further relationships in Scotland are being sought in order to expand the reach of Catch Up there.

For many years our main delivery model was face-to-face training, however since the Covid-19 pandemic, the majority of courses are now delivered online. Bespoke face-to-face courses are still offered to individual organisations when requested. We continue to adapt and refine our online courses to ensure an efficient and quality delivery of training for our interventions.

We use our website and database to provide an efficient automated booking process; this enables Catch Up to continue to be a reasonably priced intervention and to be accessible to the widest possible audience. Our discounted training places offer good value encouraging the creation of an optimal team of three trainees, including a Catch Up co-ordinator, to be embedded in a school. Incentives for whole school training are also offered to maximise the take-up of the Catch Up interventions in individual organisations.

In March 2020 Catch Up was awarded a grant of £349,127 from The Charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. This was to be used to undertake research over a three-year period for the creation of literacy and numeracy interventions for the early years foundation stage. The end of project report has now been produced and is being used to promote the use of the interventions to younger struggling learners, specifically older 5-year-olds.

During 2023 and 2024 Catch Up worked with Norfolk Virtual School to deliver the Catch Up Literacy intervention to carers and supporting adults in two parts, the first concentrating on reading. Catch Up continues to build relationships with other virtual schools across the UK to offer similar support to the looked after children sector.

Catch Up trained 363 trainees in 2024. Indications are that 2025 will be a further challenging year for the education sector. The continued demand for online training coupled with the ongoing support of The Manor 2056 Trust and the final tranche of funding from the Mercers' project has allowed the organisation to end the year on a stable financial footing.

During the year Dr Graham Sigley, the Deputy Director retired from Catch Up after 17 years as an employee and prior to being employed, he served 3 years as a trustee. I would like to thank Graham for his many years of service to the charity and wish him a happy retirement. On behalf of the Trustees, I thank the Catch Up team for the ongoing commitment to the organisation responding to the fluctuating levels of demand experienced and developing new areas to ensure Catch Up reaches as wide an audience as possible.

To find out more about Catch Up, visit our website www.catchup.org or telephone: 01842 668080.

Andrew Lane

Andrew Lane
Chairman

Our purpose and activities

Our charity's purpose, set out in the objects of the Trust in its governing documents, is the advancement of education. Our mission statement is to address literacy and numeracy difficulties that contribute to under-achievement.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. We look at the success of each key activity and the benefits brought to those groups of people we are set up to help. This process also helps us to ensure that our aim, objectives and activities remain focussed on our stated purposes. We have complied with the duty in the 2011 Charities Act and the Charities and Trustee Investment (Scotland) Act 2005 to have due regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The Trustees accordingly consider how planned activities will contribute to the aims and objectives they have set.

How our activities deliver public benefit

A significant proportion of primary and secondary school children in the UK have difficulties in attaining the levels of literacy and numeracy expected of them. Whilst these difficulties are often not severe enough to entitle those struggling learners to statutory additional learning support, they may still be sufficient to restrict the access to the curriculum. Without additional support, these children may fall further behind their peers. The adverse consequences are wide-ranging and well-documented: long-term poor academic achievement, low self-esteem, lower motivation to read, disengagement with the learning process, behavioural problems, reduced employment prospects and the possibility of social exclusion. It was with this in mind, that the Catch Up interventions were developed. By helping individuals experiencing learning difficulties to reach their full potential, it is hoped that their lives will be enriched and that they will be able to play a fuller part in society, so benefiting the communities in which they live.

Our main activities and those whom we try to help are described below. All our charitable activities focus on the advancement of the literacy and numeracy skills of struggling learners and are undertaken to further our charitable purposes for the public benefit.

Catch Up, the working name of The Caxton Trust, is a not-for-profit charity that:

- offers comprehensive and integrated training and resource packages to support the management and delivery of the Catch Up interventions;
- provides ongoing support, through the Catch Up community, for those who deliver the Catch Up interventions; and
- undertakes research into the development and enhancement of the Catch Up interventions, and into extending the support it provides to struggling learners.

Catch Up Literacy and Catch Up Numeracy are:

- structured one-to-one interventions for struggling readers and for learners who struggle with numeracy respectively;
- centred on 15-minute sessions delivered twice a week, targeted to the needs of the individual;
- grounded in rigorous academic research and shown to be effective in schools (and other settings); and
- realistic, practical and inexpensive.
-

Who used and benefited from our Services?

Those who use our services are initially teachers, teaching assistants, carers and other 'supporting adults'. The ultimate beneficiaries are struggling learners.

Achievements and performance

OPERATIONAL

- Catch Up continues to develop its Key Performance Indicators in order to manage and develop its work effectively. The number of struggling learners helped is the ultimate measure of the work of the charity. As trained supporting adults can assist many struggling learners over time, the ultimate number of beneficiaries is difficult to quantify. We feel accordingly that the best measure of the activity of the charity is the number of supporting adults trained. In 2024, there were a total of 363 trainees, compared to 501 in 2023.
- The changing financial climate within the public sector, changes in local authority staffing in England, and the development of academies and free schools combine to provide a challenging environment for the delivery of Catch Up's operations.
- The effects of the Covid-19 pandemic meant there is now an even greater need for the Catch Up interventions following the reduction of face-to-face teaching and given that not all members of the school community could access online learning during the pandemic. Subsequently, attendance issues have meant many pupils are falling behind and in need of extra help to close the attainment gap.
- To make our interventions more affordable and to encourage the ideal team size of a minimum of three Catch Up trainees in each school, discounted places are offered to organisations booking training for each intervention. Whole school block discounts are also offered to provide incentives to widen Catch Up's reach.
- Since 2000, we have trained in excess of 37,000 supporting adults to deliver the Catch Up interventions and we estimate that they have supported well in excess of half a million struggling learners.

COMMUNICATIONS, MARKETING AND BUSINESS DEVELOPMENT

- Activities included direct mail, email advertising, advertorials, brochure mailings, email newsletters, X (formerly Twitter), training campaigns, webinars, automated emails, and Excellence Awards.
- We recognised that, with the diminishing roles of English local authorities, we needed to find new ways of communicating and working with English schools directly, including exploring the use of new partnerships. Schools are keen to maximise the benefits from their use of Targeted Pupil Funding/Pupil Premium, especially as this is scrutinised as part of school inspections
- A Pupil Reporting Tool enables users to benefit as much as they can from the Catch Up interventions and provides more evidence of the benefits of using Catch Up.
- Following the recent work with virtual schools and the looked after children sector, work to increase awareness of Catch Up continues to be pursued to encourage further opportunities of collaboration.
- The completion of the Mercers' project demonstrating Catch Up's suitability to the early years foundation stage, specifically for older 5-year-olds, means that new marketing messages to communicate this area are now being developed.

- An agreement was reached with the National Literacy Trust (NLT) to promote Catch Up as a preferred option to help with literacy for struggling learners.
- Hodder Education now notes that its New Salford Sentence Reading Test is recommended by Catch Up; this has helped to raise the profile of the organisation to members of the education sector by being associated with this well-respected teaching tool.

BUILDING CAPACITY

- The use of our website and database provides an efficient booking and administration system, with trainees made fully aware of our on-line functionality.
- The automation of database-driven tasks has allowed efficient management of courses by our office team and the use of a third-party provider to deliver online connectivity for courses has allowed our office resources to be deployed to manage the courses being delivered.
- Using the knowledge, expertise, and commitment of the Catch Up team has been beneficial in developing and reviewing operational issues and resources, as well as in identifying potential new areas of development and refining online delivery.
- Trainers have been trained in delivering the training online and the delivery of training continues to be refined as a result of feedback from trainers and trainees.

RESEARCH AND GRANTS

- In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant was for the undertaking of research to create early years' literacy and numeracy interventions for pupils' Foundation Stage. The project was completed in 2023 and the final reports issued and publicised during 2024.
- The Manor 2056 Trust provided a financial donation of £30,000 which was used to support core costs during the year.

FUND-RAISING STANDARD INFORMATION

- Catch Up does not carry out fund raising activities. It relies upon the sale of the Catch Up training and resources for its operating costs and upon grants for its research projects.

Financial review

- During 2023 it was necessary to cut costs and the combination of not replacing the CEO and some restructuring of the staff team ensured that charity ended the year with a reduced cost base going forward. 2024 saw a reduced level of activity and following the retirement of the Deputy Director it has been decided to reallocate the workload amongst the remaining staff team.
- As a result of the reduction in staff costs, a steady, albeit reduced, demand for training and the continued support of The Manor 2056 Trust the charity ended the year on a stable footing. Catch Up had a financial deficit of £39,829 for the year on unrestricted funds and at the year-end the balance on unrestricted reserves was £166,394.
- Total income for 2024 was £182,737, which represented a 28% decrease from £254,724 in 2023. There was an 46% decrease in grants and donations in 2024 to £33,125 from £61,312 in 2023. Income from the sale of Catch Up materials and training decreased to £144,695 from £188,452.
- Total expenditure in 2024 was £239,341, down from £349,493, a 32% decrease.
- The total net deficit for 2024 was £56,604 (2023 - £94,769).

- Total reserves at the end of 2024 were £166,394, which were all unrestricted.

Pricing policy

Catch Up maintains a pricing policy that reflects the strategy of enabling its interventions to be available to as many beneficiaries as possible. Hence, the Trustees and management seek to offer a price that provides a reasonably priced and cost-effective intervention that covers the core costs of the charity, enabling the charity to be sustainable. We give incentives for more trainees from the same organisation to encourage what Catch Up sees as the optimal number of trainees at each location to achieve the most successful outcomes for itself and for schools.

Reserves policy

The Trustees have established the level of unrestricted (freely available) reserves that the charity should aim to have. These reserves are needed to bridge the funding gaps between spending on Catch Up interventions and receipt of income. The seasonal nature of the training also requires the level of cash reserves to be sufficient to cover core costs and working capital requirements during periods when reduced income is experienced, typically during the first half of the year.

The aim of Trustees is to achieve a level of unrestricted reserves equivalent to between three to six months of core costs, currently estimated to be between £44,907 and £89,814. This target level of reserves was achieved in 2024 and it is planned for this level to be maintained during 2025. However, as a result of the uncertainty within the educational sector and the reduced level of bookings, the Trustees feel that is prudent to maintain a higher level of unrestricted reserves at the 2024 year end than the policy would suggest, especially as no additional grant funding is expected in the near future.

Going concern

A deficit was experienced in 2024 as the level of bookings reduced and the final Mercers' costs were expended. Indications are that 2025 will be another challenging year. It is expected that a deficit on unrestricted reserves in the region of £50,000 will be incurred in 2025. New marketing campaigns and development of relationships in new markets, including the virtual school sector and international schools are expected to increase the numbers of trainees trained. Should the marketing campaigns not be successful, further cost reductions may be necessary to achieve a breakeven position. The cost of any reorganisation is expected to be met from unrestricted reserves.

The Trustees have negotiated a working capital line of credit from The Manor 2056 Trust, should it be required, as well as pledges for annual grants of £30,000 per annum for 2025 and 2026 to support the organisation for a 12-month period.

The level of reserves coupled with our forecasts of trading and cashflows for 2025 and 2026, based on the expected demand for 2025, cause the Trustees to be of the view that the charity is a going concern.

Plans for future periods

Catch Up began offering on-line training courses during 2020. These have the advantage of reaching geographically remote groups or trainees that wish to access Catch Up training at the earliest opportunity without the need to incur travel time and costs. The incidence of Covid-19 in 2020 demonstrated how flexible these on-line courses are and how well-suited they are to remote delivery. The pandemic has made society more comfortable with remote learning and online delivery is now the preferred delivery method for our interventions. Face-to face courses are offered to organisations that are looking to train a minimum of 10 trainees.

Our work with Norfolk Virtual School has identified areas for further development both with Norfolk but also other virtual schools. The publicity around the Early Years project report has seen promotion of Catch Up to a wider audience and an increasing interest from international schools has helped supplement the demand from the UK. These sectors offer potential to expand the reach of Catch Up interventions and work to focus marketing efforts to these areas is underway.

The dedication, commitment, flexibility and professionalism of the Catch Up team, combined with an adaptable strategy, a refined delivery model, excellent value for money and proven effectiveness, allow the Trustees to be confident that continued take-up of Catch Up interventions will be achieved, thus helping many more children benefit from our interventions.

Reference and administrative details

Charity Numbers:	1072425 SC047557
Company Number:	3476510
Registered Office:	Catch Up, Keystone Enterprise Factory, Brunel Way, Thetford, IP24 1HP
Auditors:	Kevin J Rhind, Hempstead House, Hempstead, Norwich NR12 0SH
Bankers:	CAF Bank, Kings Hill, West Malling, Kent ME19 4TA

The charity is officially registered as The Caxton Trust but conducts its charitable work under the working name of Catch Up.

Directors and trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report they are collectively known as the Trustees. The Trustees and officers serving during the year and since the year-end were as follows:

Andrew Lane – Chairman
Sioned Bowen
Vanessa Emmett
Professor Ingrid Lunt
Jocelyn Stuart-Grumbar
Alan Warner

The key staff members were:
Deputy Director Dr Graham Sigley – (retired 31st August 2024)
A senior leadership team (SLT) which previously included the Deputy Director is in place to manage the day-to-day running of the charity.

Governing document and members

The Caxton Trust is a company limited by guarantee and a registered charity in England and Scotland. On 12th June 2017, the company adopted a new Memorandum and Articles of Association in substitution to its Memorandum and Articles of Association dated 4th December 1997 as amended on 22nd October 1998.

The members are the owners of the charity. Applications for membership require approval by the Trustees. Each of the members has agreed to contribute £1 in the event of the charity winding up. The current membership comprises the existing Trustees.

Appointment of trustees

The Trustees are responsible for governance, directing and overseeing the operation of the charity. Trustees are appointed by a recruitment process which includes an interview. The minimum number of trustees is three; there is no maximum number.

Trustee induction and training

All new trustees are given an induction meeting to brief them on their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, the decision-making process, the business plan, recent financial performance of the charity and a job description. They are also invited to meet key employees and members of staff.

Organisation

The board of trustees administers the charity. The board meets at least quarterly. The Trustees rely upon the SLT to manage the day-to-day operations of the charity. To facilitate effective operations, the SLT has delegated authority, within the terms of delegation approved by the Trustees, for operational matters including finance, employment and the sale of Catch Up products.

Remuneration policy for trustees and senior staff

The Trustees and the SLT members comprise the key management personnel of the charity. The Trustees give their time without compensation and no trustee received any remuneration in the year.

Details of the senior staff remuneration are disclosed in note 8 to the financial statements. The pay of senior staff is reviewed annually along with other members of the staff team and assessment given to the sustainability of the charity, local market rates and the performance of both individuals and of the organisation.

Risk management

The Trustees have a risk management strategy, which comprises:

- an annual review of the risks and uncertainties the charity may face;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

This review has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds and the active management of trade debtors and creditors to ensure sufficient working capital is available to the charity. Operationally, the charity aims to ensure that training courses only take place where a positive financial contribution can be achieved.

Trustees' responsibility in relation to the financial statements

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that period.

In preparing those 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 FRS102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure to our auditors

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the charity's auditor is unaware, and
- the Trustees, having made such enquiries of fellow trustees and the charity's auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as a trustee, in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor

A resolution proposing Kevin J. Rhind is re-appointed as auditor of the charity will be put to the Annual General Meeting.

Small company provisions

The report of the Trustees has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Signed on behalf of the Trustees by:

Andrew Lane

Andrew Lane
Chairman

Dated: 16th April 2025

Independent Auditor's Report to the Trustees of The Caxton Trust

Opinion

We have audited the financial statements of The Caxton Trust (the 'charitable company') for the year ended 31 December 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 [date], 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, the Charities and Trustees Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 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 responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the 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 charitable company'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 trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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 the audit:

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

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the 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 and the Charities Accounts (Scotland) Regulations 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 directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees
As explained more fully in the trustees' responsibilities statement set out on page 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements
We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

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

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the company and determined that the most significant are those relating to the reporting framework (FRS 102, The Charities SORP FRS102, the Companies Act 2006, the Charities Act 2011, the Charities and Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006) and the relevant direct and indirect compliance tax regulations in the United Kingdom.
- We understood how the company is complying with those frameworks by making enquiries of management and the trustees to understand how the company maintains and communicates its policies and procedures in these areas and corroborated this by reviewing documentation. We have also reviewed correspondence with relevant authorities.
- Reviewing minutes of meetings of trustees.
- Reviewing financial statement disclosures and testing supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of the controls, including testing of journal entries and other adjustments for appropriateness, evaluation of the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for evidence of bias.

On occasion where we may also have determined that certain matters relating to non-compliance with laws and regulations are key audit matters, we must still include the required explanation, in our report, as to what extent the audit was capable of detecting irregularities, including fraud. Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for

This description forms part of our auditor's report.

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, and to the charitable company's trustees, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and 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 charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Kevin J. Rhind (Senior Statutory Auditor)
For and on behalf of
Kevin J. Rhind, Statutory Auditor

Hempstead House,
Hempstead,
Norwich
NR12 0SH

Dated: 29 April 2025

The Caxton Trust
Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st December 2024

	Note	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
Income					
Grants and donations	3	33,125	-	**33,125**	61,312
Income from charitable activities:					
Sales of Catch Up materials, training and conferences	4	144,695	-	**144,695**	188,452
Investment income	5	4,917	-	**4,917**	4,960
Total income		182,737	-	**182,737**	254,724
Expenditure					
Expenditure on charitable activities:					
Development and sale of Catch Up materials, training and conferences	6	222,566	16,775	**239,341**	349,493
Total expenditure		222,566	16,775	**239,341**	349,493
Net movement in funds for the year	7	(39,829)	(16,775)	**(56,604)**	(94,769)
Reconciliation of funds					
Fund balances brought forward		206,223	16,775	**222,998**	317,767
Fund balances carried forward	16	£166,394	£-	**£166,394**	£222,998

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

All incoming resources and resources expended are derived from continuing activities.

The notes on pages 16 to 26 form part of these financial statements.

The Caxton Trust
Balance Sheet
as at 31st December 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	11	-	1,462
Current assets			
Stocks	12	**190**	1,458
Debtors	13	**23,481**	30,771
Cash at bank and in hand		**177,137**	220,479
Total current assets		**200,808**	252,708
Creditors: amounts falling due within one year	14	**34,414**	31,172
Net current assets/(liabilities)		**166,394**	221,536
Net assets/(liabilities)		**£166,394**	£222,998
The funds of the charity			
Restricted income funds	16	-	16,775
Unrestricted income funds	16	**166,394**	206,223
Total charity funds	17	**£166,394**	£222,998

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The financial statements were approved by the board of Trustees on 16th April 2025 and signed on its behalf by:

Andrew Lane

Andrew Lane
Trustee

Company registration number: 3476510
Charity Number: 1072425

The notes on pages 16 to 26 form part of these financial statements.

The Caxton Trust
Statement of Cash Flows
for the year ended 31st December 2024

	Note	2024 £	2023 £
Cash provided by/(used in) operating activities	18	**(48,259)**	(114,724)
Cash flows from investing activities			
Investment income		**4,917**	4,960
Purchase of tangible fixed assets		**-**	-
Cash provided by/(used in) investing activities		**4,917**	4,960
Increase/(decrease) in cash and cash equivalents in the year		**(43,342)**	(109,764)
Cash and cash equivalents at the beginning of the year		**220,479**	330,243
Total cash and cash equivalents at the end of the year		**£177,137**	£220,479

The notes on pages 16 to 26 form part of these financial statements.

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a. Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) including the provisions of Section 1A applicable to Small Entities - (Charities' SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The financial statements are presented in sterling, rounded to the nearest whole £1.

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

b. Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The demand for training in 2025 is expected to be broadly in line with that experienced in 2024 with the result that a deficit on unrestricted reserves in the region of £50,000 is expected for the year. Cost reductions occurred in 2024 giving a reduced cost base going forward. A marketing campaign using a specialist education sector provider began towards the end of 2024. The Trustees have prepared a budget based on similar numbers to that experienced in 2024 and the impact of a reduction in staff costs due to the retirement of one member of staff during 2024. Should the marketing campaigns not be successful, further cost reductions may be necessary to enable the charity to continue trading. The cost of any reorganisation is expected to be met from unrestricted reserves. Assurances that the annual grant of £30,000 from The Manor 2056 Trust for 2025 and 2026 have been received. This funding along with the brought forward reserves ensures that the charity would be able to absorb the deficit expected for 2025 and any reorganisational costs, whilst still having sufficient working capital available to continue trading throughout the 2025/26 academic year.

The charity has renewed its working capital line of credit which is enough to meet the expected shortfall of cash that might occur if budgeted training numbers are not met. The budgeted level of income and expenditure combined with the level of reserves for the charity are sufficient for it to be able to continue as a going concern.

c. Company status

The charity is a private company limited by guarantee incorporated in England within the United Kingdom. The guarantors are the members. The liability in respect of the guarantee, as set out in the memorandum and articles, is limited to £1 per member of the charity.

The charity is also a registered charity in Scotland. The address of the registered office is given in the information on page 7 of these financial statements.

d. Income

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

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executors to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is a treated as a contingent asset and disclosed if material.

Income from the sale of Catch Up training and materials is recognised on a receivable basis when due. Income received in advance of training is deferred until the criteria for income recognition are met (see note 14 below).

Donated professional services are recognised as income when the charity has control over them, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and the economic benefit can be measured reliably. On receipt, donated professional services are recognised on the basis of the value of the gift to the charity, which is the amount the charity would have had to pay to obtain services of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period.

e. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

f. Fund accounting

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

Restricted funds are funds subject to specific restrictive conditions imposed by donors or by the purpose of the donation. The purpose and use of the restricted funds are set out in the notes to the financial statements.

g. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on charitable activities includes the costs of delivering the Catch Up training, training staff, delivering conferences, development and marketing, and other activities undertaken to further the purposes of the charity and their associated support costs.

h. Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs which support the charity's activities. The bases on which such support costs have been allocated are set out in note 6 below.

i. Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged as incurred.

j. Tangible fixed assets

Individual assets costing £1,000 or more are capitalised at cost.

Assets in the course of development are capitalised although not depreciated until the asset is brought into use.

Depreciation is provided on all tangible fixed assets in order to write off their cost, less estimated residual value, over their expected useful lives on the following basis:

Office equipment and fixtures	33%	straight line basis
Website and software	25%	straight line basis

k. Stock

Stocks are stated at the lower of cost and net realisable value on a FIFO basis after making allowance for slow moving and obsolete stock.

l. Debtors

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

m. Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n. Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution stakeholder pension scheme which is administered by Prudential plc. The scheme is open to all employees and is funded by contributions from the employee and employer. A separate National Employment Savings Trust defined contribution stakeholder pension scheme became operational on 1st January 2019, the charity's staging date for auto-enrolment. The pension cost charge represents contributions payable by the charity to the funds in respect of the year.

o. Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the profit and loss account.

p. Redundancy costs

Redundancy costs are provided for once the decision for termination has been made. These are quantified in accordance with the employee's right to redundancy payments based on years of service. In addition, any pay in lieu of notice due is calculated in accordance with the relevant employment contract.

2. Critical accounting estimates and judgements

In the application of the charitable company'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 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 revision and future periods where the revision effects both current and future periods.

The estimates and assumptions with a significant risk of causing material adjustments to the carrying amount of assets and liabilities within the next financial year are:

Costs of completing the work funded by restricted grant funding, where judgement is made to estimate the amount of grant funded earned on the particular projects based on the milestones reached and the estimated costs of completing the project. This in turn allows the Trustees to estimate what amounts if any may be transferred from restricted reserves to unrestricted reserves.

The Caxton Trust
Notes to the Financial Statements
for the year ended 31st December 2024

3. Grants and donations

	2024 £	2023 £
Unrestricted grants and donations		
The Manor 2056 Trust	**30,000**	30,000
Others	**3,125**	3,778
	£33,125	£33,778
Restricted grants and donations		
Charity of Sir Richard Whittington	**-**	22,534
What Works for Children's Social Care	**-**	4,500
Go Digital	**-**	500
	£-	£27,534
Total grants and donations	**£33,125**	£61,312

4. Income from charitable activities

	2024 £	2023 £
Sales of Catch Up products	**88,379**	114,802
Training and associated income	**56,316**	73,650
	£144,695	£188,452

The percentage of income attributable to markets outside the United Kingdom is 6.4% (2023 - 4.9%)

5. Investment income

	2024 £	2023 £
Bank interest	**£4,917**	£4,960

The Caxton Trust
Notes to the Financial Statements
for the year ended 31st December 2024

6. Analysis of expenditure on charitable activities

	Staff costs £	Direct costs £	Office and support costs £	Total 2024 £	Total 2023 £
Costs of Catch Up materials and training	45,005	1,268	51,914	**98,187**	156,815
Training and conferences	29,781	53,855	483	**84,119**	93,018
Development and marketing	15,620	13,531	5,000	**34,151**	32,774
Project and grant costs	13,714	3,061	-	**16,775**	59,283
	104,120	71,715	57,397	**233,232**	341,890
Governance costs:					
Audit fees	-	-	5,996	**5,996**	5,496
Legal fees	-	-	113	**113**	2,107
	-	-	6,109	**6,109**	7,603
	£104,120	£71,715	£63,506	**£239,341**	£349,493

For the year ended 31 December 2024

	Restricted	Unrestricted	Total
Expenditure on charitable activities	£16,775	£222,566	£239,341

Staff costs are apportioned on a time basis. Office and support costs are apportioned to the activity to which they relate.

7. Net income/(expenditure) for the year

	2024 £	2023 £
This is stated after charging/(crediting):		
Depreciation of own assets	**1,462**	1,463
Auditors' remuneration:		
Audit services	**5,996**	5,496

The Caxton Trust
Notes to the Financial Statements
for the year ended 31st December 2024

8. Employee information

	2024 Number	2023 Number
The average number of persons employed was:		
Support and administration	**4.7**	6.4
The full time equivalent average number of persons was:		
Support and administration	**2.9**	4.1

Staff costs (for the above staff)

	2024 £	2023 £
Wages and salaries	**97,202**	159,407
Social security costs	**2,556**	7,352
Pension costs	**4,362**	6,908
Total staff costs	**£104,120**	£173,667

During 2023 two employees were made redundant. Redundancy and notice payments totalling £7,348 were paid in respect of these two employees and are shown within the wages and salaries noted above for that year.

During the year, retirement benefits were accruing to 4 employees (2023 - 7) in respect of money purchase schemes.

No employees received emoluments (excluding pension contributions) in excess of £60,000 (2023: none). The total remuneration including pension contributions of key management personnel during the year was £19,970 (2023: £41,569).

Trustees

No trustee received any remuneration for services during the year (2023 - £Nil). Directly incurred expenses are reimbursed when claimed and in 2024 a total of £Nil was claimed (2023 - £Nil).

9. Pensions

The charity operates a defined contribution pension scheme and a separate National Employment Savings Trust defined contribution stakeholder pension scheme which became operational on 1st January 2019. The assets of the schemes are held separately to those of the charity in independently administered funds. The pension cost charge represents the contributions payable by the charity to the funds for the year and these costs are included within staff costs and allocated to the activity for the relevant employee. The pension charge for 2024 was £6,908 (2023 - £6,908). At the year-end, £719 was payable in respect of outstanding contributions (2023 - £719).

10. Taxation

The Caxton Trust is a registered charity, and as such is entitled to certain tax exemptions on income and profits from investments, and on surpluses on any activities carried on in furtherance of the charity's primary objectives, if these profits and surpluses are applied solely for charitable purposes.

The Caxton Trust
Notes to the Financial Statements
for the year ended 31st December 2024

11. Tangible Fixed Assets

	Computer equipment £	Website & database £	Total £
Cost			
At 1st January 2024	6,233	121,885	128,118
At 31st December 2024	6,233	121,885	128,118
Depreciation			
At 1st January 2024	4,771	121,885	126,656
Charge for the year	1,462	-	1,462
At 31st December 2024	6,233	121,885	128,118
Net Book Value			
At 31st December 2024	**£-**	**£-**	**£-**
At 31st December 2023	£1,462	£-	£1,462

12. Stock

	2024 £	2023 £
Stock of Catch Up materials	**£190**	£1,458

13. Debtors

	2024 £	2023 £
Trade debtors	**15,015**	17,450
Prepayments	**8,466**	11,506
VAT repayable	**-**	1,815
	£23,841	£30,771

The Caxton Trust
Notes to the Financial Statements
for the year ended 31st December 2024

14. Creditors: falling due within one year

	2024 £	2023 £
Trade creditors	**15,403**	14,832
Income in advance	**799**	2,449
Accruals	**16,443**	11,578
Taxation and social security	**1,769**	2,313
	£34,414	£31,172

Income in advance relates to training income invoiced in advance.

	2024 £	2023 £
Balance at 1st January 2024	**2,449**	15,330
Amount released to income from charitable activities	**(2,449)**	(15,330)
Amount deferred in year	**799**	2,449
Balance at 31st December 2024	**£799**	£2,449

15. Other Commitments

A three-year lease was entered into on 1st April 2024 with break clauses after 12 and 24 months. The annual rent and service charge for the property was £11,778.

At 31st December 2024, the charity had future minimum lease payments and service charge obligations under non-cancellable operating leases in respect of land and buildings of:

	2024 £	2023 £
Amounts payable		
Within one year	**£3,926**	**£Nil**

The amounts recognised as an expense for the period in respect of rent and service charge obligations for land and buildings was £11,778 (2023 - £11,778).

The Caxton Trust
Notes to the Financial Statements
for the year ended 31st December 2024

16. Funds

	At 1st January 2024 £	Incoming resources £	Outgoing resources £	Transfers £	At 31st December 2024 £
Restricted funds					
Charity of Sir Richard Whittington	16,775	-	(16,775)	-	-
Unrestricted funds					
General reserve	206,223	182,737	(222,566)	-	**166,394**
Total funds	£222,998	£182,737	£(239,341)	£-	**£166,394**

Charity of Sir Richard Whittington

In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant was to undertake research to create literacy and numeracy interventions at the early years' foundation stage and was scheduled for completion during 2024. The grant, payable in instalments, includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The income profile of grant saw £80,427 received in 2020, £134,983 in 2021, £111,183 in 2022 and the remaining £22,534 in 2023. The balance carried forward at the end of 2023 related to the costs of finalising the report and dissemination of the results of the project and these were expended in 2024.

Projects are priced to generate a surplus over the direct costs attributable to delivering the projects in order to cover the associated overheads of the charity. In addition, surpluses arise where the income allowed is in excess of the direct costs of delivering the various elements of the project expenditure. These total surpluses over direct costs incurred are shown as a transfer between funds. Where projects incur costs that were not associated with the original funding bid, these extra costs are borne by Catch Up and allocated to the period incurred.

17. Analysis of net assets/(liabilities) between funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	-	-	-
Unrestricted funds	-	166,394	**166,394**
	£-	£166,394	**£166,394**

The Caxton Trust
Notes to the Financial Statements
for the year ended 31st December 2024

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net movement in funds	(56,604)	(94,769)
Add back depreciation charges	1,462	1,463
Deduct interest income shown in investing activities	(4,917)	(4,960)
(Increase)/decrease in stock	1,268	4,268
(Increase)/decrease in debtors	7,290	21,147
Increase/(decrease) in creditors	3,242	(41,873)
Net cash provided by/(used in) operating activities	£(48,259)	£(114,724)

19. Related party transactions

During the year Catch Up received a donation of £30,000 from The Manor 2056 Trust, which is a charity controlled by Mr Lane who is a trustee of The Caxton Trust (2023 - £30,000). A donation of £2,500 was also received from Mr & Mrs Emmett. Mrs Emmett is a trustee of The Caxton Trust (2023 - £2,500).

20. Post balance sheet events

There were no post balance sheet events to note.

THE CAXTON TRUST

England & Wales - Charity number 1072425

Accounts

Company Number: 3476510

Charity Numbers: 1072425
SC047557

The Caxton Trust
(A company limited by guarantee)

Report and Financial Statements

for the year ended 31st December 2023

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The Caxton Trust

Report and Financial Statements

Contents

	Page
Report of the Trustees (including Directors' report)	1 - 10
Independent auditors' report	11 - 14
Statement of financial activities (Including income and expenditure account)	15
Balance sheet	16
Statement of cash flows	17
Notes to the financial statements	18 - 28

The Caxton Trust
Report of the Trustees (including Directors' report)
for the year ended 31st December 2023

In this document the Trustees present their report and the audited financial statements for the year ended 31st December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and Statement of Recommended Practice: Accounting and Reporting by Charities applicable in the UK and Republic of Ireland (effective 1 January 2015) – known as Charities SORP (FRS102). The Trustees' report is also a directors' report for the purposes of the Companies Act 2006 and other company legislation.

Chairman's Report

The Caxton Trust operates under the name of Catch Up. Our overall aim is to increase both the take-up of Catch Up training by schools and their long-term engagement with Catch Up, so that many more struggling learners are supported by Catch Up's products.

The educational market has seen the growth of academy chains and free schools, the decline of local education authorities, and increasing public sector budgetary pressures. To address these challenges, Catch Up seeks to offer cost-effective and readily accessible products, to allow the maximum number of struggling learners in schools to be reached. The one-off cost of £450 for a person to be trained in one of our interventions means that the average cost per pupil reduces significantly as more beneficiaries receive the intervention, with the result that the Catch Up interventions offer exceptionally good value for money. As part of the Catch Up Training Support Package, we offer additional tools to help schools embed the interventions and further resources that support them.

The Caxton Trust has charitable status in Scotland and Catch Up is an authorised supplier to several Scottish local authorities. Further relationships in Scotland are being developed in order to expand the reach of Catch Up there.

For many years our main delivery model was face-to-face training using a network of Regional Training Centres (RTCs) supplemented by individual courses for organisations when requested. An online offer was trialled during 2019 and regular online training courses for both literacy and numeracy interventions were offered at the beginning of 2020. As a result of the Covid-19 pandemic all our training ceased in March 2020. Upon resumption of training in the autumn of that year, we experienced strong demand for online training. The necessity of remote training and the growing acceptance of that form of model meant that we have since offered most of our courses online, with bespoke face-to-face courses being offered to individual organisations when requested. We continue to adapt and refine our online courses to ensure an efficient and quality delivery of training for our interventions.

We use our website and database to provide an efficient automated booking process; this enables Catch Up to continue to be a reasonably priced intervention and to be accessible to the widest possible audience. Our discounted training places continue to prove popular, offering good value to organisations taking up these offers and encouraging the creation of an optimal team of three trainees, including a Catch Up co-ordinator, to be embedded in a school. Incentives for whole school training are also offered to maximise the take-up of the Catch Up interventions in individual organisations.

Catch Up trained 501 trainees in 2023, including 54 project trainees. Indications are that 2024 will be a further challenging year for the education sector.

In March 2020 Catch Up was awarded a grant of £349,127 from The Charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. This was to be used to undertake research over a three-year period for the creation of literacy and numeracy interventions for the early years foundation stage. Whilst the immediate start to the project was delayed as a result of the Covid-19 pandemic and the difficulty recruiting schools meant that the project needed to be re-profiled. The project has achieved its desired aim to demonstrate that the Catch Up interventions can be delivered to the early years foundation stage. The end of project report produced will be used to promote the use of the interventions to younger struggling learners.

In November 2021 Catch Up entered into an agreement with What Works for Children's Social Care for a pilot project to train up to 50 foster carers in Catch Up Literacy. It is pleasing that Catch Up was able to expand its reach to young people in care who were able to benefit from this intervention. At the end of 2022 discussions were held with Norfolk Virtual School to look to deliver the Catch Up Literacy intervention to carers and supporting adults in two parts, the first concentrating on reading. Following a successful first course in November 2022, a further 18 trainees were trained in 2023 and 3 further courses are booked for 2024. Catch Up is now seeking to contact other virtual schools across the UK to offer similar support to the looked after children sector.

The continued demand for online training coupled with the ongoing support of The Manor 2056 Trust and the Mercers' project has allowed the organisation to end the year on a stable financial footing.

On behalf of the Trustees, I thank our former Chief Executive, Theresa Rogers, and her colleagues, for the commitment they have shown in responding to the fluctuating levels of demand experienced and in developing new areas to ensure Catch Up reaches as wide an audience as possible. Following Theresa's retirement, the Senior Leadership Team (SLT) took charge of the day to day running of Catch Up and we express our gratitude to them for stepping up to carry the Catch Up baton on.

I would also like to thank Patrick Crawford for nearly 10 years of service as Trustee and over 5 years as Chairman during a difficult time for the charity. We wish him a happy retirement.

To find out more about Catch Up, visit our website www.catchup.org or telephone: 01842 668080.

Andrew Lane

Andrew Lane
Chairman

The Caxton Trust
Report of the Trustees (including Directors' report)
for the year ended 31st December 2023

Our purpose and activities

Our charity's purpose, set out in the objects of the Trust in its governing documents, is the advancement of education. Our mission statement is to address literacy and numeracy difficulties that contribute to under-achievement.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. We look at the success of each key activity and the benefits brought to those groups of people we are set up to help. This process also helps us to ensure that our aim, objectives and activities remain focussed on our stated purposes. We have complied with the duty in the 2011 Charities Act and the Charities and Trustee Investment (Scotland) Act 2005 to have due regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The Trustees accordingly consider how planned activities will contribute to the aims and objectives they have set.

How our activities deliver public benefit

A significant proportion of primary and secondary school children in the UK have difficulties in attaining the levels of literacy and numeracy expected of them. Whilst these difficulties are often not severe enough to entitle those struggling learners to statutory additional learning support, they may still be sufficient to restrict the access to the curriculum. Without additional support, these children may fall further behind their peers. The adverse consequences are wide-ranging and well-documented: long-term poor academic achievement, low self-esteem, lower motivation to read, disengagement with the learning process, behavioural problems, reduced employment prospects and the possibility of social exclusion. It was with this in mind, that the Catch Up interventions were developed. By helping individuals experiencing learning difficulties to reach their full potential, it is hoped that their lives will be enriched and that they will be able to play a fuller part in society, so benefiting the communities in which they live.

Our main activities and those whom we try to help are described below. All our charitable activities focus on the advancement of the literacy and numeracy skills of struggling learners and are undertaken to further our charitable purposes for the public benefit.

Catch Up, the working name of The Caxton Trust, is a not-for-profit charity that:

- offers comprehensive and integrated training and resource packages to support the management and delivery of the Catch Up interventions;
- provides ongoing support, through the Catch Up community, for those who deliver the Catch Up interventions; and
- undertakes research into the development and enhancement of the Catch Up interventions, and into extending the support it provides to struggling learners.

Catch Up Literacy and Catch Up Numeracy are:

- structured one-to-one interventions for struggling readers and for learners who struggle with numeracy respectively;
- centred on 15-minute sessions delivered twice a week, targeted to the needs of the individual;
- grounded in rigorous academic research and shown to be effective in schools (and other settings); and
- realistic, practical and inexpensive.

Who used and benefited from our Services?

Those who use our services are initially teachers, teaching assistants, carers and other 'supporting adults'. The ultimate beneficiaries are struggling learners.

Achievements and performance

OPERATIONAL

- Catch Up continues to develop its Key Performance Indicators in order to manage and develop its work effectively. The number of struggling learners helped is the ultimate measure of the work of the charity. As trained supporting adults can assist many struggling learners over time, the ultimate number of beneficiaries is difficult to quantify. We feel accordingly that the best measure of the activity of the charity is the number of supporting adults trained. In 2023, there were a total of 501 trainees, compared to 924 in 2022.
- The changing financial climate within the public sector, changes in local authority staffing in England, and the development of academies and free schools combine to provide a challenging environment for the delivery of Catch Up's operations.
- The effects of the Covid-19 pandemic meant there was an even greater need for the Catch Up interventions following the reduction of face-to-face teaching and given that not all members of the school community could access online learning during the pandemic. Subsequently, attendance issues have meant many pupils are falling behind and in need of extra help to close the attainment gap.
- To make our interventions more affordable and to encourage the ideal team size of a minimum of three Catch Up trainees in each school, discounted places are offered to organisations booking training for each intervention. Whole school block discounts are also offered to provide incentives to widen Catch Up's reach.
- Since 2000, we have trained in excess of 36,000 supporting adults to deliver the Catch Up interventions and we estimate that they have supported well in excess of half a million struggling learners.

COMMUNICATIONS, MARKETING AND BUSINESS DEVELOPMENT

- Activities included direct mail, email advertising, publisher inserts, brochure mailings, email newsletters, X (formerly Twitter), training campaigns, webinars, automated emails, and Excellence Awards.
- We recognised that, with the diminishing roles of English local authorities, we needed to find new ways of communicating and working with English schools directly, including exploring the use of new partnerships. Schools are keen to maximise the benefits from their use of Targeted Pupil Funding/Pupil Premium, especially as this is scrutinised as part of school inspections
- A Pupil Reporting Tool enables users to benefit as much as they can from the Catch Up interventions and provides more evidence of the benefits of using Catch Up.
- Following the recent work with virtual schools and the looked after children sector, work to increase awareness of Catch Up continues to be pursued to encourage further opportunities of collaboration.
- The completion of the Mercers' project demonstrating Catch Up's suitability to the early years foundation stage means that new marketing messages to communicate this area are now being developed.

- An agreement was reached with the National Literacy Trust (NLT) to promote Catch Up as a preferred option to help with literacy for struggling learners.
- Hodder Education now notes that its New Salford Sentence Reading Test is recommended by Catch Up; this has helped to raise the profile of the organisation to members of the education sector by being associated with this well-respected teaching tool.

BUILDING CAPACITY

- The use of our website and database provides an efficient booking and administration system, with trainees made fully aware of our on-line functionality.
- The automation of database-driven tasks has allowed efficient management of courses by our office team and the use of a third-party provider to deliver online connectivity for courses has allowed our office resources to be deployed to manage the courses being delivered.
- Using the knowledge, expertise, and commitment of the Catch Up team has been beneficial in developing and reviewing operational issues and resources, as well as in identifying potential new areas of development and refining online delivery.
- Trainers have been trained in delivering the training online and the delivery of training continues to be refined as a result of feedback from trainers and trainees.

RESEARCH AND GRANTS

- In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant is for the undertaking of research to create early years' literacy and numeracy interventions for pupils' Foundation Stage and is scheduled for completion during 2023. The grant, payable in instalments includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The profile of grant saw £80,427 received in 2020, £134,983 in 2021, £111,183 in 2022 and with the remaining £22,534 being received in 2023. The expenditure incurred in relation to this grant in the year was £55,283 with a transfer to unrestricted funds of £11,893. The project was heavily affected by the Covid-19 Pandemic which resulted in initial one to one sessions being delayed until Summer 2022. During the project, it was evident that an assumed contribution from project schools would not materialise, consequently the project expenditure was re-profiled with Mercers' agreement. As the project entered its final year it became apparent that despite trying to recruit project schools via a variety of methods, the project would not attract the expected number of schools planned. This has resulted in a reduced amount of expenditure and a greater amount of project income being transferred to unrestricted reserves over the period of the grant. Despite these setbacks the development of the Catch Up interventions for early years has been achieved and case studies will be provided to support its use in the future.
- In November 2021 Catch Up entered into an agreement with What Works for Children's Social Care for a pilot project to train up to 50 foster carers in Catch Up Literacy. The project had an expected grant value of £86,735 with completion expected by March 2023. £54,900 was received in 2021 and £27,335 in 2022, with the final £4,500 in 2023.
- The Manor 2056 Trust provided a financial donation of £30,000 which was used to support core costs during the year.

FUND-RAISING STANDARD INFORMATION

- Catch Up does not carry out fund raising activities. It relies upon the sale of the Catch Up training and resources for its operating costs and upon grants for its research projects.

Financial review

- 2022 saw a level of activity similar to that experienced in 2019, the last full calendar year before the Covid 19 pandemic. The surge in demand experienced in 2022 then tailed off in 2023. During 2023 it was necessary to cut costs and the combination of not replacing the CEO and some restructuring of the staff team ensured that charity ended the year with a reduced cost base going forward.
- As a result of the reduction in staff costs, a steady, albeit reduced, demand for training, the continued support of The Manor 2056 Trust and the final work in delivering The Mercers' Company's project, a sound financial position at the end of 2023 was achieved. Catch Up had a financial deficit of £63,020 for the year on unrestricted funds and at the year-end the balance on unrestricted reserves was £206,223.
- Total income for 2023 was £254,724, which represented a 54% decrease from £559,299 in 2023. There was an 65% decrease in grants and donations in 2023 to £61,312 from 176,518 in 2022. Income from the sale of Catch Up materials and training decreased to £188,452 from £381,418.
- Total expenditure in 2023 was £349,493, down from £500,823, a 30% decrease.
- The total net deficit for 2023 was £94,769 (2022 - surplus of £58,476).
- Total reserves at the end of 2023 were £222,998, comprising unrestricted reserves of £206,223 and restricted reserves of £16,775; the restricted reserves were in respect of funding received, which will be spent during 2024.

Pricing policy

Catch Up maintains a pricing policy that reflects the strategy of enabling its interventions to be available to as many beneficiaries as possible. Hence, the Trustees and management seek to offer a price that provides a reasonably priced and cost-effective intervention that covers the core costs of the charity, enabling the charity to be sustainable. We give incentives for more trainees from the same organisation to encourage what Catch Up sees as the optimal number of trainees at each location to achieve the most successful outcomes for itself and for schools.

Reserves policy

The Trustees have established the level of unrestricted (freely available) reserves that the charity should aim to have. These reserves are needed to bridge the funding gaps between spending on Catch Up interventions and receipt of income. The seasonal nature of the training also requires the level of cash reserves to be sufficient to cover core costs and working capital requirements during periods when reduced income is experienced, typically during the first half of the year.

The aim of Trustees is to achieve a level of unrestricted reserves equivalent to between three to six months of core costs, currently estimated to be between £57,115 and £114,231. This target level of reserves was achieved in 2023 and it is planned for this level will be maintained during 2024. However, as a result of the uncertainty within the educational sector and the reduced level of bookings, the Trustees feel that is prudent to maintain an additional level of unrestricted reserves at the 2023 year end than the policy would suggest. Especially as the prospect of additional grant funding in the near future is uncertain.

Going concern

A deficit was experienced in 2023 as the Mercers project came to an end and the level of bookings reduced. Indications are that 2024 will be another challenging year. It is expected that a deficit on unrestricted reserves in the region of £90,000 will be incurred in 2024 with a further deficit in 2025 in the region of £42,000. It is hoped that during 2025 following marketing campaigns to new markets including the looked after children and early years sectors will increase the numbers of trainees trained. Should the marketing campaigns not be successful, further cost reductions may be necessary to enable a return to a breakeven position. The cost of any reorganisation is expected to be met from unrestricted reserves.

The research grant from The Mercers' Company has provided financial stability for the early part of 2024 as the final report is published and disseminated. In addition, the Trustees have negotiated a working capital line of credit from The Manor 2056 Trust, should it be required, as well as pledges for annual grants of £30,000 per annum for 2024 and 2025 to support the organisation for a 12-month period.

The level of reserves coupled with our forecasts of trading and cashflows for 2024 and 2025, based on the expected demand for 2023, cause the Trustees to be of the view that the charity is a going concern.

Plans for future periods

Catch Up began offering on-line training courses during 2020. These have the advantage of reaching geographically remote groups or trainees that wish to access Catch Up training at the earliest opportunity without the need to incur travel time and costs. The incidence of Covid-19 in 2020 demonstrated how flexible these on-line courses are and how well-suited they are to remote delivery. The pandemic has made society more comfortable with remote learning and online delivery is now the preferred delivery method for our interventions. Face-to face courses are offered to organisations that are looking to train a minimum of 10 trainees.

The Mercers' Company's Early Years project and the project for What Works for Children's Social Care which was followed up with work with Norfolk Virtual School have identified areas for further development. These identified sectors offer great potential to expand the reach of Catch Up interventions and work to focus marketing efforts to these areas is already underway.

The dedication, commitment, flexibility and professionalism of the Catch Up team, combined with an adaptable strategy, a refined delivery model, excellent value for money and proven effectiveness, allow the Trustees to be confident that continued take-up of Catch Up interventions will be achieved, thus helping many more children benefit from our interventions.

Reference and administrative details

Charity Numbers:	1072425 SC047557
Company Number:	3476510
Registered Office:	Catch Up, Keystone Enterprise Factory, Brunel Way, Thetford, IP24 1HP
Auditors:	Kevin J Rhind, Hempstead House, Hempstead, Norwich NR12 0SH
Bankers:	CAF Bank, Kings Hill, West Malling, Kent ME19 4TA

The charity is officially registered as The Caxton Trust but conducts its charitable work under the working name of Catch Up.

Directors and trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report they are collectively known as the Trustees. The Trustees and officers serving during the year and since the year-end were as follows:

Andrew Lane – Chairman from 14th November 2023
Patrick Crawford CB – Chairman until 14th November 2023, resigned as Trustee 18th December 2023
Sioned Bowen
Vanessa Emmett
Professor Ingrid Lunt
Jocelyn Stuart-Grumbar
Alan Warner

The key staff members were:

Chief Executive	Theresa Rogers (retired 9th March 2023)
Deputy Director	*Dr Graham Sigley – with responsibility for research programmes*

Following Theresa Rogers retirement, a senior leadership team (SLT) which includes the Deputy Director has been in place to manage the day-to-day running of the charity.

Governing document and members

The Caxton Trust is a company limited by guarantee and a registered charity in England and Scotland. On 12th June 2017, the company adopted a new Memorandum and Articles of Association in substitution to its Memorandum and Articles of Association dated 4th December 1997 as amended on 22nd October 1998.

The members are the owners of the charity. Applications for membership require approval by the Trustees. Each of the members has agreed to contribute £1 in the event of the charity winding up. The current membership comprises the existing Trustees.

Appointment of trustees

The Trustees are responsible for governance, directing and overseeing the operation of the charity. Trustees are appointed by a recruitment process which includes an interview. The minimum number of trustees is three; there is no maximum number.

Trustee induction and training

All new trustees are given an induction meeting to brief them on their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, the decision-making process, the business plan, recent financial performance of the charity and a job description. They are also invited to meet key employees and members of staff.

Organisation

The board of trustees administers the charity. The board meets at least quarterly. A Chief Executive was appointed by the Trustees to manage the day-to-day operations of the charity; this role is now being carried out by a 4-person SLT. To facilitate effective operations, the Chief Executive previously and latterly the SLT has delegated authority, within the terms of delegation approved by the Trustees, for operational matters including finance, employment and the sale of Catch Up products.

Remuneration policy for trustees and senior staff

The Trustees and the Senior Leadership Team members comprise the key management personnel of the charity. The Trustees give their time without compensation and no trustee received any remuneration in the year.

Details of the senior staff remuneration are disclosed in note 8 to the financial statements. The pay of senior staff is reviewed annually along with other members of the staff team and assessment given to the sustainability of the charity, local market rates and the performance of both individuals and of the organisation.

Risk management

The Trustees have a risk management strategy, which comprises:

- an annual review of the risks and uncertainties the charity may face;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

This review has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds and the active management of trade debtors and creditors to ensure sufficient working capital is available to the charity. Operationally, the charity aims to ensure that training courses only take place where a positive financial contribution can be achieved.

Trustees' responsibility in relation to the financial statements

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that period.

In preparing those 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 FRS102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure to our auditors

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the charity's auditor is unaware, and
- the Trustees, having made such enquiries of fellow trustees and the charity's auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as a trustee, in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor

A resolution proposing Kevin J. Rhind is re-appointed as auditor of the charity will be put to the Annual General Meeting.

Small company provisions

The report of the Trustees has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Signed on behalf of the Trustees by:

Andrew Lane

Andrew Lane
Chairman

Dated: 20th May 2024

Independent Auditor's Report to the Trustees of The Caxton Trust

Opinion

We have audited the financial statements of The Caxton Trust (the 'charitable company') for the year ended 31 December 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 [date], 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, the Charities and Trustees Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 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 responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the 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 charitable company'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 trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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 the audit:

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

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the 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 and the Charities Accounts (Scotland) Regulations 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 directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees
As explained more fully in the trustees' responsibilities statement set out on page 10, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements
We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

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

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the company and determined that the most significant are those relating to the reporting framework (FRS 102, The Charities SORP FRS102, the Companies Act 2006, the Charities Act 2011, the Charities and Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006) and the relevant direct and indirect compliance tax regulations in the United Kingdom.
- We understood how the company is complying with those frameworks by making enquiries of management and the trustees to understand how the company maintains and communicates its policies and procedures in these areas and corroborated this by reviewing documentation. We have also reviewed correspondence with relevant authorities.
- Reviewing minutes of meetings of trustees.
- Reviewing financial statement disclosures and testing supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of the controls, including testing of journal entries and other adjustments for appropriateness, evaluation of the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for evidence of bias.

On occasion where we may also have determined that certain matters relating to non-compliance with laws and regulations are key audit matters, we must still include the required explanation, in our report, as to what extent the audit was capable of detecting irregularities, including fraud. Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for

This description forms part of our auditor's report.

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, and to the charitable company's trustees, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and 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 charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Independent Auditor's Report to the Trustees of The Caxton Trust

Kevin J. Rhind (Senior Statutory Auditor)
For and on behalf of
Kevin J. Rhind, Statutory Auditor

Hempstead House,
Hempstead,
Norwich
NR12 0SH

29 May 2024

Dated:

The Caxton Trust
Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st December 2023

	Note	Unrestricted Funds £	Restricted Funds £	2023 £	2022 £
Income					
Grants and donations	3	33,778	27,534	**61,312**	176,518
Income from charitable activities:					
Sales of Catch Up materials, training and conferences	4	188,452	-	**188,452**	381,418
Investment income	5	4,960	-	**4,960**	1,363
Total income		227,190	27,534	**254,724**	559,299
Expenditure					
Expenditure on charitable activities:					
Development and sale of Catch Up materials, training and conferences	6	290,210	59,283	**349,493**	500,823
Total expenditure		290,210	59,283	**349,493**	500,823
Net income/(expenditure)	7	(63,020)	(31,749)	**(94,769)**	58,476
Transfer between funds		12,893	(12,893)	**-**	-
Net movement in funds for the year		(50,127)	(44,642)	**(94,769)**	58,476
Reconciliation of funds					
Fund balances brought forward		256,350	61,417	**317,767**	259,291
Fund balances carried forward	16	£206,223	£16,775	**£222,998**	£317,767

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

All incoming resources and resources expended are derived from continuing activities.

The notes on page 18 to 28 form part of these financial statements.

The Caxton Trust
Balance Sheet
as at 31st December 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	11	**1,462**	2,925
Current assets			
Stocks	12	**1,458**	5,726
Debtors	13	**30,771**	51,918
Cash at bank and in hand		**220,479**	330,243
Total current assets		**252,708**	387,887
Creditors: amounts falling due within one year	14	**31,172**	73,045
Net current assets/(liabilities)		**221,536**	314,842
Net assets/(liabilities)		**£222,998**	£317,767
The funds of the charity			
Restricted income funds	16	**16,775**	61,417
Unrestricted income funds	16	**206,223**	256,350
Total charity funds	17	**£222,998**	£317,767

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The financial statements were approved by the board of Trustees on 20th May 2024 and signed on its behalf by:

Andrew Lane

Andrew Lane
Trustee

Company registration number: 3476510
Charity Number: 1072425

The notes on pages 18 to 28 form part of these financial statements.

The Caxton Trust
Statement of Cash Flows
for the year ended 31st December 2023

	Note	2023 £	2022 £
Cash provided by/(used in) operating activities	18	**(114,724)**	53,122
Cash flows from investing activities			
Investment income		**4,960**	1,363
Purchase of tangible fixed assets		**-**	(4,388)
Cash provided by/(used in) investing activities		**4,960**	(3,025)
Increase/(decrease) in cash and cash equivalents in the year		**(109,764)**	50,097
Cash and cash equivalents at the beginning of the year		**330,243**	280,146
Total cash and cash equivalents at the end of the year		**£220,479**	£330,243

The notes on pages 18 to 28 form part of these financial statements.

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a. Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) including the provisions of Section 1A applicable to Small Entities - (Charities' SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The financial statements are presented in sterling, rounded to the nearest whole £1.

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

b. Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The demand for training in 2024 is expected to be about 30% lower than that experienced in 2023 with the result that a deficit on unrestricted reserves in the region of £90,000 is expected for the year. Cost reductions were carried out in 2023 and funding bids are in progress. A marketing campaign focussing on early years and the looked after children sector are being prepared for 2024, with the aim of increasing trainee numbers, but in considering the Trusts ability to continue trading in 2025, the Trustees have prepared a budget based on a small increase in numbers over the 2024 forecast and a reduction in staff costs due to one member of staff retiring in 2024, which would result in a further deficit in the region of £42,000. Should the marketing campaigns not be successful, further cost reductions may be necessary to enable the Trust to continue trading. The cost of any reorganisation is expected to be met from unrestricted reserves. Assurances that the annual grant of £30,000 from The Manor 2056 Trust for 2024 and 2025 have been received. This funding along with the brought forward reserves ensures that the charity would be able to absorb the deficit expected for 2024 and any reorganisational costs, whilst still having sufficient working capital available to continue trading throughout 2025.

The charity has renewed its working capital line of credit which is enough to meet the expected shortfall of cash that might occur if budgeted training numbers are not met. The budgeted level of income and expenditure combined with the level of reserves for the charity are sufficient for it to be able to continue as a going concern.

c. Company status

The charity is a private company limited by guarantee incorporated in England within the United Kingdom. The guarantors are the members. The liability in respect of the guarantee, as set out in the memorandum and articles, is limited to £1 per member of the charity.

The charity is also a registered charity in Scotland. The address of the registered office is given in the information on page 8 of these financial statements.

d. Income

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

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executors to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is a treated as a contingent asset and disclosed if material.

Income from the sale of Catch Up training and materials is recognised on a receivable basis when due. Income received in advance of training is deferred until the criteria for income recognition are met (see note 14 below).

Donated professional services are recognised as income when the charity has control over them, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and the economic benefit can be measured reliably. On receipt, donated professional services are recognised on the basis of the value of the gift to the charity, which is the amount the charity would have had to pay to obtain services of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period.

e. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

f. Fund accounting

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

Restricted funds are funds subject to specific restrictive conditions imposed by donors or by the purpose of the donation. The purpose and use of the restricted funds are set out in the notes to the financial statements.

g. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on charitable activities includes the costs of delivering the Catch Up training, training staff, delivering conferences, development and marketing, and other activities undertaken to further the purposes of the charity and their associated support costs.

h. Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs which support the charity's activities. The bases on which such support costs have been allocated are set out in note 6 below.

i. Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged as incurred.

j. Tangible fixed assets

Individual assets costing £1,000 or more are capitalised at cost.

Assets in the course of development are capitalised although not depreciated until the asset is brought into use.

Depreciation is provided on all tangible fixed assets in order to write off their cost, less estimated residual value, over their expected useful lives on the following basis:

Office equipment and fixtures	33%	straight line basis
Website and software	25%	straight line basis

k. Stock

Stocks are stated at the lower of cost and net realisable value on a FIFO basis after making allowance for slow moving and obsolete stock.

l. Debtors

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

m. Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n. Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution stakeholder pension scheme which is administered by Prudential plc. The scheme is open to all employees and is funded by contributions from the employee and employer. A separate National Employment Savings Trust defined contribution stakeholder pension scheme became operational on 1st January 2019, the charity's staging date for auto-enrolment. The pension cost charge represents contributions payable by the charity to the funds in respect of the year.

o. Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the profit and loss account.

p. Redundancy costs

Redundancy costs are provided for once the decision for termination has been made. These are quantified in accordance with the employee's right to redundancy payments based on years of service. In addition, any pay in lieu of notice due is calculated in accordance with the relevant employment contract.

2. Critical accounting estimates and judgements

In the application of the charitable company'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 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 revision and future periods where the revision effects both current and future periods.

The estimates and assumptions with a significant risk of causing material adjustments to the carrying amount of assets and liabilities within the next financial year are:

Costs of completing the work funded by restricted grant funding, where judgement is made to estimate the amount of grant funded earned on the particular projects based on the milestones reached and the estimated costs of completing the project. This in turn allows the Trustees to estimate what amounts if any may be transferred from restricted reserves to unrestricted reserves.

3. Grants and donations

	2023 £	2022 £
Unrestricted grants and donations		
The Manor 2056 Trust	**30,000**	30,000
Others	**3,778**	4,000
Apprenticeship grants	**-**	4,000
	£33,778	£38,000
Restricted grants and donations		
Charity of Sir Richard Whittington	**22,534**	111,183
What Works for Children's Social Care	**4,500**	27,335
Go Digital	**500**	-
	£27,534	£138,518
Total grants and donations	**£61,312**	£176,518

4. Income from charitable activities

	2023 £	2022 £
Sales of Catch Up products	**114,802**	232,136
Training and associated income	**73,650**	149,282
	£188,452	£381,418

The percentage of income attributable to markets outside the United Kingdom is 4.9% (2022 - 4.1%)

5. Investment income

	2023 £	2022 £
Bank interest	**£4,960**	£1,363

6. Analysis of expenditure on charitable activities

	Staff costs £	Direct costs £	Office and support costs £	Total 2023 £	Total 2022 £
Costs of Catch Up materials and training	98,958	9,080	48,777	**156,815**	172,639
Training and conferences	29,781	61,898	1,339	**93,018**	141,209
Development and marketing	15,620	12,154	5,000	**32,774**	91,303
Project and grant costs	29,308	29,975	-	**59,283**	89,667
	173,667	113,107	55,116	**341,890**	494,818
Governance costs:					
Audit fees	-	-	5,496	**5,496**	5,250
Legal fees	-	-	2,107	**2,107**	755
	-	-	7,603	**7,603**	6,005
	£173,667	£113,107	£62,719	**£349,493**	£500,823

For the year ended 31 December 2023

	Restricted	Unrestricted	Total
Expenditure on charitable activities	£59,283	£290,210	£349,493

Staff costs are apportioned on a time basis. Office and support costs are apportioned to the activity to which they relate.

7. Net income/(expenditure) for the year

	2023 £	2022 £
This is stated after charging/(crediting):		
Depreciation of own assets	**1,463**	2,078
Auditors' remuneration:		
Audit services	**5,496**	5,250

8. Employee information

	2023 Number	2022 Number
The average number of persons employed was:		
Support and administration	**6.4**	9.4
The full time equivalent average number of persons was:		
Support and administration	**4.1**	6.0

Staff costs (for the above staff)

	2023 £	2022 £
Wages and salaries	**159,407**	219,627
Social security costs	**7,352**	15,272
Pension costs	**6,908**	10,088
Total staff costs	**£173,667**	£244,987

During 2023 two employees were made redundant. Redundancy and notice payments totalling £7,348 were paid in respect of these two employees and are shown within the wages and salaries noted above.

During the year, retirement benefits were accruing to 7 employees (2022 - 7) in respect of money purchase schemes.

No employees received emoluments (excluding pension contributions) in excess of £60,000 (2022: none). The total remuneration including pension contributions of key management personnel during the year was £41,569 (2022: £88,218).

Trustees

No trustee received any remuneration for services during the year (2022 - £Nil). Directly incurred expenses are reimbursed when claimed and in 2023 a total of £Nil was claimed (2022 - £Nil).

9. Pensions

The charity operates a defined contribution pension scheme and a separate National Employment Savings Trust defined contribution stakeholder pension scheme which became operational on 1st January 2019. The assets of the schemes are held separately to those of the charity in independently administered funds. The pension cost charge represents the contributions payable by the charity to the funds for the year and these costs are included within staff costs and allocated to the activity for the relevant employee. The pension charge for 2023 was £6,908 (2022 - £10,088). At the year-end, £719 was payable in respect of outstanding contributions (2022 - £Nil).

10. Taxation

The Caxton Trust is a registered charity, and as such is entitled to certain tax exemptions on income and profits from investments, and on surpluses on any activities carried on in furtherance of the charity's primary objectives, if these profits and surpluses are applied solely for charitable purposes.

11. Tangible Fixed Assets

	Computer equipment £	Website & database £	Total £
Cost			
At 1st January 2023	18,245	121,885	140,130
Disposals – assets written off	(12,012)	-	(12,012)
At 31st December 2023	6,233	121,885	128,118
Depreciation			
At 1st January 2023	15,320	121,885	137,205
Disposals – assets written off	(12,012)	-	(12,012)
Charge for the year	1,463	-	1,463
At 31st December 2023	4,771	121,885	126,656
Net Book Value			
At 31st December 2023	**£1,462**	**£-**	**£1,462**
At 31st December 2022	£2,925	£-	£2,925

12. Stock

	2023 £	2022 £
Stock of Catch Up materials	**£1,458**	£5,726

13. Debtors

	2023 £	2022 £
Trade debtors	**17,450**	37,470
Prepayments	**11,506**	11,122
VAT repayable	**1,815**	3,326
	£30,771	£51,918

14. Creditors: falling due within one year

	2023	2022
	£	£
Trade creditors	**14,832**	46,538
Income in advance	**2,449**	15,330
Accruals	**11,578**	5,804
Taxation and social security	**2,313**	5,373
	£31,172	£73,045

Income in advance relates to training income invoiced in advance.

	2023	2022
	£	£
Balance at 1st January 2023	**15,330**	28,205
Amount released to income from charitable activities	**(15,330)**	(24,206)
Amount deferred in year	**2,449**	11,331
Balance at 31st December 2023	**£2,449**	£15,330

15. Other Commitments

A three-year lease was entered into on 1st October 2020 with break clauses after 12 and 24 months. The lease expired on 30 September 2023 and the charity continued to pay on a month-to-month basis until a new three-year lease was entered into in March 2024 under the same terms, with break clauses in April 2025 and April 2026. The annual rent and service charge for the property was £11,778.

At 31st December 2023, the charity had future minimum lease payments and service charge obligations under non-cancellable operating leases in respect of land and buildings of:

	2023	2022
	£	£
Amounts payable		
Within one year	**£Nil**	£8,834

The amounts recognised as an expense for the period in respect of rent and service charge obligations for land and buildings was £11,778 (2022 - £11,778).

16. Funds

	At 1st January 2023 £	Incoming resources £	Outgoing resources £	Transfers £	At 31st December 2023 £
Restricted funds					
Charity of Sir Richard Whittington	61,417	22,534	(55,283)	(11,893)	**16,775**
What Works for Children's Social Care	-	4,500	(3,500)	(1,000)	-
Go Digital Grant	-	500	(500)	-	-
	61,417	27,534	(59,283)	(12,893)	**16,775**
Unrestricted funds					
General reserve	256,350	227,190	(290,210)	12,893	**206,223**
Total funds	£317,767	£254,724	£(349,493)	£-	**£222,998**

Charity of Sir Richard Whittington — In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant was to undertake research to create literacy and numeracy interventions at the early years' foundation stage and was scheduled for completion during 2023. The grant, payable in instalments, includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The income profile of grant saw £80,427 received in 2020, £134,983 in 2021, £111,183 in 2022 and the remaining £22,534 in 2023. The balance carried forward at the end of 2023 relates to the costs of finalising the report and dissemination of the results of the project.

What Works for Children's Social Care — In November 2022, Catch Up entered into a pilot programme with What Works for Children's Social Care to deliver Catch Up Literacy training to carers of looked after children along with the provision of appropriate reading materials. The project allowed for training of up to 50 carers and had a value of £86,735 with a completion date of March 2023.

Projects are priced to generate a surplus over the direct costs attributable to delivering the projects in order to cover the associated overheads of the charity. In addition, surpluses arise where the income allowed is in excess of the direct costs of delivering the various elements of the project expenditure. These total surpluses over direct costs incurred are shown as a transfer between funds. Where projects incur costs that were not associated with the original funding bid, these extra costs are borne by Catch Up and allocated to the period incurred.

17. Analysis of net assets/(liabilities) between funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	-	16,775	**16,775**
Unrestricted funds	1,462	204,761	**206,223**
	£1,462	£221,536	**£222,998**

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net movement in funds	**(94,769)**	58,476
Add back depreciation charges	**1,463**	2,078
Deduct interest income shown in investing activities	**(4,960)**	(1,363)
(Increase)/decrease in stock	**4,268**	4,222
(Increase)/decrease in debtors	**21,147**	10,313
Increase/(decrease) in creditors	**(41,873)**	(20,604)
Net cash provided by/(used in) operating activities	**£(114,724)**	£53,122

19. Related party transactions

During the year Catch Up received a donation of £30,000 from The Manor 2056 Trust, which is a charity controlled by Mr Lane who is a trustee of The Caxton Trust (2022 - £30,000). A donation of £2,500 was also received from Mr & Mrs Emmett. Mrs Emmett is a trustee of The Caxton Trust (2022 - £2,500).

20. Post balance sheet events

There were no post balance sheet events to note.

THE CAXTON TRUST

England & Wales - Charity number 1072425

Accounts

Company Number: 3476510

Charity Numbers: 1072425
SC047557

The Caxton Trust
(A company limited by guarantee)

Report and Financial Statements

for the year ended 31st December 2022

TUESDAY

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COMPANIES HOUSE

The Caxton Trust

Report and Financial Statements

Contents

	Page
Report of the Trustees (including Directors' report)	1 - 10
Independent auditors' report	11 - 14
Statement of financial activities (Including income and expenditure account)	15
Balance sheet	16
Statement of cash flows	17
Notes to the financial statements	18 - 28

The Caxton Trust
Report of the Trustees (including Directors' report)
for the year ended 31st December 2022

In this document the Trustees present their report and the audited financial statements for the year ended 31st December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and Statement of Recommended Practice: Accounting and Reporting by Charities applicable in the UK and Republic of Ireland (effective 1 January 2015) – known as Charities SORP (FRS102). The Trustees' report is also a directors' report for the purposes of the Companies Act 2006 and other company legislation.

Chairman's Report

The Caxton Trust operates under the name of Catch Up. Our overall aim is to increase both the take-up of Catch Up training by schools and their long-term engagement with Catch Up, so that many more struggling learners are supported by Catch Up's products.

The educational market has seen the growth of academy chains and free schools, the decline of local education authorities, and increasing public sector budgetary pressures. To address these challenges, Catch Up seeks to offer cost-effective and readily accessible products, to allow the maximum number of struggling learners in schools to be reached. The one-off cost of £450 for a person to be trained in one of our interventions means that the average cost per pupil reduces significantly as more beneficiaries receive the intervention, with the result that the Catch Up interventions offer exceptionally good value for money. As part of the Catch Up Training Support Package, we offer additional tools to help schools embed the interventions and further resources that support them.

The Caxton Trust has charitable status in Scotland and Catch Up is an authorised supplier to several Scottish local authorities. Further relationships in Scotland are being developed in order to expand the reach of Catch Up there.

For many years our main delivery model was face-to-face training using a network of Regional Training Centres (RTCs) supplemented by individual courses for organisations when requested. An online offer was trialled during 2019 and regular online training courses for both literacy and numeracy interventions were offered at the beginning of 2020. As a result of the Covid-19 pandemic all our training ceased in March 2020. Upon resumption of training in the autumn of that year, we experienced strong demand for online training, and we recognised that face-to-face training would not be practicable for the immediate future. The necessity of remote training and the growing acceptance of that form of model meant that we have since offered most of our courses online, with bespoke face-to-face courses being offered to individual organisations when requested. We continue to adapt and refine our online courses to ensure an efficient and quality delivery of training for our interventions.

We use our website and database to provide an efficient automated booking process; this enables Catch Up to continue to be a reasonably priced intervention and to be accessible to the widest possible audience. Our discounted training places continue to prove popular, offering good value to organisations taking up these offers and encouraging the creation of an optimal team of three trainees, including a Catch Up co-ordinator, to be embedded in a school. Incentives for whole school training are also offered to maximise the take-up of the Catch Up interventions in individual organisations.

Catch Up trained 924 trainees in 2022, including 30 project trainees. Indications are that 2023 will be a challenging year for the education sector.

In March 2020 Catch Up was awarded a grant of £349,127 from The Charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. This was to be used to undertake research over a three-year period for the creation of literacy and numeracy interventions for the early years foundation stage. Whilst the immediate start to the project was delayed as a result of the Covid-19 pandemic, the majority of milestones to date have been achieved and Catch Up is on track to deliver the project in line with the overall project timetable.

In November 2021 Catch Up entered into an agreement with What Works for Children's Social Care for a pilot project to train up to 50 foster carers in Catch Up Literacy. It is pleasing that Catch Up is looking to expand its reach to young people in care who will be able to benefit from this intervention.

The continued demand for online training coupled with the ongoing support of The Manor 2056 Trust and the Mercers' project has allowed the organisation to end the year on a stable financial footing.

On behalf of the Trustees, I thank our Chief Executive, Theresa Rogers, and her colleagues, for the commitment they have shown in responding to the fluctuating levels of demand experienced and in developing new areas to ensure Catch Up reaches as wide an audience as possible. Theresa has chosen to retire with effect from March 2023 and I would like to place on record our gratitude from all involved with Catch Up for her dedication and guidance over recent years in overseeing the professional development of the organisation. We wish her a long and happy retirement. The Senior Leadership Team will take charge of the day to day running of Catch Up in the interim. During 2022, Sue Walker, a long serving and valued member of the Catch Up team, sadly passed away. Sue had been involved from the early days of Catch Up and will be sorely missed.

To find out more about Catch Up, visit our website www.catchup.org or telephone: 01842 668080.

J.P.S. Crawford

Patrick Crawford CB
Chairman

Our purpose and activities

Our charity's purpose, set out in the objects of the Trust in its governing documents, is the advancement of education. Our mission statement is to address literacy and numeracy difficulties that contribute to under-achievement.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. We look at the success of each key activity and the benefits brought to those groups of people we are set up to help. This process also helps us to ensure that our aim, objectives and activities remain focussed on our stated purposes. We have complied with the duty in the 2011 Charities Act and the Charities and Trustee Investment (Scotland) Act 2005 to have due regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The Trustees accordingly consider how planned activities will contribute to the aims and objectives they have set.

How our activities deliver public benefit

A significant proportion of primary and secondary school children in the UK have difficulties in attaining the levels of literacy and numeracy expected of them. Whilst these difficulties are often not severe enough to entitle those struggling learners to statutory additional learning support, they may still be sufficient to restrict the access to the curriculum. Without additional support, these children may fall further behind their peers. The adverse consequences are wide-ranging and well-documented: long-term poor academic achievement, low self-esteem, lower motivation to read, disengagement with the learning process, behavioural problems, reduced employment prospects and the possibility of social exclusion. It was with this in mind, that the Catch Up interventions were developed. By helping individuals experiencing learning difficulties to reach their full potential, it is hoped that their lives will be enriched and that they will be able to play a fuller part in society, so benefiting the communities in which they live.

Our main activities and those whom we try to help are described below. All our charitable activities focus on the advancement of the literacy and numeracy skills of struggling learners and are undertaken to further our charitable purposes for the public benefit.

Catch Up, the working name of The Caxton Trust, is a not-for-profit charity that:

- offers comprehensive and integrated training and resource packages to support the management and delivery of the Catch Up interventions;
- provides ongoing support, through the Catch Up community, for those who deliver the Catch Up interventions; and
- undertakes research into the development and enhancement of the Catch Up interventions, and into extending the support it provides to struggling learners.

Catch Up Literacy and Catch Up Numeracy are:

- structured one-to-one interventions for struggling readers and for learners who struggle with numeracy respectively;
- centred on 15-minute sessions delivered twice a week, targeted to the needs of the individual;
- grounded in rigorous academic research and shown to be effective in schools (and other settings); and
- realistic, practical and inexpensive.

Who used and benefited from our Services?

Those who use our services are initially teachers, teaching assistants, carers and other 'supporting adults'. The ultimate beneficiaries are struggling learners.

Achievements and performance

OPERATIONAL

- Catch Up continues to develop its Key Performance Indicators in order to manage and develop its work effectively. The number of struggling learners helped is the ultimate measure of the work of the charity. As trained supporting adults can assist many struggling learners over time, the ultimate number of beneficiaries is difficult to quantify. We feel accordingly that the best measure of the activity of the charity is the number of supporting adults trained. In 2022, there were a total of 924 trainees, compared to 1,286 in 2021.
- 2020 saw the suspension of Catch Up Regional Training Centres (RTCs) as a result of the Covid-19 restrictions. Upon resumption of training in September 2020 all training was delivered online. The offer of face-to-face training restarted in 2021 and 8 face-to-face training courses were delivered to organisations at Covid-secure venues during 2022.
- The changing financial climate within the public sector, changes in local authority staffing in England, and the development of academies and free schools combine to provide a challenging environment for the delivery of Catch Up's operations.
- The effects of the Covid-19 pandemic meant there was an even greater need for the Catch Up interventions following the reduction of face-to-face teaching and given that not all members of the school community can access online learning.
- To make our interventions more affordable and to encourage the ideal team size of a minimum of three Catch Up trainees in each school, discounted places are offered to organisations booking training for each intervention. Whole school block discounts are also offered to provide incentives to widen Catch Up's reach.
- Accreditation continues to be offered for a one off cost of £100. The Catch Up qualification is administered by Gateway qualifications and is Ofqual recognised.
- Since 2000, we have trained in excess of 35,000 supporting adults to deliver the Catch Up interventions and we estimate that they have supported well in excess of half a million struggling learners.

COMMUNICATIONS, MARKETING AND BUSINESS DEVELOPMENT

- Activities included direct mail, email advertising, publisher inserts, brochure mailings, email newsletters, Twitter, training campaigns, webinars, automated emails, and Excellence Awards.
- We recognised that, with the diminishing roles of English local authorities, we needed to find new ways of communicating and working with English schools directly, including exploring the use of new partnerships. Schools are keen to maximise the benefits from their use of Targeted Pupil Funding/Pupil Premium, especially as this is scrutinised as part of school inspections
- A Pupil Reporting Tool enables users to benefit as much as they can from the Catch Up interventions and provides more evidence of the benefits of using Catch Up.
- Following the growth of enquiries from Scotland, work to increase awareness of Catch Up continues to be pursued to encourage more opportunities there.

- An agreement was reached with the National Literacy Trust (NLT) to promote Catch Up as a preferred option to help with literacy for struggling learners. Further opportunities to promote Catch Up in conjunction with NLT are being explored.
- Hodder Education now notes that its New Salford Sentence Reading Test is recommended by Catch Up; this has helped to raise the profile of the organisation to members of the education sector by being associated with this well-respected teaching tool.
- Our pilot programme with What Works for Children's Social Care has raised awareness of Catch Up in a new sector for us that includes many young people that would benefit from the Catch Up Literacy intervention.
- During the year links were made with Norfolk Virtual School for Children in Care and Children Previously in Care. A bespoke training package focussing on the reading aspect of literacy was delivered and further training is planned. It is envisaged that training can be delivered to similar organisations across the UK.

BUILDING CAPACITY

- The use of our website and database provides an efficient booking and administration system, with trainees made fully aware of our on-line functionality.
- The automation of database-driven tasks has allowed efficient management of courses by our office team and the use of a third-party provider to deliver online connectivity for courses has allowed our office resources to be deployed to facilitate the growing number of courses being delivered.
- Using the knowledge, expertise, and commitment of the Catch Up team has been beneficial in developing and reviewing operational issues and resources, as well as in identifying potential new areas of development especially in refining online delivery.
- Trainers have been trained in delivering the training online which allows a more flexible delivery model. This was a necessity following the Covid-19 pandemic but also has advantages for those geographically remote or those wishing to access training at the earliest possible time.

RESEARCH AND GRANTS

- In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant is for the undertaking of research to create early years' literacy and numeracy interventions for pupils' Foundation Stage and is scheduled for completion during 2023. The grant, payable in instalments includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The profile of grant saw £80,427 received in 2020, £134,983 in 2021 and £111,183 in 2022. The remaining £22,534 is due to be paid in 2023. The expenditure incurred in relation to this grant in the year was £77,652 with a transfer to unrestricted funds of £41,859. The project was heavily affected by the Covid-19 Pandemic which resulted in initial one to one sessions being delayed until Summer 2021. During the project, it was evident that an assumed contribution from project schools would not materialise, consequently the project expenditure was re-profiled with Mercers agreement. As the project entered its final year it became apparent that despite trying to recruit project schools via a variety of methods, the expected number of schools participating would not materialise. This has resulted in a reduced amount of expenditure which has resulted in a greater amount of project income being transferred to unrestricted reserves. Despite these setbacks the development of the Catch Up interventions for early years has been achieved and case studies will be provided to support its use in the future.

- In November 2021 Catch Up entered into an agreement with What Works for Children's Social Care for a pilot project to train up to 50 foster carers in Catch Up Literacy. The project had an expected grant value of £86,735 with completion expected by March 2023. £54,900 was received in 2021 and £27,335 in 2022, with the remaining £4,500 expected in 2023.
- The Manor 2056 Trust provided a financial donation of £30,000 which was used to support core costs during the year.

FUND-RAISING STANDARD INFORMATION

- Catch Up does not carry out fund raising activities. It relies upon the sale of the Catch Up training and resources for its operating costs and upon grants for its research projects.

Financial review

- 2020 was hugely impacted by the Covid-19 pandemic whereas 2021 saw a level of activity similar to that experienced in 2019, the last full calendar year before the pandemic. The surge in demand experienced in 2021 then tailed off in 2022. As a result of the steady demand for training, the continued support of The Manor 2056 Trust and the continuing work in delivering The Mercers' Company's project, a positive financial result for the year was achieved. Catch Up had a financial surplus of £9,625 for the year on unrestricted funds and at the year-end the balance on unrestricted reserves was £256,350.
- Total income for 2022 was £559,299, which represented a 26% decrease from £754,488 in 2021. There was an 21% decrease in grants and donations in 2022 to £176,518 from £222,883 in 2021. Income from the sale of Catch Up materials and training decreased to £381,418 from £531,586.
- Total expenditure in 2022 was £500,823, down from £584,610, a 14% decrease.
- The total net surplus for 2022 was £58,476 (2021 - surplus of £169,878).
- Total reserves at the end of 2022 were £317,767, comprising unrestricted reserves of £256,350 and restricted reserves of £61,417; the restricted reserves were in respect of funding received, which will be spent during 2023.

Pricing policy

Catch Up maintains a pricing policy that reflects the strategy of enabling its interventions to be available to as many beneficiaries as possible. Hence, the Trustees and management seek to offer a price that provides a reasonably priced and cost-effective intervention that covers the core costs of the charity, enabling the charity to be sustainable. We give incentives for more trainees from the same organisation to encourage what Catch Up sees as the optimal number of trainees at each location to achieve the most successful outcomes for itself and for schools.

Reserves policy

The Trustees have established the level of unrestricted (freely available) reserves that the charity should aim to have. These reserves are needed to bridge the funding gaps between spending on Catch Up interventions and receipt of income. The seasonal nature of the training also requires the level of cash reserves to be sufficient to cover core costs and working capital requirements during periods when reduced income is experienced, typically during the first half of the year.

The aim of Trustees is to achieve a level of unrestricted reserves equivalent to between three to six months of core costs, currently estimated to be between £85,313 and £170,626. This target level of reserves was achieved in 2022 and it is hoped this level will be maintained during 2023. However, as a result of the uncertainty within the educational sector and the reduced level of bookings experienced in 2023, the Trustees feel that that is prudent to maintain an additional level of unrestricted reserves at the 2022 year end than the policy would suggest. Especially as there is no immediate prospect of additional grant funding expected in the near future.

Going concern

A surplus was achieved in 2022, but the indications are that 2023 will be a challenging year. It is expected that a deficit on unrestricted reserves in the region of £65,000 will be incurred in 2023 i withthe aim to a breakeven position in 2024 following the marketing campaigns to increase the level of trainees and cost reductions implemented in 2023. A joint marketing campaign is being planned with the National Literacy Trust which will see Catch Up being promoted to their network of contacts. Should the marketing campaigns not be successful, further cost reductions may be necessary to enable a return to a breakeven position. The cost of any reorganisation is expected to be met from unrestricted reserves.

The research grant from The Mercers' Company in March 2020 has provided financial stability for the beginning of 2023. In addition, the Trustees have negotiated a working capital line of credit from The Manor 2056 Trust, should it be required, to support the organisation for a 12-month period.

The level of reserves coupled with our forecasts of trading and cashflows for 2023 and 2024, based on the expected demand for 2023, cause the Trustees to be of the view that the charity is a going concern.

Plans for future periods

Catch Up began offering on-line training courses during 2020. These have the advantage of reaching geographically remote groups or trainees that wish to access Catch Up training at the earliest opportunity without the need to incur travel time and costs. The incidence of Covid-19 in 2020 demonstrated how flexible these on-line courses are and how well-suited they are to remote delivery. The pandemic has made society more comfortable with remote learning and online delivery is now the preferred delivery method for our interventions. Face-to face courses are offered to organisations that are looking to train a minimum of 10 trainees.

Early indications from both The Mercers' Company's Early Years project and the project for What Works for Children's Social Care show that these are areas which Catch Up can have an impact. Once the projects are complete, development work will take place to explore these areas further.

The dedication, commitment and professionalism of the Catch Up team, combined with an adaptable strategy, a refined delivery model, excellent value for money and proven effectiveness, allow the Trustees to be confident that continued take-up of Catch Up interventions will be achieved, thus helping many more children benefit from our interventions.

The Caxton Trust
Report of the Trustees (including Directors' report)
for the year ended 31st December 2022

Reference and administrative details

Charity Numbers:	1072425 SC047557
Company Number:	3476510
Registered Office:	Catch Up, Keystone Enterprise Factory, Brunel Way, Thetford, IP24 1HP
Auditors:	Kevin J Rhind, Corner Cottages, Hempstead, Norwich NR12 0SH
Bankers:	CAF Bank, Kings Hill, West Malling, Kent ME19 4TA

The charity is officially registered as The Caxton Trust but conducts its charitable work under the working name of Catch Up.

Directors and trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report they are collectively known as the Trustees. The Trustees and officers serving during the year and since the year-end were as follows:

Patrick Crawford CB - Chairman
Sioned Bowen
Vanessa Emmett
Andrew Lane
Professor Ingrid Lunt
Jocelyn Stuart-Grumbar
Alan Warner

The key staff members were:

Chief Executive	Theresa Rogers (retired 9th March 2023)
Deputy Director	Dr Graham Sigley – with responsibility for research programmes

Governing document and members

The Caxton Trust is a company limited by guarantee and a registered charity in England and Scotland. On 12th June 2017, the company adopted a new Memorandum and Articles of Association in substitution to its Memorandum and Articles of Association dated 4th December 1997 as amended on 22nd October 1998.

The members are the owners of the charity. Applications for membership require approval by the Trustees. Each of the members has agreed to contribute £1 in the event of the charity winding up. The current membership comprises the existing Trustees.

Appointment of trustees

The Trustees are responsible for governance, directing and overseeing the operation of the charity. Trustees are appointed by a recruitment process which includes an interview. The minimum number of trustees is three; there is no maximum number.

Trustee induction and training

All new trustees are given an induction meeting to brief them on their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, the decision-making process, the business plan, recent financial performance of the charity and a job description. They are also invited to meet key employees and members of staff.

Organisation

The board of trustees administers the charity. The board meets at least quarterly. A Chief Executive is appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within the terms of delegation approved by the Trustees, for operational matters including finance, employment, the sale of Catch Up resources and training. Following the retirement of Theresa Rogers on 9th March 2023, Catch Up is being managed by the senior management team of Clare Mangan, Janice Myhill, Dr Graham Sigley and Stuart Wright (the Senior Management Team). There are no immediate plans to appoint a new Chief Executive until the new activity level of the charity is assessed following the drop in bookings and the completion of the Mercers project.

Remuneration policy for trustees and senior staff

The Trustees and the Senior Management Team members comprise the key management personnel of the charity. The Trustees give their time without compensation and no trustee received any remuneration in the year.

Details of the senior staff remuneration is disclosed in note 8 to the financial statements. The pay of senior staff is reviewed annually along with other members of the staff team and assessment given to the sustainability of the charity, local market rates and the performance of both individuals and of the organisation.

Risk management

The Trustees have a risk management strategy, which comprises:

- an annual review of the risks and uncertainties the charity may face;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

This review has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds and the active management of trade debtors and creditors to ensure sufficient working capital is available to the charity. Operationally, the charity aims to ensure that training courses only take place where a positive financial contribution can be achieved.

Trustees' responsibility in relation to the financial statements

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that period.

In preparing those 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 FRS102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure to our auditors

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the charity's auditor is unaware, and
- the Trustees, having made such enquiries of fellow trustees and the charity's auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as a trustee, in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor

A resolution proposing Kevin J. Rhind is re-appointed as auditor of the charity will be put to the Annual General Meeting.

Small company provisions

The report of the Trustees has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Signed on behalf of the Trustees by:

J.P.S. Crawford

Patrick Crawford CB
Chairman

Dated: 22nd June 2023

Independent Auditor's Report to the Trustees of The Caxton Trust

Opinion

We have audited the financial statements of The Caxton Trust ('the charitable company') for the year ended 31st December 2022 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 December 2022, and of 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, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the 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 company'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 trustees' 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.

Independent Auditor's Report to the Trustees of The Caxton Trust

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with the applicable legal requirements.

Matters on which we are required to report by exception

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

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 requires us to report to you if, in our opinion:

- adequate and sufficient 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.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 10, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed auditor under section 44(1)(c) of the Charities and Investment (Scotland) Act 2005, under the Companies Act 2006 and report in accordance with the Acts 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

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

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the company and determined that the most significant are those relating to the reporting framework (FRS 102, The Charities SORP FRS102, the Companies Act 2006, the Charities Act 2011, the Charities and Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006) and the relevant direct and indirect compliance tax regulations in the United Kingdom.
- We understood how the company is complying with those frameworks by making enquiries of management and the trustees to understand how the company maintains and communicates its policies and procedures in these areas and corroborated this by reviewing documentation. We have also reviewed correspondence with relevant authorities.
- Reviewing minutes of meetings of trustees.
- Reviewing financial statement disclosures and testing supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of the controls, including testing of journal entries and other adjustments for appropriateness, evaluation of the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for evidence of bias.

On occasion where we may also have determined that certain matters relating to non-compliance with laws and regulations are key audit matters, we must still include the required explanation, in our report, as to what extent the audit was capable of detecting irregularities, including fraud.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission, or misrepresentation.

Conclusion relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis for 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 company'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 in respect to going concern are described in the relevant sections.

A further description of our responsibilities is available on the Financial Reporting Council's website at:

https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx.

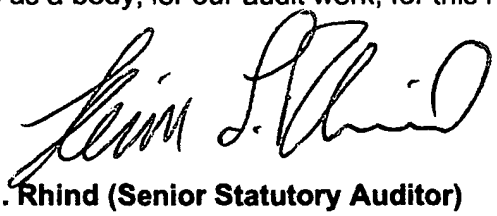
This description forms part of our auditor's report.

Independent Auditor's Report to the Trustees of The Caxton Trust

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 and to the charitable company's trustees, as a body, in accordance with section 44 (1)(c) of the Charities and Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006.

Our audit work has been undertaken so that we might state to the members and the charitable company'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 charitable company, its members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Kevin J. Rhind (Senior Statutory Auditor)
For and on behalf of
Kevin J. Rhind, Statutory Auditor

Corner Cottages,
Hempstead,
Norwich
NR12 0SH

Dated: 22 August 2023

The Caxton Trust
Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st December 2022

	Note	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
Income					
Grants and donations	3	38,000	138,518	**176,518**	222,883
Income from charitable activities:					
Sales of Catch Up materials, training and conferences	4	381,418	-	**381,418**	531,586
Investment income	5	1,363	-	**1,363**	19
Total income		420,781	138,518	**559,299**	754,488
Expenditure					
Expenditure on charitable activities:					
Development and sale of Catch Up materials, training and conferences	6	411,156	89,667	**500,823**	584,610
Total expenditure		411,156	89,667	**500,823**	584,610
Net income/(expenditure)	7	9,625	48,851	**58,476**	169,878
Transfer between funds		54,364	(54,364)	-	-
Net movement in funds for the year		63,989	(5,513)	**58,476**	169,878
Reconciliation of funds					
Fund balances brought forward		192,361	66,930	**259,291**	89,413
Fund balances carried forward	16	£256,350	£61,417	**£317,767**	£259,291

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

All incoming resources and resources expended are derived from continuing activities.

The Caxton Trust
Balance Sheet
as at 31st December 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	**2,925**	615
Current assets			
Stocks	12	**5,726**	9,948
Debtors	13	**51,918**	62,231
Cash at bank and in hand		**330,243**	280,146
Total current assets		**387,887**	352,325
Creditors: amounts falling due within one year	14	**73,045**	93,649
Net current assets/(liabilities)		**314,842**	258,676
Net assets/(liabilities)		**£317,767**	£259,291
The funds of the charity			
Restricted income funds	16	**61,417**	66,930
Unrestricted income funds	16	**256,350**	192,361
Total charity funds	17	**£317,767**	£259,291

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The financial statements were approved by the board of Trustees on 22nd June 2023 and signed on its behalf by:

J.P.S. Crawford

Patrick Crawford CB
Trustee

Company registration number: 3476510
Charity Number: 1072425

The notes on pages 18 to 28 form part of these financial statements.

The Caxton Trust
Statement of Cash Flows
for the year ended 31st December 2022

	Note	2022 £	2021 £
Cash provided by/(used in) operating activities	18	**53,122**	171,176
Cash flows from investing activities			
Investment income		**1,363**	19
Purchase of tangible fixed assets		**(4,388)**	-
Cash provided by/(used in) investing activities		**(3,025)**	19
Increase/(decrease) in cash and cash equivalents in the year		**50,097**	171,195
Cash and cash equivalents at the beginning of the year		**280,146**	108,951
Total cash and cash equivalents at the end of the year		**£330,243**	£280,146

The notes on pages 18 to 28 form part of these financial statements

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a. Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) including the provisions of Section 1A applicable to Small Entities - (Charities' SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The financial statements are presented in sterling, rounded to the nearest whole £1.

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

b. Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The demand for training in 2023 is expected to be lower than that experienced in 2022 with the result that a deficit on unrestricted reserves in the region of £65,000 is expected for the year. Cost reductions have taken place in the first half of 2023 and a marketing campaign has been embarked upon with the aim of moving to a break even position for 2024. Should the marketing campaigns not be successful, further cost reductions may be necessary to enable a return to a breakeven position. The cost of any reorganisation is expected to be met from unrestricted reserves. The charity has sufficient brought forward reserves to absorb the deficit expected for 2023 and any reorganizational cost to still have sufficient working capital available to continue trading throughout 2024.

In March 2022, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant is to undertake research to create literacy and numeracy interventions for the early years' foundation stage and is scheduled for completion during 2023. The grant, payable in instalments includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The income profile of grant saw £80,427 received in 2020, £134,983 in 2021 and £111,183 in 2022. A further receipt of £22,534 was received in March 2023. This income provides extra financial stability for the charity during 2023.

The charity has renewed its working capital line of credit which is enough to meet the expected shortfall of cash that might occur if budgeted training numbers are not met. The budgeted level of income and expenditure combined with the level of reserves for the charity are sufficient for it to be able to continue as a going concern.

c. Company status

The charity is a private company limited by guarantee incorporated in England within the United Kingdom. The guarantors are the members. The liability in respect of the guarantee, as set out in the memorandum and articles, is limited to £1 per member of the charity.

The charity is also a registered charity in Scotland. The address of the registered office is given in the information on page 8 of these financial statements.

d. Income

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

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executors to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is a treated as a contingent asset and disclosed if material.

Income from the sale of Catch Up training and materials is recognised on a receivable basis when due. Income received in advance of training is deferred until the criteria for income recognition are met (see note 14 below).

Donated professional services are recognised as income when the charity has control over them, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and the economic benefit can be measured reliably. On receipt, donated professional services are recognised on the basis of the value of the gift to the charity, which is the amount the charity would have had to pay to obtain services of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period.

e. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

f. Fund accounting

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

Restricted funds are funds subject to specific restrictive conditions imposed by donors or by the purpose of the donation. The purpose and use of the restricted funds are set out in the notes to the financial statements.

g. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on charitable activities includes the costs of delivering the Catch Up training, training staff, delivering conferences, development and marketing, and other activities undertaken to further the purposes of the charity and their associated support costs.

h. Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs which support the charity's activities. The bases on which such support costs have been allocated are set out in note 6 below.

i. Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged as incurred.

j. Tangible fixed assets

Individual assets costing £1,000 or more are capitalised at cost.

Assets in the course of development are capitalised although not depreciated until the asset is brought into use.

Depreciation is provided on all tangible fixed assets in order to write off their cost, less estimated residual value, over their expected useful lives on the following basis:

Office equipment and fixtures	33%	straight line basis
Website and software	25%	straight line basis

k. Stock

Stocks are stated at the lower of cost and net realisable value on a FIFO basis after making allowance for slow moving and obsolete stock.

l. Debtors

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

m. Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n. Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution stakeholder pension scheme which is administered by Prudential plc. The scheme is open to all employees and is funded by contributions from the employee and employer. A separate National Employment Savings Trust defined contribution stakeholder pension scheme became operational on 1st January 2019, the charity's staging date for auto-enrolment. The pension cost charge represents contributions payable by the charity to the funds in respect of the year.

o. Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the profit and loss account.

p. Redundancy costs

Redundancy costs are provided for once the decision for termination has been made. These are quantified in accordance with the employee's right to redundancy payments based on years of service. In addition, any pay in lieu of notice due is calculated in accordance with the relevant employment contract.

2. Critical accounting estimates and judgements

In the application of the charitable company'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 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 revision and future periods where the revision effects both current and future periods.

The estimates and assumptions with a significant risk of causing material adjustments to the carrying amount of assets and liabilities within the next financial year are:

Costs of completing the work funded by restricted grant funding, where judgement is made to estimate the amount of grant funded earned on the particular projects based on the milestones reached and the estimated costs of completing the project. This in turn allows the Trustees to estimate what amounts if any may be transferred from restricted reserves to unrestricted reserves.

3. Grants and donations

	2022 £	2021 £
Unrestricted grants and donations		
The Manor 2056 Trust	**30,000**	30,000
Others	**4,000**	3,000
Apprenticeship grants	**4,000**	-
	£38,000	£33,000
Restricted grants and donations		
Charity of Sir Richard Whittington	**111,183**	134,983
What Works for Children's Social Care	**27,335**	54,900
	£138,518	£189,883
Total grants and donations	**£176,518**	£222,883

4. Income from charitable activities

	2022 £	2021 £
Sales of Catch Up products	**232,136**	323,796
Training and associated income	**149,282**	207,790
	£381,418	£531,586

The percentage of income attributable to markets outside the United Kingdom is 4.1% (2021 - 3.1%)

5. Investment income

	2022 £	2021 £
Bank interest	**£1,363**	£19

6. Analysis of expenditure on charitable activities

	Staff costs £	Direct costs £	Office and support costs £	Total 2022 £	Total 2021 £
Costs of Catch Up materials and training	95,250	12,005	65,384	**172,639**	197,870
Training and conferences	49,692	90,008	1,509	**141,209**	187,479
Development and marketing	67,167	19,136	5,000	**91,303**	75,197
Project and grant costs	32,878	56,789	-	**89,667**	117,039
	244,987	177,938	71,893	**494,818**	577,585
Governance costs:					
Audit fees	-	-	5,250	**5,250**	4,750
Legal fees	-	-	755	**755**	2,275
	-	-	6,005	**6,005**	7,025
	£244,987	£177,938	£77,898	**£500,823**	£584,610

For the year ended 31 December 2021

	Restricted	Unrestricted	Total
Expenditure on charitable activities	£117,039	£467,571	£584,610

Staff costs are apportioned on a time basis. Office and support costs are apportioned to the activity to which they relate.

7. Net income/(expenditure) for the year

	2022 £	2021 £
This is stated after charging/(crediting):		
Depreciation of own assets	**2,078**	615
Auditors' remuneration:		
Audit services	**5,250**	4,750

8. Employee information

	2022 Number	2021 Number
The average number of persons employed was:		
Support and administration	**9.4**	9.3
The full time equivalent average number of persons was:		
Support and administration	**6.0**	5.9

Staff costs (for the above staff)

	2022 £	2021 £
Wages and salaries	**219,627**	212,899
Social security costs	**15,272**	15,408
Pension costs	**10,088**	10,810
Total staff costs	**£244,987**	£239,117

During the year, retirement benefits were accruing to 7 employees (2021 - 7) in respect of money purchase schemes.

No employees received emoluments (excluding pension contributions) in excess of £60,000 (2021: none).

Trustees

No trustee received any remuneration for services during the year (2021 - £Nil). Directly incurred expenses are reimbursed when claimed and in 2022 a total of £Nil was claimed (2021 - £Nil).

9. Pensions

The charity operates a defined contribution pension scheme and a separate National Employment Savings Trust defined contribution stakeholder pension scheme which became operational on 1st January 2019. The assets of the schemes are held separately to those of the charity in independently administered funds. The pension cost charge represents the contributions payable by the charity to the funds for the year and these costs are included within staff costs and allocated to the activity for the relevant employee. The pension charge for 2022 was £10,088 (2021 - £10,810). At the year-end, there were no amounts payable in respect of outstanding contributions (2021 - £Nil).

10. Taxation

The Caxton Trust is a registered charity, and as such is entitled to certain tax exemptions on income and profits from investments, and on surpluses on any activities carried on in furtherance of the charity's primary objectives, if these profits and surpluses are applied solely for charitable purposes.

11. Tangible Fixed Assets

	Computer equipment £	Website & database £	Total £
Cost			
At 1st January 2022	13,857	121,885	135,742
Additions	4,388	-	4,388
At 31st December 2022	18,245	121,885	140,130
Depreciation			
At 1st January 2022	13,242	121,885	135,127
Charge for the year	2,078	-	2,078
At 31st December 2022	15,320	121,885	137,205
Net Book Value			
At 31st December 2022	**£2,925**	**£-**	**£2,925**
At 31st December 2021	£615	£-	£615

12. Stock

	2022 £	2021 £
Stock of Catch Up materials	**£5,726**	£9,948

13. Debtors

	2022 £	2021 £
Trade debtors	**37,470**	51,037
Prepayments	**11,122**	11,194
VAT repayable	**3,326**	-
	£51,918	£62,231

14. Creditors: falling due within one year

	2022 £	2021 £
Trade creditors	**46,538**	25,321
Income in advance	**15,330**	28,205
Accruals	**5,804**	32,847
Taxation and social security	**5,373**	5,169
VAT payable	**-**	2,107
	£73,045	£93,649

Income in advance relates to training income invoiced in advance.

	2022 £	2021 £
Balance at 1st January 2022	**28,205**	21,157
Amount released to income from charitable activities	**(24,206)**	(9,432)
Amount deferred in year	**11,331**	16,480
Balance at 31st December 2022	**£15,330**	£28,205

15. Other Commitments

A three-year lease was entered into on 1st October 2020 with break clauses after 12 and 24 months. The annual rent and service charge for the property was £11,778.

At 31st December 2022, the charity had future minimum lease payments and service charge obligations under non-cancellable operating leases in respect of land and buildings of:

	2022 £	2021 £
Amounts payable		
Within one year	**£8,834**	£8,834

The amounts recognised as an expense for the period in respect of rent and service charge obligations for land and buildings was £11,778 (2021 - £11,778).

16. Funds

	At 1st January 2022 £	Incoming resources £	Outgoing resources £	Transfers £	At 31st December 2022 £
Restricted funds					
Charity of Sir Richard Whittington	69,745	111,183	(77,652)	(41,859)	**61,417**
What Works for Children's Social Care	(2,815)	27,335	(12,015)	(12,505)	-
	66,930	138,518	(89,667)	(54,364)	**61,417**
Unrestricted funds					
General reserve	192,361	420,781	(411,156)	54,364	**256,350**
Total funds	£259,291	£559,299	£(500,823)	£-	**£317,767**

Charity of Sir Richard Whittington

In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant is to undertake research to create literacy and numeracy interventions at the early years' foundation stage and is scheduled for completion during 2023. The grant, payable in instalments, includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The income profile of grant saw £80,427 received in 2020, £134,983 in 2021 and £111,183 in 2022. The remaining £22,534 to be paid in 2023. The re-profiling of the project expenditure and the reduced number of participating schools resulted in a reduced amount of expected expenditure during 2022. This resulted a larger than expected amount of restricted reserves to be transferred to unrestricted reserves.

What Works for Children's Social Care

In November 2021, Catch Up entered into a pilot programme with What Works for Children's Social Care to deliver Catch Up Literacy training to carers of looked after children along with the provision of appropriate reading materials. The project allows for training of up to 50 carers and has a value of £86,735 with a completion date of March 2023. As a result of a lower level of trainees than expected, a reduced level of expenditure has resulted in a larger than expected amount of income being released to unrestricted reserves.

Projects are priced to generate a surplus over the direct costs attributable to delivering the projects in order to cover the associated overheads of the charity. In addition, surpluses arise where the income allowed is in excess of the direct costs of delivering the various elements of the project expenditure. These total surpluses over direct costs incurred are shown as a transfer between funds. Where projects incur costs that were not associated with the original funding bid, these extra costs are borne by Catch Up and allocated to the period incurred.

As shown above, there is a transfer between restricted and unrestricted reserves of £54,364 (2021: £41,127), this represents the estimated surplus earned on the project to date, based on the milestones reached on each project and the estimated costs to complete the project. There were 30 project trainees in the current year and 69 in 2021.

17. Analysis of net assets/(liabilities) between funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	-	61,417	**61,417**
Unrestricted funds	2,925	253,425	**256,350**
	£2,925	£314,842	**£317,767**

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net movement in funds	**58,476**	169,878
Add back depreciation charges	**2,078**	615
Deduct interest income shown in investing activities	**(1,363)**	(19)
(Increase)/decrease in stock	**4,222**	(3,758)
(Increase)/decrease in debtors	**10,313**	7,582
Increase/(decrease) in creditors	**(20,604)**	(3,122)
Net cash provided by/(used in) operating activities	**£53,122**	£171,176

19. Related party transactions

During the year Catch Up received a donation of £30,000 from The Manor 2056 Trust, which is a charity controlled by Mr A Lane who is a trustee of The Caxton Trust (2021 - £30,000). A donation of £2,500 was also received from Mr & Mrs Emmett. Mrs Emmett is a trustee of The Caxton Trust (2021 - £2,400).

20. Post balance sheet events

There were no post balance sheet events to note.

THE CAXTON TRUST

England & Wales - Charity number 1072425

Accounts

Company Number: 3476510

Charity Numbers: 1072425
SC047557

The Caxton Trust
(A company limited by guarantee)

Report and Financial Statements

for the year ended 31st December 2021

The Caxton Trust

Report and Financial Statements

Contents

	Page
Report of the Trustees (including Directors' report)	1 - 10
Independent auditors' report	11 - 14
Statement of financial activities (Including income and expenditure account)	15
Balance sheet	16
Statement of cash flows	17
Notes to the financial statements	18 - 29

The Caxton Trust
Report of the Trustees (including Directors' report)
for the year ended 31st December 2021

In this document the Trustees present their report and the audited financial statements of the group for the year ended 31st December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Charities and Trustees Investment (Scotland) Act 2005 and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019. The Trustees' report is also a directors' report for the purposes of the Companies Act 2006 and other company legislation.

Chairman's Report

The Caxton Trust operates under the name of Catch Up. Our overall aim is to increase both the take-up of Catch Up training by schools and their long-term engagement with Catch Up, so that many more struggling learners are supported by Catch Up's products.

The educational market has seen the growth of academy chains and free schools, the decline of local education authorities, and increasing public sector budgetary pressures. To address these challenges, Catch Up seeks to offer cost-effective and readily accessible products, to allow the maximum number of struggling learners in schools to be reached. The one-off cost of £450 for a person to be trained in one of our interventions means that the average cost per pupil reduces significantly as more beneficiaries receive the intervention, with the result that the Catch Up interventions offer exceptionally good value for money. As part of the Catch Up Training Support Package, we offer additional tools to help schools embed the interventions and further resources that support them.

The Caxton Trust has charitable status in Scotland and Catch Up is an authorised supplier to several Scottish local authorities. Further relationships in Scotland are being developed in order to expand the reach of Catch Up there.

For many years our main delivery model was face-to-face training using a network of Regional Training Centres (RTCs) supplemented by individual courses for organisations when requested. An online offer was trialled during 2019 and regular online training courses for both literacy and numeracy interventions were offered at the beginning of 2020. As a result of the Covid-19 pandemic all our training ceased in March 2020. Upon resumption of training in the autumn of that year, we experienced strong demand for online training, and we recognised that face-to-face training would not be practicable for the immediate future. The necessity of remote training and the growing acceptance of that form of model meant that we have since offered most of our courses online, with bespoke face-to-face courses being offered to individual organisations where a Covid secure environment was available. We continue to adapt and refine our online courses to ensure an efficient and quality delivery of training for our interventions.

We use our website and database to provide an efficient automated booking process; this enables Catch Up to continue to be a reasonably priced intervention and to be accessible to the widest possible audience. Our 'bundling' of training places continues to prove popular, offering good value to organisations taking up these offers and encouraging the creation of an optimal team of three trainees, including a Catch Up co-ordinator, to be embedded in a school. Incentives for whole school training are also offered to maximise the take-up of the Catch Up interventions in individual organisations.

The Caxton Trust
Report of the Trustees (including Directors' report)
for the year ended 31st December 2021

Our 2021 budget was set at the level of 928 trainees. This level reflected the uncertainty in respect of the educational sector as a result of the disruptive effects of the Covid-19 pandemic. The strong demand experienced during the final quarter of 2020 continued into 2021 and in the event, Catch Up trained 1,355 trainees in 2021, including 69 project trainees. The outlook for 2022 remains steady and a similar level of total trainees is expected for the year ahead.

In March 2020 Catch Up received the good news that it had been awarded a grant of £349,127 from The Charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. This was to be used to undertake research over a three-year period for the creation of literacy and numeracy interventions for the early years foundation stage. Whilst the immediate start to the project was delayed as a result of the Covid-19 pandemic, the majority of milestones to date have been achieved and Catch Up is on track to deliver the project in line with the overall project timetable.

In November 2021 Catch Up entered into an agreement with What Works for Children's Social Care for a pilot project to train up to 50 foster carers in Catch Up Literacy. It is pleasing that Catch Up is looking to expand its reach to young people in care who will be able to benefit from this intervention.

The continued strong demand for online training coupled with the ongoing support of The Manor 2056 Trust and the Mercers' project has allowed the organisation to end the year on an improved financial footing.

On behalf of the Trustees, I thank our Chief Executive, Theresa Rogers, and her colleagues, for the commitment they have shown in responding to the high levels of demand experienced and in developing new areas to ensure Catch Up reaches as wide an audience as possible. The Catch Up team has showed outstanding enthusiasm and professionalism in the delivery of Catch Up training over many years and its use today is ever more relevant following the disruption to young people's education caused by the Covid-19 pandemic.

To find out more about Catch Up, visit our website www.catchup.org or telephone: 01842 821465.

Patrick Crawford CB
Chairman

Our purpose and activities

Our charity's purpose, set out in the objects of the Trust in its governing documents, is the advancement of education. Our mission statement is to address literacy and numeracy difficulties that contribute to under-achievement.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. We look at the success of each key activity and the benefits brought to those groups of people we are set up to help. This process also helps us to ensure that our aim, objectives and activities remain focussed on our stated purposes. We have complied with the duty in the 2011 Charities Act and the Charities and Trustee Investment (Scotland) Act 2005 to have due regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The Trustees accordingly consider how planned activities will contribute to the aims and objectives they have set.

How our activities deliver public benefit

A significant proportion of primary and secondary school children in the UK have difficulties in attaining the levels of literacy and numeracy expected of them. Whilst these difficulties are often not severe enough to entitle those struggling learners to statutory additional learning support, they may still be sufficient to restrict the access to the curriculum. Without additional support, these children may fall further behind their peers. The adverse consequences are wide-ranging and well-documented: long-term poor academic achievement, low self-esteem, lower motivation to read, disengagement with the learning process, behavioural problems, reduced employment prospects and the possibility of social exclusion. It was with this in mind, that the Catch Up interventions were developed. By helping individuals experiencing learning difficulties to reach their full potential, it is hoped that their lives will be enriched and that they will be able to play a fuller part in society, so benefiting the communities in which they live.

Our main activities and those whom we try to help are described below. All our charitable activities focus on the advancement of literacy and numeracy skills of struggling learners and are undertaken to further our charitable purposes for the public benefit.

Catch Up, the working name of The Caxton Trust, is a not-for-profit charity that:

- offers comprehensive and integrated training and resource packages to support the management and delivery of the Catch Up interventions;
- provides ongoing support, through the Catch Up community, for those who deliver the Catch Up interventions; and
- undertakes research into the development and enhancement of the Catch Up interventions, and into extending the support it provides to struggling learners.

Catch Up Literacy and Catch Up Numeracy are:

- structured one-to-one interventions for struggling readers and for learners who struggle with numeracy respectively;
- centred on 15-minute sessions delivered twice a week, targeted to the needs of the individual;
- grounded in rigorous academic research and shown to be effective in schools (and other settings); and
- realistic, practical and inexpensive.

Who used and benefited from our Services?

Those who use our services are initially teachers, teaching assistants, carers and other 'supporting adults'. The ultimate beneficiaries are struggling learners.

Achievements and performance

OPERATIONAL

- Catch Up continues to develop its Key Performance indicators in order to manage and develop its work effectively. The number of struggling learners helped is the ultimate measure of the work of the charity. As trained supporting adults can assist many struggling learners over time, the ultimate number of beneficiaries is difficult to quantify. We feel accordingly that the best measure of the activity of the charity is the number of supporting adults trained. In 2021, there were a total of 1,355 trainees, compared to 969 in 2020.
- 2020 saw the suspension of Catch Up RTCs as a result of the Covid-19 restrictions. Upon resumption of training in September 2020 all training was delivered online. The offer of face-to-face training restarted in 2021 and 5 training courses were delivered to organisations at Covid secure venues during the autumn of 2021.
- The changing financial climate within the public sector, changes in local authority staffing in England, and the development of academies and free schools combine to provide a challenging environment for the delivery of Catch Up's operations.
- The effects of the Covid-19 pandemic in 2021 meant there was an even greater need for the Catch Up interventions following the reduction of face-to-face teaching and given that not all members of the school community can access online learning.
- To make our interventions more affordable and to encourage the ideal team size of a minimum of three Catch Up trainees in each school, a 'bundle of places' is offered to organisations booking training for each intervention. Whole school block bundles are also offered to provide incentives to widen Catch Up's reach.
- Accreditation continues to be offered for a one off cost of £100. The Catch Up qualification is administered by Gateway qualifications and is Ofqual recognised.
- Since 2000, we have trained in excess of 33,000 supporting adults to deliver the Catch Up interventions and we estimate that they have supported more than half a million struggling learners.

COMMUNICATIONS, MARKETING AND BUSINESS DEVELOPMENT

- Activities included direct mail, email advertising, publisher inserts, brochure mailings, email newsletters, Twitter, training campaigns, webinars, automated emails, and Excellence Awards.
- We recognised that, with the diminishing roles of English local authorities, we needed to find new ways of communicating and working with English schools directly, including exploring the use of new partnerships. Schools are keen to maximise their use of Targeted Pupil Funding/Pupil Premium, especially as this is scrutinised as part of school inspections. This aspect has been further heightened by the Government's catch-up premium allocated to schools for the 2020/21 academic year.
- A Pupil Reporting Tool enables users to benefit as much as they can from the Catch Up interventions and providing greater evidence of the benefits of using Catch Up.
- Following the growth of enquiries from Scotland, work to increase awareness of Catch Up continues to be pursued to encourage more opportunities therein.

- An agreement was reached with the National Literacy Trust to promote Catch Up as a preferred option to help with literacy for struggling learners.
- Hodder Education now notes that its New Salford Sentence Reading Test is recommended by Catch Up; this has helped to raise the profile of the organisation to members of the education sector by being associated with this well-respected teaching tool.
- Our pilot programme with What Works for Children's Social Care has raised awareness of Catch Up in a new sector for us that includes many young people that would benefit from the Catch Up Literacy intervention.

BUILDING CAPACITY

- The use of our website and database provides an efficient booking and administration system, with trainees made fully aware of our on-line functionality.
- The automation of database-driven tasks has allowed efficient management of courses by our office team and the use of a third-party provider to deliver online connectivity for courses has allowed our office resources to be deployed to facilitate the growing number of courses being delivered.
- Using the knowledge, expertise, and commitment of the Catch Up team has been beneficial in developing and reviewing operational issues and resources, as well as in identifying potential new areas of development especially in refining online delivery.
- Trainers have been trained in delivering the training online which allows a more flexible delivery model. This was a necessity following the Covid-19 pandemic but also has advantages for those geographically remote or those wishing to access training at the earliest possible time.

RESEARCH AND GRANTS

- In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant is to undertake research to create early years' literacy and numeracy interventions for the foundation stage and is scheduled for completion during 2023. The grant, payable in instalments includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The profile of grant saw £80,427 received in 2020 and £134,983 in 2021 with £111,183 expected in 2022 and £22,534 in 2023. The expenditure on this grant in the year was £69,284, with a transfer to unrestricted funds of £31,167.
- In November 2021 Catch Up entered into an agreement with What Works for Children's Social Care for a pilot project to train up to 50 foster carers in Catch Up Literacy. The project has an expected grant value of £86,735 with completion expected by March 2023. £54,900 of the total grant value was received in 2021.
- The Manor 2056 Trust provided a financial donation of £30,000 which was used to support core costs during the year.

FUND-RAISING STANDARD INFORMATION

- Catch Up does not carry out fund raising activities. It relies upon the sale of the Catch Up training and resources for its operating costs and upon grants for its research projects.

Financial review

- 2020 was hugely impacted by the Covid-19 pandemic whereas 2021 saw a level of activity similar to that experienced in 2019, the last full calendar year before the pandemic. As a result of the strong demand for training, the continued support of The Manor 2056 Trust and the continuing work in delivering the Mercers' project, a positive financial result for the year was achieved. Catch Up had a financial surplus of £97,034 for the year on unrestricted funds and at the year-end the balance on unrestricted reserves was £192,361.
- Total income for 2021 was £754,488, which represented a 44% increase on £525,562 in 2020. There was an 11% increase in grants and donations in 2021 to £222,883 from £201,086 in 2020. Income from the sale of Catch Up materials and training increased to £531,586 from £324,417.
- Total expenditure in 2021 was £584,610, up from £423,363, a 38% increase.
- The total net surplus for 2021 was £169,878 (2020 - surplus of £102,199).
- Total reserves at the end of 2021 were £259,291, comprising unrestricted reserves of £192,361 and restricted reserves of £66,930. The restricted reserves are in respect of funding received, which will be spent during 2021.

Pricing policy

Catch Up maintains a pricing policy that reflects the strategy of enabling its interventions to be available to as many beneficiaries as possible. Hence the Trustees and management seek to offer a price that provides a reasonably priced and cost-effective intervention that covers the core costs of the charity, enabling the charity to be sustainable. We give incentives for more trainees from the same organisation to encourage what Catch Up sees as the optimal number of trainees at each location to achieve the most successful outcomes for itself and for schools.

Reserves policy

The Trustees have established the level of unrestricted (freely available) reserves that the charity should aim to have. These reserves are needed to bridge the funding gaps between spending on Catch Up interventions and receipt of income. The seasonal nature of the training also requires the level of cash reserves to be sufficient to cover core costs and working capital requirements during periods when reduced income is experienced, typically during the first half of the year.

The aim of Trustees is to achieve a level of unrestricted reserves equivalent to between three to six months of core costs, currently estimated to be between £90,820 and £181,641. This target level of reserves was achieved in 2021 and it is hoped to consolidate this level further by the end of 2022.

Going concern

The occurrence of the Covid-19 pandemic during 2020 meant that all training ceased at the end of March 2020. When training resumed in September 2020 all training was moved online. The strong demand experienced upon the resumption of training continued into 2021 resulting in a surplus for the year. Indications are that another surplus for 2022 should be achievable.

A research grant from The Mercers' Company in March 2020 has provided further financial stability for the years 2021-23. In addition, the Trustees have negotiated a working capital line of credit, should it be required, to support the organisation for a 12-month period.

The level of reserves coupled with our forecasts of trading and cashflows for 2022 and 2023 in light of the demand experienced during 2021, cause the Trustees to be of the view that the charity is a going concern.

Plans for future periods

Catch Up began offering on-line training courses during 2020. These have the advantage of reaching geographically remote groups or trainees that wish to access Catch Up training at the earliest opportunity without the need to incur travel time and costs. The incidence of Covid-19 in 2020 demonstrated how flexible these on-line courses are and how well-suited they are to remote delivery. The pandemic has made society more comfortable with remote learning and online delivery is now the preferred delivery method. Face-to face courses are offered to organisations that can provide Covid secure venue.

The dedication, commitment and professionalism of the Catch Up team, combined with an adaptable strategy, a refined delivery model, excellent value for money and proven effectiveness, allow the Trustees to be confident that continued take-up of Catch Up interventions will be achieved, thus helping many more children benefit from our interventions.

Reference and administrative details

Charity Numbers:	1072425 SC047557
Company Number:	3476510
Registered Office:	Catch Up, Keystone Enterprise Factory, Brunel Way, Thetford, IP24 1HP
Auditors:	Kevin J Rhind, Corner Cottages, Hempstead, Norwich NR12 0SH
Bankers:	CAF Cash, Kings Hill, West Malling, Kent ME19 4TA

The charity is officially registered as The Caxton Trust but conducts its charitable work under the working name of Catch Up.

Directors and trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report they are collectively known as the Trustees. The Trustees and officers serving during the year and since the year-end were as follows:

Patrick Crawford CB - Chairman
Sioned Bowen
Gay Drysdale (resigned 14 September 2021)
Vanessa Emmett
Andrew Lane
Professor Ingrid Lunt
Jocelyn Stuart-Grumbar
Alan Warner

The key staff members are:

Chief Executive	Theresa Rogers
Deputy Director	Dr Graham Sigley – with responsibility for research programmes

Governing document and members

The Caxton Trust is a company limited by guarantee and a registered charity in England and Scotland. On 12th June 2017, the company adopted a new Memorandum and Articles of Association in substitution to its Memorandum and Articles of Association dated 4th December 1997 as amended on 22nd October 1998.

The members are the owners of the charity. Applications for membership require approval by the Trustees. Each of the members has agreed to contribute £1 in the event of the charity winding up. The current membership comprises the existing Trustees.

Appointment of trustees

The Trustees are responsible for governance, directing and overseeing the operation of the charity. Trustees are appointed by a recruitment process which includes an interview. The minimum number of trustees is three; there is no maximum number.

Trustee induction and training

All new trustees are given an induction meeting to brief them on their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, the decision-making process, the business plan, recent financial performance of the charity and a job description. They are also invited to meet key employees and members of staff.

Organisation

The board of trustees administers the charity. The board meets at least quarterly. A Chief Executive is appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within the terms of delegation approved by the Trustees, for operational matters including finance, employment, the sale of Catch Up resources and training.

Related parties

The charity had a dormant wholly owned subsidiary, Catch Up Limited which was incorporated in Australia. This was deregistered on 23rd April 2021.

Remuneration policy for trustees and senior staff

The Trustees, the Chief Executive and Deputy Director comprise the key management personnel of the charity. The Trustees give their time without compensation and no trustee received any remuneration in the year.

Details of the senior staff remuneration are disclosed in note 9 to the financial statements. The pay of senior staff is reviewed annually along with other members of the staff team and assessment given to the sustainability of the charity, local market rates and performance of both individuals and the organisation.

Risk management

The Trustees have a risk management strategy, which comprises:

- an annual review of the risks and uncertainties the charity may face;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

This review has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds and the active management of trade debtors and creditors to ensure sufficient working capital is available to the charity. Operationally, the charity aims to ensure that training courses only take place where a positive financial contribution can be achieved.

Trustees' responsibility in relation to the financial statements

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that period.

In preparing those 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 FRS102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006, The Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure to our auditors

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the charity's auditor is unaware, and
- the Trustees, having made such enquiries of fellow trustees and the charity's auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as a trustee, in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor

A resolution proposing Kevin J. Rhind is re-appointed as auditor of the charity will be put to the Annual General Meeting.

Small company provisions

The report of the Trustees has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Signed on behalf of the Trustees by:

Patrick Crawford CB
Chairman

Dated: 14th June 2022

Opinion

We have audited the financial statements of The Caxton Trust (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31st December 2021 which comprise Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Statement of Cash Flows and Consolidated 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 group's and parent charitable company's affairs as at 31 December 2021, and of the group's 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;
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 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 group and parent charitable company 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 group's or parent charitable company'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 trustees 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.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements: and
- the Trustees report has been prepared in accordance with the applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Trustees' responsibilities:

As explained more fully in the trustees' responsibilities statement set out on page 9 the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the groups and parent 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 group or parent 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 auditor under section 44(1)(c) of the Charities and Investment (Scotland) Act 2005, under the Companies Act 2006 and report in accordance with the Acts 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.

Extent 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, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the company and determined that the most significant are those relating to the reporting framework (FRS 102, The Charities SORP FRS102, the Companies Act 2006, the Charities Act 2011, the Charities and Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006) and the relevant direct and indirect compliance tax regulations in the United Kingdom.

- We understood how the company is complying with those frameworks by making enquiries of management and the trustees to understand how the company maintains and communicates its policies and procedures in these areas and corroborated this by reviewing documentation. We have also reviewed correspondence with relevant authorities.

- Reviewing minutes of meetings of trustees.

- Reviewing financial statement disclosures and testing supporting documentation to assess compliance with applicable laws and regulations.

- Performing audit work over the risk of management override of the controls, including testing of journal entries and other adjustments for appropriateness, evaluation of the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for evidence of bias.

On occasion where we may also have determined that certain matters relating to non-compliance with laws and regulations are key audit matters, we must still include the required explanation, in our report, as to what extent the audit was capable of detecting irregularities, including fraud.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission, or misrepresentation.

Conclusion relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis for 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 company'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 in respect to going concern are described in the relevant sections.

A further description of our responsibilities is available on the Financial Reporting Council's website at:

https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx.

This description forms part of our auditor's report.

Independent Auditor's Report to the Trustees of The Caxton Trust

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 and to the charitable company's trustees, as a body, in accordance with section 44 (1)(c) of the Charities and Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006.

Our audit work has been undertaken so that we might state to the charitable company'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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Kevin J. Rhind (Senior Statutory Auditor)
For and on behalf of
Kevin J. Rhind, Statutory Auditor

Corner Cottages,
Hempstead,
Norwich
NR12 0SH

Dated 8th July 2022

The Caxton Trust
Consolidated Statement of Financial Activities
(including Consolidated Income and Expenditure Account)
for the year ended 31st December 2021

	Note	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
Income					
Grants and donations	3	33,000	189,883	**222,883**	201,086
Income from charitable activities:					
Sales of Catch Up materials, training and conferences	4	531,586	-	**531,586**	324,417
Investment income	5	19	-	**19**	59
Total income		564,605	189,883	**754,488**	525,562
Expenditure					
Expenditure on charitable activities:					
Development and sale of Catch Up materials, training and conferences	6	467,571	117,039	**584,610**	423,342
Interest payable	7	-	-	-	21
Total expenditure		467,571	117,039	**584,610**	423,363
Net income/(expenditure)	8	97,034	72,844	**169,878**	102,199
Transfer between funds		41,127	(41,127)	-	-
Net movement in funds for the year		138,161	31,717	**169,878**	102,199
Reconciliation of funds					
Fund balances brought forward		54,200	35,213	**89,413**	(12,786)
Fund balances carried forward	18	£192,361	£66,930	**£259,291**	£89,413

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

All incoming resources and resources expended are derived from continuing activities.

The Caxton Trust
Consolidated Balance Sheet
as at 31st December 2021

	Note	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
Fixed assets					
Tangible assets	12	**615**	1,230	**615**	1,230
Current assets					
Stocks	14	**9,948**	6,190	**9,948**	6,190
Debtors	15	**62,231**	69,768	**62,231**	69,813
Cash at bank and in hand		**280,146**	108,996	**280,146**	108,951
Total current assets		**352,325**	184,954	**352,325**	184,954
Creditors: amounts falling due within one year	16	**93,649**	96,771	**93,649**	96,771
Net current assets/(liabilities)		**258,676**	88,183	**258,676**	88,183
Net assets/(liabilities)		**£259,291**	£89,413	**£259,291**	£89,413
The funds of the charity					
Restricted income funds	18	**66,930**	35,213	**66,930**	35,213
Unrestricted income funds	18	**192,361**	54,200	**192,361**	54,200
Total charity funds	19	**£259,291**	£89,413	**£259,291**	£89,413

The Trustees have prepared group accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The financial statements were approved by the board of Trustees on 14th June 2022 and signed on its behalf by:

Patrick Crawford CB
Trustee

Company registration number: 3476510
Charity Number: 1072425

The notes on pages 18 to 29 form part of these financial statements

The Caxton Trust
Statement of Cash Flows and Consolidated Statement of Cash Flows
for the year ended 31st December 2021

	Note	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
Cash provided by/(used in) operating activities	20	**171,131**	54,069	**171,176**	54,066
Cash flows from investing activities					
Investment income		**19**	59	**19**	59
Purchase of tangible fixed assets		**-**	(1,845)	**-**	(1,845)
Cash provided by/(used in) investing activities		**19**	(1,786)	**19**	(1,786)
Cash flows from financing activities					
Interest payable		**-**	(21)	**-**	(21)
Cash used in financing activities		**-**	(21)	**-**	(21)
Increase/(decrease) in cash and cash equivalents in the year		**171,150**	52,262	**171,195**	52,259
Cash and cash equivalents at the beginning of the year		**108,996**	56,734	**108,951**	56,692
Total cash and cash equivalents at the end of the year		**£280,146**	£108,996	**£280,146**	£108,951

The notes on pages 18 to 29 form part of these financial statements

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a. Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) including the provisions of Section 1A applicable to Small Entities - (Charities' SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The financial statements are presented in sterling, rounded to the nearest whole £1.

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

b. Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The strong demand for training experienced in the autumn of 2020 continued through 2021 and is expected to continue into 2022 with the result that a further surplus is expected for 2022.

In March 2021, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant is to undertake research to create literacy and numeracy interventions for the early years' foundation stage and is scheduled for completion during 2023. The grant, payable in instalments includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The income profile of grant saw £80,427 received in 2020 and £134,983 in 2021. Further receipts of, £111,183 in 2022 and £22,534 in 2023 are expected. This income provides extra financial stability for the charity during the medium term.

The charity has renewed its working capital line of credit which is enough to meet the expected shortfall of cash that might occur if budgeted training numbers are not met. The budgeted level of income and expenditure combined with the level of reserves for the charity are sufficient for it to be able to continue as a going concern.

c. Company status

The charity is a private company limited by guarantee incorporated in England within the United Kingdom. The guarantors are the members. The liability in respect of the guarantee, as set out in the memorandum and articles, is limited to £1 per member of the charity.

The charity is also a registered charity in Scotland.

The address of the registered office is given in the information on page 7 of these financial statements.

d. Income

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

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is a treated as a contingent asset and disclosed if material.

Income from the sale of Catch Up training and materials is recognised on a receivable basis when due. Income received in advance of training is deferred until the criteria for income recognition are met (see note 16 below).

Donated professional services are recognised as income when the charity has control over them, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and the economic benefit can be measured reliably. On receipt, donated professional services are recognised on the basis of the value of the gift to the charity, which is the amount the charity would have had to pay to obtain services of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period.

e. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

f. Fund accounting

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

Restricted funds are funds subject to specific restrictive conditions imposed by donors or by the purpose of the donation. The purpose and use of the restricted funds are set out in the notes to the financial statements.

g. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on charitable activities includes the costs of delivering the Catch Up training, training staff, delivering conferences, development and marketing, and other activities undertaken to further the purposes of the charity and their associated support costs.

h. Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs which support the charity's activities. The bases on which such support costs have been allocated are set out in note 6 below.

i. Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged as incurred.

j. Tangible fixed assets

Individual assets costing £1,000 or more are capitalised at cost.

Assets in the course of development are capitalised although not depreciated until the asset is brought into use.

Depreciation is provided on all tangible fixed assets in order to write off their cost, less estimated residual value, over their expected useful lives on the following basis:

Office equipment and fixtures	33%	straight line basis
Website and software	25%	straight line basis

k. Stock

Stocks are stated at the lower of cost and net realisable value on a FIFO basis after making allowance for slow moving and obsolete stock.

l. Debtors

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

m. Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n. Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution stakeholder pension scheme which is administered by Prudential plc. The scheme is open to all employees and is funded by contributions from the employee and employer. A separate National Employment Savings Trust defined contribution stakeholder pension scheme became operational on 1st January 2019, the charity's staging date for auto-enrolment. The pension cost charge represents contributions payable by the charity to the funds in respect of the year.

o. Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the profit and loss account.

p. Redundancy costs

Redundancy costs are provided for once the decision for termination has been made. These are quantified in accordance with the employee's right to redundancy payments based on years of service. In addition, any pay in lieu of notice due is calculated in accordance with the relevant employment contract.

2. Critical accounting estimates and judgements

In the application of the charitable company'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 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 revision and future periods where the revision effects both current and future periods.

The estimates and assumptions with a significant risk of causing material adjustments to the carrying amount of assets and liabilities within the next financial year are:

Costs of completing the work funded by restricted grant funding, where judgement is made to estimate the amount of grant funded earned on the particular projects based on the milestones reached and the estimated costs of completing the project. This in turn allows the trustees to estimate what amounts if any may be transferred from restricted reserves to unrestricted reserves.

3. Financial performance of the charity

The consolidated statement of financial activities includes the results of the charity's wholly owned subsidiary Catch Up Limited, which was incorporated in Australia this was deregistered on 23 April 2021.

The summary financial performance of the UK charity alone is:

	2021 £	2020 £
Net income/(expenditure) and net movement in funds for the year	**£169,878**	£102,199

3. Grants and donations

	2021 £	2020 £
Unrestricted donations		
The Manor 2056 Trust	**30,000**	30,000
Covid-19 discretionary grant	**-**	10,000
Other	**3,000**	2,500
	£33,000	£42,500
Restricted grants and donations		
Charity of Sir Richard Whittington	**134,983**	80,427
What Works for Children's Social Care	**54,900**	-
Coronavirus Job Retention Scheme	**-**	64,159
The Manor 2056 Trust	**-**	14,000
	£189,883	£158,586
Total grants and donations	**£222,883**	£201,086

4. Income from charitable activities

	2021 £	2020 £
Sales of Catch Up products	**323,796**	197,952
Training and associated income	**207,790**	126,465
	£531,586	£324,417

The percentage of income attributable to markets outside the United Kingdom is 3.1% (2020 - 2.4%)

5. Investment income

	2021 £	2020 £
Bank interest	**£19**	£59

6. Analysis of expenditure on charitable activities

	Staff costs £	Direct costs £	Office and support costs £	Total 2021 £	Total 2020 £
Costs of Catch Up materials and training	103,826	27,887	66,157	**197,870**	139,952
Training and conferences	37,852	148,804	823	**187,479**	100,514
Development and marketing	59,630	15,567	-	**75,197**	61,012
Project and grant costs	37,809	79,230	-	**117,039**	110,455
	239,117	271,488	66,980	**577,585**	411,933
Governance costs:					
Audit fees	-	-	4,750	**4,750**	4,700
Legal fees	-	-	2,275	**2,275**	6,717
Exchange rate movements	-	-	-	**-**	(8)
	-	-	7,025	**7,025**	11,409
	£239,117	£271,488	£74,005	**£584,610**	£423,342

For the year ended 31 December 2020

	Restricted	Unrestricted	Total
Expenditure on charitable activities	£110,455	£312,887	£423,342

Staff costs are apportioned on a time basis. Office and support costs are apportioned to the activity to which they relate.

7. Interest payable

	2021 £	2020 £
Interest payable on deferred taxation and social security	**£-**	£21

8. Net income/(expenditure) for the year

	2021 £	2020 £
This is stated after charging/(crediting):		
Depreciation of own assets	**615**	615
Auditors' remuneration:		
Audit services	**4,750**	4,700
Exchange rate movements	**-**	(8)

9. Employee information

	2021 Number	2020 Number
The average number of persons employed was:		
Support and administration	**9.3**	9.4
The full time equivalent average number of persons was:		
Support and administration	**5.9**	5.9

Staff costs (for the above staff)

	2021 £	2020 £
Wages and salaries	**212,899**	216,544
Social security costs	**15,408**	11,721
Pension costs	**10,810**	9,677
Total staff costs	**£239,117**	£237,942

During 2020 one employee was made redundant. Redundancy and notice payments totalling £3,909 were paid in respect of this employee and are shown within the wages and salaries noted above.

During the year, retirement benefits were accruing to 9 employees (2020 - 9) in respect of money purchase schemes.

No employees received emoluments (excluding pension contributions) in excess of £60,000 (2020: none).

Trustees

No trustee received any remuneration for services during the year (2020 - £Nil). Directly incurred expenses are reimbursed when claimed and in 2021 a total of £Nil was claimed (2020 - £Nil).

10. Pensions

The charity operates a defined contribution pension scheme and a separate National Employment Savings Trust defined contribution stakeholder pension scheme which became operational on 1st January 2019. The assets of the schemes are held separately to those of the charity in independently administered funds. The pension cost charge represents the contributions payable by the charity to the funds for the year and these costs are included within staff costs and allocated to the activity for the relevant employee. The pension charge for 2021 was £10,810 (2020 - £9,677). At the year-end, there were no amounts payable in respect of outstanding contributions (2020 - £Nil).

11. Taxation

The Caxton Trust is a registered charity, and as such is entitled to certain tax exemptions on income and profits from investments, and on surpluses on any activities carried on in furtherance of the charity's primary objectives, if these profits and surpluses are applied solely for charitable purposes.

12. Tangible Fixed Assets – Group and Charity

	Computer equipment £	Website & database £	Total £
Cost			
At 1st January 2021	13,857	121,885	135,742
Additions	-	-	-
At 31st December 2021	13,857	121,885	135,742
Depreciation			
At 1st January 2021	12,627	121,885	134,512
Charge for the year	615	-	615
At 31st December 2021	13,242	121,885	135,127
Net Book Value			
At 31st December 2021	**£615**	**£-**	**£615**
At 31st December 2020	£1,230	£-	£1,230

13. Investments

The charity had a wholly-owned subsidiary Catch Up Limited, a company limited by guarantee incorporated in Australia (ACN 154644498). The liability of each member was limited to Aus$10 each. The company provided educational training and resource material in Australia and neighbouring countries and has not traded since 2017. It was deregistered on 23rd April 2021.

The subsidiary was exempt from having an audit in Australia and has claimed exemption from having an audit of its individual accounts under section 479A of the Companies Act 2006.

The summary financial performance of the subsidiary alone is:

	2021 £	2020 £
Turnover	-	-
Cost of sales and administration costs	-	-
Net profit/(loss)	**£-**	£-

The assets and liabilities of the subsidiary were:

	2021 £	2020 £
Current assets	-	45
Current liabilities	-	(45)
Aggregate Share Capital and Reserves	**£-**	£-

14. Stock

	Group		Charity	
	2021	2020	2021	2020
	£	£	£	£
Stock of Catch Up materials	**£9,948**	£6,190	**£9,948**	£6,190

15. Debtors

	Group		Charity	
	2021	2020	2021	2020
	£	£	£	£
Trade debtors	**51,037**	65,323	**51,037**	65,323
Prepayments	**11,194**	4,445	**11,194**	4,445
Amount due from subsidiary	**-**	-	**-**	45
	£62,231	£69,768	**£62,231**	£69,813

The amount owed by the subsidiary was interest free, unsecured and with no fixed repayment terms.

16. Creditors: falling due within one year

	Group		Charity	
	2021	2020	2021	2020
	£	£	£	£
Trade creditors	**25,321**	36,945	**25,321**	36,945
Income in advance	**28,205**	21,157	**28,205**	21,157
Other creditors	**-**	-	**-**	-
Accruals	**32,847**	30,604	**32,847**	30,604
Taxation and social security	**5,169**	5,142	**5,169**	5,142
VAT payable	**2,107**	2,923	**2,107**	2,923
	£93,649	£96,771	**£93,649**	£96,771

Income in advance relates to training income invoiced in advance.

	Group & Charity 2021 £	Group & Charity 2020 £
Balance at 1st January 2021	**21,157**	51,167
Amount released to income from charitable activities	**(9,432)**	(51,167)
Amount deferred in year	**16,480**	21,157
Balance at 31st December 2021	**£28,205**	£21,157

17. Other Commitments

A three-year lease was entered into on 1st October 2021 with break clauses after 12 and 24 months. The annual rent and service charge for the property was £11,778.

At 31st December 2021, the charity had future minimum lease payments and service charge obligations under non-cancellable operating leases in respect of land and buildings of:

	2021 £	2020 £
Amounts payable		
Within one year	**£8,834**	£8,834

The amounts recognised as an expense for the period in respect of rent and service charge obligations for land and buildings was £11,778 (2020 - £14,814).

18. Funds

	At 1st January 2021 £	Incoming resources £	Outgoing resources £	Transfers £	At 31st December 2021 £
Restricted funds					
Charity of Sir Richard Whittington	35,213	134,983	(69,284)	(31,167)	**69,745**
What Works for Children's Social Care	-	54,900	(47,755)	(9,960)	**(2,815)**
	35,213	189,883	(117,039)	(41,127)	**66,930**
Unrestricted funds					
General reserve	54,200	564,605	(467,571)	41,127	**192,361**
Total funds	£89,413	£754,488	£(584,610)	£-	**£259,291**

Charity of Sir Richard Whittington	In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant is to undertake research to create literacy and numeracy interventions at the early years' foundation stage and is scheduled for completion during 2023. The grant, payable in instalments, includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The income profile of grant saw £80,427 received in 2020 and £134,983 in 2021, to be followed by £111,183 in 2022 and £22,534 in 2023.
What Works for Children's Social Care	In November 2021, Catch Up entered into a pilot programme with What Works for Children's Social Care to deliver Catch Up Literacy training to carers of looked after children along with the provision of appropriate reading materials. The project allows for training of up to 50 carers and has a value of £86,735 with a completion date of March 2023.

Projects are priced to generate a surplus over the direct costs attributable to delivering the projects in order to cover the associated overheads of the charity. In addition, surpluses arise where the income allowed is in excess of the direct costs of delivering the various elements of the project expenditure. These total surpluses over direct costs incurred are shown as a transfer between funds. Where projects incur costs that were not associated with the original funding bid, these extra costs are borne by Catch Up and allocated to the period incurred.

As shown above, there is a transfer between restricted and unrestricted reserves of £41,127 (2020: £12,786), this is represented by the value at normal selling price of the number of people trained as part of the grant funded project, plus the estimated surplus earned on the project to date, based on the milestones reached on each project and the estimated costs to complete the project. There were 69 project trainees in the current year and 16 in 2020.

19. Analysis of group net assets/(liabilities) between funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds	-	66,930	**66,930**
Unrestricted funds	615	191,746	**192,361**
	£615	£258,676	**£259,291**

20. Reconciliation of net movement in funds to net cash flow from operating activities

	Group		Charity	
	2021	2020	2021	2020
	£	£	£	£
Net movement in funds	**169,878**	102,199	**169,878**	102,199
Add back depreciation charges	**615**	615	**615**	615
Deduct interest income shown in investing activities	**(19)**	(59)	**(19)**	(59)
Add interest payable shown in financing activities	**-**	21	**-**	21
(Increase)/decrease in stock	**(3,758)**	7,566	**(3,758)**	7,566
(Increase)/decrease in debtors	**7,537**	(13,238)	**7,582**	(13,241)
Increase/(decrease) in creditors	**(3,122)**	(43,035)	**(3,122)**	(43,035)
Net cash provided by/(used in) operating activities	**£171,131**	£54,069	**£171,176**	£54,066

21. Related party transactions

During the year Catch Up received donations of £30,000 from The Manor 2056 Trust, which is a charity controlled by Andrew Lane who is a trustee of The Caxton Trust (2020 - £44,000).

22. Post balance sheet events

There were no post balance sheet events to note.

THE CAXTON TRUST

England & Wales - Charity number 1072425

Accounts

Company Number: 3476510

Charity Number: 1072425

The Caxton Trust
(A company limited by guarantee)

Report and Financial Statements

for the year ended 31st December 2020

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The Caxton Trust

Report and Financial Statements

Contents

	Page
Report of the Trustees (including Directors' report)	1 - 10
Independent auditors' report	11 - 13
Statement of financial activities (Including income and expenditure account)	14
Balance sheet	15
Statement of cash flows	16
Notes to the financial statements	17 - 27

The Caxton Trust
Report of the Trustees (including Directors' report)
for the year ended 31st December 2020

In this document the Trustees present their report and the audited financial statements of the group for the year ended 31st December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published in October 2019. The Trustees' report is also a directors' report for the purposes of the Companies Act 2006 and other company legislation.

Chairman's Report

Our overall aim is to increase both the take-up of Catch Up training by schools and their long-term engagement with Catch Up, so that many more struggling learners are supported by Catch Up's products.

The educational market has seen the growth of academy chains and free schools, the decline of local education authorities and increasing public sector budgetary pressures. To address these challenges, Catch Up seeks to offer cost-effective and readily accessible products, so allowing the maximum number of struggling learners in schools to be reached. The one-off cost of £450 means that the average cost per pupil reduces significantly as more beneficiaries receive the intervention, meaning the Catch Up intervention offers exceptionally good value for money. As part of the Catch Up Training Support Package, additional tools to help schools embed the interventions and further resources that support them are offered.

The Caxton Trust has charitable status in Scotland and Catch Up is now an authorised supplier to several Scottish local authorities. Further relationships within Scotland are being pursued in order to expand the reach of Catch Up.

Our online offer was trialled during 2019 and regular online training courses for both literacy and numeracy interventions began in 2020. The take-up of these courses proved popular with those geographically remote or those wishing to access training at an earlier date than scheduled courses at our Regional Training Centres (RTCs).

During 2020, the Covid-19 pandemic had a dramatic effect on Catch Up's operations and as a result of the closure of schools during March 2020, we were obliged to halt our provision of training and to furlough Catch Up's employees. It was apparent that the training model needed to develop, concentrating on an online delivery method to adapt to these unprecedented circumstances. In September 2020, after re-mobilising our staff, Catch Up offered online training and experienced strong demand for training during the autumn term and into 2021. Hence, as a result of this development work in 2019 and 2020, we were able to rapidly respond to the new circumstances once schools returned.

Catch Up wishes to be responsive to the training needs of all schools and other organisations. It is willing to deliver training wherever and however it is requested, subject to it being viable for Catch Up to provide it. Catch Up will respond to requests from larger organisations and consortia to organise specific training either online or at their own sites, subject to a Covid-19 secure environment.

The use of our website and database provides an efficient automated booking process which ensures that Catch Up continues to be a reasonably priced intervention and is accessible to the widest possible audience. Our 'bundling' of training places has continued to prove popular, offering good value to organisations taking up these offers and encouraging the accomplishment of the optimal team of three trainees, including a Catch Up co-ordinator, to be embedded in a school.

The Caxton Trust
Report of the Trustees (including Directors' report)
for the year ended 31st December 2020

Our 2020 budget was set at the level of 1,132 trainees, which was broadly in line with the 2019 figure of 1,162 trainees, alongside cost savings being introduced early in 2020 to enable Catch Up to operate under a more sustainable business model. The abrupt halt to training in March meant all activities ceased, with the majority of staff costs covered by the receipt of government furlough payments.

In March 2020 Catch Up received the good news that it had been awarded a grant of £349,127 from The Charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. This was to undertake research over a three-year period for the creation of early years foundation stage literacy and numeracy interventions. Whilst the immediate start to the project was delayed as a result of the Covid-19 situation, the majority of timetable milestones to date have been achieved, so there should be little delay to the overall project timetable.

The strong demand for online training in the autumn coupled with the support of The Manor 2056 Trust and the Mercers' project has allowed the organisation to end the year on a stable financial footing.

In the event, Catch Up trained 812 trainees in 2020, including 16 project trainees. Whilst the outlook for 2021 is very dependent on Covid-19 conditions, the move to online training and the flexibility it offers means that the 2021 budget level of 928 trainees is a realistic target.

On behalf of the Trustees, I would like to thank our Chief Executive, Theresa Rogers and her colleagues, for the commitment they have shown in reshaping and managing the charity's activities during this difficult period for Catch Up and then in responding to high levels of demand when schools re-opened in September. The Catch Up team has shown outstanding commitment and professionalism in the delivery of Catch Up training that has benefited so many individuals over the years and will be needed by so many more now and in future.

To find out more about Catch Up, visit our website www.catchup.org or telephone: 01842 821465.

JPS Crawford

Patrick Crawford CB
Chairman

The Caxton Trust
Report of the Trustees (including Directors' report)
for the year ended 31st December 2020

Our purpose and activities

Our charity's purpose, set out in the objects of the Trust in its governing documents, is the advancement of education. Our mission statement is to address literacy and numeracy difficulties that contribute to under-achievement.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. We look at the success of each key activity and the benefits brought to those groups of people we are set up to help. This process also helps us to ensure that our aim, objectives and activities remain focussed on our stated purposes. We have complied with the duty in the 2011 Charities Act to have due regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The Trustees accordingly consider how planned activities will contribute to the aims and objectives they have set.

How our activities deliver public benefit

A significant proportion of primary and secondary school children in the UK have difficulties in attaining the levels of literacy and numeracy expected of them. Whilst these difficulties are often not severe enough to entitle those struggling learners to statutory additional learning support, they may still be sufficient to restrict the access of them to the curriculum. Without additional support, these children may fall further behind their peers. The adverse consequences are wide-ranging and well-documented: long-term poor academic achievement, low self-esteem, lower motivation to read, disengagement with the learning process, behavioural problems, reduced employment prospects and the possibility of social exclusion. It was with this in mind, that the Catch Up interventions were developed. By helping individuals experiencing learning difficulties to reach their full potential, it is hoped that their lives will be enriched and that they will be able to play a fuller part in society, so benefiting the communities in which they live.

Our main activities and those whom we try to help are described below. All our charitable activities focus on the advancement of literacy and numeracy skills of struggling learners and are undertaken to further our charitable purposes for the public benefit.

Catch Up, the working name of The Caxton Trust, is a not-for-profit charity that:

- offers comprehensive and integrated training and resource packages to support the management and delivery of the Catch Up interventions;
- provides ongoing support, through the Catch Up Community, for those who deliver the Catch Up interventions to struggling learners; and
- undertakes research into the development and enhancement of the Catch Up interventions, and into extending the support it provides to struggling learners.

Catch Up Literacy and Catch Up Numeracy are:

- structured one-to-one interventions for struggling readers and for learners who struggle with literacy and numeracy;
- centred on 15-minute sessions delivered twice a week, targeted to the needs of the individual;
- grounded in rigorous academic research and shown to be effective in schools (and other settings); and
- realistic, practical and inexpensive.

Who used and benefited from our Services?

Those who use our services are initially teachers, teaching assistants, carers and other 'supporting adults'. The ultimate beneficiaries are struggling learners.

Achievements and performance

OPERATIONAL

- Catch Up continues to develop its Key Performance Indicators in order to manage and develop its work. The number of struggling learners helped is the ultimate measure of the work of the charity. As trained supporting adults can assist many struggling learners over time, the ultimate number of beneficiaries is difficult to quantify. We feel that the best measure of the activity of the charity is the number of supporting adults trained. In 2020, there were a total of 812 trainees, compared to 1,162 in 2019.
- 2020 saw the suspension of Catch Up RTCs as a result of the Covid-19 restrictions. Upon resumption of training in September 2020 all training was delivered online.
- The changing financial climate within the public sector, changes in local authority staffing in England, and the development of academies and free schools combine to provide a challenging environment for the delivery of Catch Up's operations.
- The Covid-19 situation has meant there is an even greater need for the Catch Up interventions following the reduction of face-to-face teaching and the inability of all members of the school community to access online learning.
- To make our interventions more affordable and to encourage the ideal team size of a minimum of three Catch Up trainees in each school, a 'bundle of places' is offered to organisations booking training for each intervention. Whole school block bundles are also offered to provide incentives to widen Catch Up's reach.
- Almost half of all teaching assistants that were trained prior to 2020 achieved at least one unit of accreditation of the Catch Up qualification (Gateway qualifications, Ofqual recognised).
- Since 2000, we have trained in excess of 31,000 supporting adults to deliver the Catch Up interventions and we estimate that they have supported more than half a million struggling learners.

COMMUNICATIONS, MARKETING AND BUSINESS DEVELOPMENT

- Activities included direct mail, email advertising, publisher inserts, brochure mailings, email newsletters, Twitter, training campaigns, webinars, automated emails, Excellence Awards.
- We recognised that, with the diminishing roles of English local authorities, we needed to find new ways of communicating and working with English schools directly, including exploring new partnerships that would work with us. Schools are keen to maximise their use of Targeted Pupil Funding/Pupil Premium, especially as this aspect is scrutinised as part of school inspections. This aspect has been further heightened by the governments catch-up premium allocated to schools for the 2020/21 academic year.
- A Pupil Reporting Tool launched in 2017, enables users get the most from the Catch Up interventions providing greater evidence of the benefits of using Catch Up.
- Following the increasing number of enquiries from Scotland, work to increase awareness of Catch Up continues to be pursued to encourage more opportunities in the region.
- An agreement was reached with the National Literacy Trust to promote Catch Up as a preferred option to help with literacy for struggling learners.

BUILDING CAPACITY

- The use of our website and database provides an efficient booking and administration system with trainees made fully aware of our on-line functionality.
- The automation of database-driven tasks has allowed efficient management of courses by the office team and the use of a third-party provider to deliver online connectivity for courses has allowed the office resources to be deployed to facilitate the growing number of courses being delivered.
- Using the knowledge, expertise and commitment of the Catch Up team has been beneficial in developing and reviewing operational issues and resources as well as identifying potential new areas of development especially with regard to online delivery.
- Trainers are being trained in delivering the training online which allows a more flexible delivery model. This is a necessity in the current Covid-19 situation but also has advantages to the RTCs for those geographically remote or those wishing to access training at an earliest opportunity.

RESEARCH AND GRANTS

- In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant is to action research to create early years' foundation stage literacy and numeracy interventions and is scheduled for completion during 2023. The grant, payable in instalments includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The expected profile of grant saw £80,427 received in 2020 and will see received in £164,533 in 2021, £81,633 in 2022 and £22,534 in 2023. The expenditure on this grant in the year was £32,296, with a transfer to unrestricted funds of £12,918.
- Since 2014 Catch Up has been working with the support of SBT to enable Catch Up to reach a wider audience in order to help more struggling learners. SBT's support package has included consultancy support in respect of sales and marketing, management information, and the development of richer and more engaging content for existing customers. There was no consultancy time received in 2020.
- The Manor 2056 Trust provided a financial donation of £30,000 which was used to support core costs during the year. In addition, a further donation of £14,000 was received which was used to cover the costs of reorganisation.
- As a result of the Covid-19 situation a discretionary government grant of £10,000 was received along with £64,159 under the Coronavirus Job Retention Scheme to help cover the costs of staff that were furloughed.

FUND-RAISING STANDARD INFORMATION

- Catch Up does not carry out fund raising activities. It relies upon the sale of the Catch Up training and resources for its operating costs and upon grants for its research projects.

Financial review

- 2020 was a challenging year financially, however the receipt of government grants, the Mercers' project, the support of The Manor 2056 Trust and strong demand in the Autumn of 2020 allowed a satisfactory result for the year to be achieved. Catch Up had a financial surplus of £54,068 for the year on unrestricted funds and at the year-end the balance on unrestricted reserves was £54,200.
- Total income for 2020 was £525,562 which represented a 1% increase on £518,690 in 2019. There was an increase in grants and donations in 2020 to £201,086 from £48,802 (including £18,300 value of donated services) in 2019. Income from the sale of Catch Up materials and training decreased to £324,417 from £469,743.
- Total expenditure in 2020 was £423,363, down from £599,941 (including £18,300 allocated cost of donated services) in 2019, a 29% decrease.
- The total net surplus for 2020 was £102,199 (2019 - deficit of £81,251).
- Total reserves at the end of 2020 were £89,413 comprising unrestricted reserves of £54,200 and restricted reserves of £35,213. The restricted reserves are in respect of funding received, which will be spent during 2021.

Pricing policy

Catch Up maintains a pricing policy that reflects the strategy of enabling its interventions to be available to as many beneficiaries as possible. Hence the Trustees and management seek to offer a price that provides a reasonably priced and cost-effective intervention that covers the core costs of the charity, enabling the charity to be sustainable. We give incentives for more trainees from the same organisation to encourage what Catch Up sees as the optimal number of trainees at each location to achieve the most successful outcomes for itself and for schools.

Reserves policy

The Trustees have established the level of unrestricted (freely available) reserves that the charity should aim to have. These reserves are needed to bridge the funding gaps between spending on Catch Up interventions and receipt of income. The seasonal nature of the training also requires the level of cash reserves to be sufficient to cover core costs and working capital requirements during periods when reduced income is experienced, typically during the first half of the year.

The medium-term aim of Trustees is to achieve a level of unrestricted reserves equivalent to between three to six months of core costs, currently estimated to be between £79,000 and £158,000. Progress towards this target level of reserves was achieved in 2020 and the desired level of reserves should during be attained during 2021.

Going concern

The occurrence of the Covid-19 pandemic during 2020 meant that all training ceased at the end of March 2020. When training resumed in September 2020 all training was moved online. Whilst the expected number of trainees for 2020 was not achieved, the strong demand experienced upon the resumption of training meant that an overall surplus for 2020 was achieved. This strong demand for training has continued into 2021 and indications are that another surplus for 2021 should be achieved.

A research grant from The Mercers' Company in March 2020 has provided further financial stability for the years 2021-23. In addition, the Trustees have negotiated a working capital line of credit, should it be required, to support the organisation for a 12-month period.

The level of reserves coupled with our forecasts of trading and cashflows for 2021 and 2022 in light of the demand experienced since September 2020, cause the Trustees to be of the view that the charity is a going concern.

Plans for future periods

Early in 2020, Catch Up began trialling the use of live on-line training courses that are accessed remotely. These have the advantage of reaching geographically remote groups or trainees that wish to access Catch Up training at the earliest opportunity and not having to wait until training is organised in their local area. The take-up for these courses during 2019 was very encouraging and the increased demand experienced for on-line training saw both public on-line courses and bespoke organisational training being offered. The incidence of Covid-19 in 2020 has demonstrated how flexible these on-line courses are and how well-suited they are to remote delivery. The pandemic has made society more comfortable with remote learning and it is expected that online delivery will be the preferred delivery method for the foreseeable future.

The dedication, commitment and professionalism of the Catch Up team, combined with an adaptable strategy, a refined delivery model, excellent value for money and proven effectiveness, allow the Trustees to be confident that continued take-up of Catch Up interventions will be achieved, thus helping many more children benefit from our interventions.

Reference and administrative details

Charity Number:	1072425
Company Number:	3476510
Registered Office:	Catch Up, Keystone Enterprise Factory, Brunel Way, Thetford, IP24 1HP
Auditors:	Kevin J Rhind, Corner Cottages, Hempstead, Norwich NR12 0SH
Bankers:	CAF Cash, Kings Hill, West Malling, Kent ME19 4TA

The charity is officially registered as The Caxton Trust, but conducts its charitable work under the working name of Catch Up.

Directors and trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report they are collectively known as the Trustees. The Trustees and officers serving during the year and since the year-end were as follows:

Patrick Crawford CB - Chairman
Sioned Bowen
Gay Drysdale
Vanessa Emmett
Andrew Lane
Professor Ingrid Lunt
Jocelyn Stuart-Grumbar
Alan Warner

The key staff members are:

Chief Executive	Theresa Rogers
Deputy Director	Dr Graham Sigley – with responsibility for research programmes

Governing document and members

The Caxton Trust is a company limited by guarantee and a registered charity. On 12th June 2017, the company adopted a new Memorandum and Articles of Association in substitution to its Memorandum and Articles of Association dated 4th December 1997 as amended on 22nd October 1998.
The members are the owners of the charity. Applications for membership require approval by the Trustees. Each of the members has agreed to contribute £1 in the event of the charity winding up. The current membership comprises the existing Trustees.

Appointment of trustees

The Trustees are responsible for governance, directing and overseeing the operation of the charity. Trustees are appointed by a recruitment process which includes an interview. The minimum number of trustees is three; there is no maximum number.

Trustee induction and training

All new trustees are given an induction meeting to brief them on their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, the decision-making process, the business plan, recent financial performance of the charity and a job description. They are also invited to meet key employees and members of staff.

Organisation

The board of trustees administers the charity. The board meets quarterly. A Chief Executive is appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within the terms of delegation approved by the Trustees, for operational matters including finance, employment, the sale of Catch Up resources and training.

Related parties

The charity had a wholly owned subsidiary, Catch Up Limited, incorporated in Australia which is dormant.

Remuneration policy for trustees and senior staff

The Trustees, the Chief Executive and Deputy Director comprise the key management personnel of the charity. The Trustees give their time without compensation and no trustee received any remuneration in the year.

Details of the senior staff remuneration are disclosed in note 9 to the financial statements. The pay of senior staff is reviewed annually along with other members of the staff team and assessment given to the sustainability of the charity, local market rates and performance of both individuals and the organisation.

Risk management

The Trustees have a risk management strategy, which comprises:

- an annual review of the risks and uncertainties the charity may face;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

This review has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds and the active management of trade debtors and creditors to ensure sufficient working capital is available to the charity. Operationally, the charity aims to ensure that training courses only take place where a positive financial contribution can be achieved.

Trustees' responsibility in relation to the financial statements

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that period.

In preparing those 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 business.

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

Statement as to disclosure to our auditors

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the charity's auditor is unaware, and
- the Trustees, having made such enquiries of fellow trustees and the charity's auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as a trustee, in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor

A resolution proposing Kevin J. Rhind is re-appointed as auditor of the charity will be put to the Annual General Meeting.

Small company provisions

The report of the Trustees has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Signed on behalf of the Trustees by:

J.P.S. Crawford

Patrick Crawford CB
Chairman

Dated: 28th June 2021

Independent Auditor's Report to the Trustees of The Caxton Trust

Opinion

We have audited the financial statements of The Caxton Trust (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2020 which comprise 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 group's and parent charitable company's affairs as at 31 December 2020, and of the group's 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 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 group and parent charitable company 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 group's or parent charitable company'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 trustees 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.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

Independent Auditor's Report to the Trustees of The Caxton Trust

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit. Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 9 the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the groups and parent 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 group or parent 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 auditor under section 151 of the Charities Act 2011 and report in accordance with this Act.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Obtaining the Trustees' going concern assessment, confirming that this is up to date and that it covers a period of at least 12 months.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at:

https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx.

This description forms part of our auditor's report.

Independent Auditor's Report to the Trustees of The Caxton Trust

Use of our report

This report is made solely to the charitable company'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 charitable company'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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Kevin J. Rhind (Senior Statutory Auditor)
For and on behalf of
Kevin J. Rhind, Statutory Auditor

Corner Cottages,
Hempstead,
Norwich
NR12 0SH

8th September 2021

The Caxton Trust
Consolidated Statement of Financial Activities
(including Consolidated Income and Expenditure Account)
for the year ended 31st December 2020

	Note	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
Income					
Grants and donations	3	42,500	158,586	**201,086**	48,802
Income from charitable activities:					
Sales of Catch Up materials, training and conferences	4	324,417	-	**324,417**	469,743
Investment income	5	59	-	**59**	145
Total income		366,976	158,586	**525,562**	518,690
Expenditure					
Expenditure on charitable activities:					
Development and sale of Catch Up materials, training and conferences	6	312,887	110,455	**423,342**	599,941
Interest payable	7	21	-	**21**	-
Total expenditure		312,908	110,455	**423,363**	599,941
Net income/(expenditure)	8	54,068	48,131	**102,199**	(81,251)
Transfer between funds		12,918	(12,918)	**-**	-
Net movement in funds for the year		66,986	35,213	**102,199**	(81,251)
Reconciliation of funds					
Fund balances brought forward		(12,786)	-	**(12,786)**	68,465
Fund balances carried forward	18	£54,200	£35,213	**£89,413**	£(12,786)

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

All incoming resources and resources expended are derived from continuing activities.

The Caxton Trust
Consolidated Balance Sheet
as at 31st December 2020

	Note	Group 2020 £	Group 2019 £	Charity 2020 £	Charity 2019 £
Fixed assets					
Tangible assets	12	**1,230**	-	**1,230**	-
Current assets					
Stocks	14	**6,190**	13,756	**6,190**	13,756
Debtors	15	**69,768**	56,530	**69,813**	56,572
Cash at bank and in hand		**108,996**	56,734	**108,951**	56,692
Total current assets		**184,954**	127,020	**184,954**	127,020
Creditors: amounts falling due within one year	16	**96,771**	139,806	**96,771**	139,806
Net current assets/(liabilities)		**88,183**	(12,786)	**88,183**	(12,786)
Net assets/(liabilities)		**£89,413**	£(12,786)	**£89,413**	£(12,786)
The funds of the charity					
Restricted income funds	18	**35,213**	-	**35,213**	-
Unrestricted income funds	18	**54,200**	(12,786)	**54,200**	(12,786)
Total charity funds	19	**£89,413**	£(12,786)	**£89,413**	£(12,786)

The Trustees have prepared group accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The financial statements were approved by the board of Trustees on 28th June 2021 and signed on its behalf by:

JPS Crawford

Patrick Crawford CB
Trustee

Company registration number: 3476510
Charity Number: 1072425

The Caxton Trust
Statement of Cash Flows and Consolidated Statement of Cash Flows
for the year ended 31st December 2020

	Note	Group 2020 £	Group 2019 £	Charity 2020 £	Charity 2019 £
Cash provided by/(used in) operating activities	20	**54,069**	(61,058)	**54,066**	(56,560)
Cash flows from investing activities					
Investment income		**59**	145	**59**	145
Purchase of tangible fixed assets		**(1,845)**	-	**(1,845)**	-
Cash provided by/(used in) investing activities		**(1,786)**	145	**(1,786)**	145
Cash flows from financing activities					
Interest payable		**(21)**	-	**(21)**	-
Cash used in financing activities		**(21)**	-	**(21)**	-
Increase/(decrease) in cash and cash equivalents in the year		**52,262**	(60,913)	**52,259**	(56,415)
Cash and cash equivalents at the beginning of the year		**56,734**	117,647	**56,692**	113,107
Total cash and cash equivalents at the end of the year		**£108,996**	£56,734	**£108,951**	£56,692

The notes on pages 17 to 27 form part of these financial statements

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a. Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2020) - (Charities' SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are presented in sterling, rounded to the nearest whole £1.

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

b. Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The full annual effect of the operating cost reductions implemented during 2020 the move to on-line training will not be felt until 2021. The strong demand for training experienced in the autumn of 2020 has continued into 2021 and has meant that an overall surplus is expected for 2021.

In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant is to action research to create early years' foundation stage literacy and numeracy interventions and is scheduled for completion during 2023. The grant, payable in instalments includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The expected profile of grant saw £80,427 received in 2020 and will see a further receipts of; £164,533 in 2021, £81,633 in 2022 and £22,534 in 2023. This income provides extra financial stability for the charity during the medium term.

The charity has renewed its working capital line of credit which is enough to meet the expected shortfall of cash that might occur if budgeted training numbers are not met. The budgeted level of income and expenditure combined with the level of reserves for the charity are sufficient for it to be able to continue as a going concern.

c. Company status

The charity is a private company limited by guarantee incorporated in England within the United Kingdom. The guarantors are the members. The liability in respect of the guarantee, as set out in the memorandum and articles, is limited to £1 per member of the charity.

The address of the registered office is given in the information on page 7 of these financial statements.

d. Income

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

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is a treated as a contingent asset and disclosed if material.

Income from the sale of Catch Up training and materials is recognised on a receivable basis when due. Income received in advance of training is deferred until the criteria for income recognition are met (see note 16).

Donated professional services are recognised as income when the charity has control over them, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and the economic benefit can be measured reliably. On receipt, donated professional services are recognised on the basis of the value of the gift to the charity, which is the amount the charity would have had to pay to obtain services of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period.

e. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

f. Fund accounting

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

Restricted funds are funds subject to specific restrictive conditions imposed by donors or by the purpose of the donation. The purpose and use of the restricted funds are set out in the notes to the financial statements.

g. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on charitable activities includes the costs of delivering the Catch Up training, training staff, delivering conferences, development and marketing, and other activities undertaken to further the purposes of the charity and their associated support costs.

h. Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs which support the charity's activities. The bases on which such support costs have been allocated are set out in note 6.

i. Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged as incurred.

j. Tangible fixed assets

Individual assets costing £1,000 or more are capitalised at cost.

Assets in the course of development are capitalised although not depreciated until the asset is brought into use.

Depreciation is provided on all tangible fixed assets in order to write off their cost, less estimated residual value, over their expected useful lives on the following basis:

Office equipment and fixtures	33%	straight line basis
Website and software	25%	straight line basis

k. Stock

Stocks are stated at the lower of cost and net realisable value on a FIFO basis after making allowance for slow moving and obsolete stock.

l. Debtors

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

m. Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n. Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution stakeholder pension scheme which is administered by Prudential plc. The scheme is open to all employees and is funded by contributions from the employee and employer. A separate National Employment Savings Trust defined contribution stakeholder pension scheme became operational on 1st January 2019, the charity's staging date for auto-enrolment. The pension cost charge represents contributions payable by the charity to the funds in respect of the year.

o. Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the profit and loss account.

p. Redundancy costs

Redundancy costs are provided for once the decision for termination has been made. These are quantified in accordance with the employee's right to redundancy payments based on years of service. In addition, any pay in lieu of notice due is calculated in accordance with the relevant employment contract.

2. Financial performance of the charity

The consolidated statement of financial activities includes the results of the charity's wholly owned subsidiary Catch Up Limited, which is incorporated in Australia.

The summary financial performance of the UK charity alone is:

	2020 £	2019 £
Net income/(expenditure) and net movement in funds for the year	**£102,199**	£(81,251)

3. Grants and donations

	2020 £	2019 £
Unrestricted donations		
The Manor 2056 Trust	**30,000**	25,000
Covid-19 Discretionary Grant	**10,000**	-
Other	**2,500**	502
	£42,500	£25,502
Restricted grants and donations		
Charity of Sir Richard Whittington	**80,427**	-
Coronavirus Job Retention Scheme	**64,159**	-
The Manor 2056 Trust	**14,000**	-
PF Charitable Trust	**-**	5,000
Social Business Trust (SBT) - donated services	**-**	18,300
	£158,586	£23,300
Total grants and donations	**£201,086**	£48,802

4. Income from charitable activities

	2020 £	2019 £
Sales of Catch Up products	**197,952**	286,930
Training and associated income	**126,465**	182,813
	£324,417	£469,743

The percentage of income attributable to markets outside the United Kingdom is 2.4% (2019 - 4.3%)

5. Investment income

	2020 £	2019 £
Bank interest	**£59**	£145

6. Analysis of expenditure on charitable activities

	Staff costs £	Direct costs £	Office and support costs £	Total 2020 £	Total 2019 £
Costs of Catch Up materials and training	68,960	12,336	58,656	**139,952**	226,466
Training and conferences	20,549	79,498	467	**100,514**	193,884
Development and marketing	48,003	12,417	592	**61,012**	145,643
Project and grant costs	100,430	6,500	3,525	**110,455**	9,620
Donated services - SBT	-	-	-	**-**	18,300
	237,942	110,751	63,240	**411,933**	593,913
Governance costs:					
Audit fees	-	-	4,700	**4,700**	4,450
Legal fees	-	-	6,717	**6,717**	1,358
Exchange rate movements	-	-	(8)	**(8)**	220
	-	-	11,409	**11,409**	6,028
	£237,942	£110,751	£74,649	**£423,342**	£599,941

Staff costs are apportioned on a time basis. Office and support costs are apportioned to the activity to which they relate.

7. Interest payable

	2020 £	2019 £
Interest payable on deferred taxation and social security	**£21**	£-

8. Net income/(expenditure) for the year

	2020 £	2019 £
This is stated after charging/(crediting):		
Depreciation of own assets	**615**	15,236
Auditors' remuneration:		
Audit services	**4,700**	4,450
Exchange rate movements	**(8)**	220

9. Employee information

	2020 Number	2019 Number
The average number of persons employed was:		
Support and administration	**9.4**	11.0
The full time equivalent average number of persons was:		
Support and administration	**5.9**	7.5

Staff costs (for the above staff)

	2020 £	2019 £
Wages and salaries	**216,544**	245,375
Social security costs	**11,721**	18,288
Pension costs	**9,677**	12,290
Total staff costs	**£237,942**	£275,953

During 2020 one employee was made redundant. Redundancy and notice payments totalling £3,909 were paid in respect of this employee and are shown within the wages and salaries noted above.

During the year, retirement benefits were accruing to 9 employees (2019 - 9) in respect of money purchase schemes.

The number of employees who received emoluments (excluding pension contributions) in excess of £60,000 was as follows:

	2020 Number	2019 Number
£60,000 - £70,000	-	-

The key management personnel of the charity are the Chief Executive and the Deputy Director. The total employee benefits of the key management personnel of the charity were £82,253 (2019 - £89,925).

Trustees

No trustee received any remuneration for services during the year (2019 - £Nil). Directly incurred expenses are reimbursed when claimed and in 2020 a total of £Nil was claimed (2019 - £Nil).

10. Pensions

The charity operates a defined contribution pension scheme and a separate National Employment Savings Trust defined contribution stakeholder pension scheme which became operational on 1st January 2019. The assets of the schemes are held separately to those of the charity in independently administered funds. The pension cost charge represents the contributions payable by the charity to the funds for the year and these costs are included within staff costs and allocated to the activity for the relevant employee. The pension charge for 2020 was £9,677 (2019 - £12,290). At the year-end, there were no amounts payable in respect of outstanding contributions (2019 - £Nil).

11. Taxation

The Caxton Trust is a registered charity, and as such is entitled to certain tax exemptions on income and profits from investments, and on surpluses on any activities carried on in furtherance of the charity's primary objectives, if these profits and surpluses are applied solely for charitable purposes.

12. Tangible Fixed Assets – Group and Charity

	Computer equipment	Website & database	Total
	£	£	£
Cost			
At 1st January 2020	12,012	121,885	133,897
Additions	1,845	-	1,845
At 31st December 2020	13,857	121,885	135,742
Depreciation			
At 1st January 2020	12,012	121,885	133,897
Charge for the year	615	-	615
At 31st December 2020	12,627	121,885	134,512
Net Book Value			
At 31st December 2020	**£1,230**	**£-**	**£1,230**
At 31st December 2019	£-	£-	£-

13. Investments

The charity had a wholly-owned subsidiary Catch Up Limited, a company limited by guarantee incorporated in Australia (ACN 154644498). The liability of each member was limited to Aus$10 each. The company provided educational training and resource material in Australia and neighbouring countries and has not traded since 2017. It was deregistered on 23 April 2021.

The subsidiary was exempt from having an audit in Australia and has claimed exemption from having an audit of its individual accounts under section 479A of the Companies Act 2006.

The summary financial performance of the subsidiary alone is:

	2020 £	2019 £
Turnover	-	-
Cost of sales and administration costs	-	-
Net profit/(loss)	£-	£-

The assets and liabilities of the subsidiary were:

	2020 £	2019 £
Current assets	45	42
Current liabilities	(45)	(42)
Aggregate Share Capital and Reserves	£-	£-

14. Stock

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Stock of Catch Up materials	£6,190	£13,756	£6,190	£13,756

Stocks recognised as an expense in the period were £7,566 (2019 - £14,036) for the group and £7,566 (2019 - £14,036) for the parent.

15. Debtors

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Trade debtors	65,323	51,666	65,323	51,666
VAT recoverable	-	357	-	357
Prepayments	4,445	4,507	4,445	4,507
Amount due from subsidiary	-	-	45	42
	£69,768	£56,530	£69,813	£56,572

The amount owed by the subsidiary was interest free, unsecured and with no fixed repayment terms.

16. Creditors: falling due within one year

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Trade creditors	**36,945**	60,875	**36,945**	60,875
Income in advance	**21,157**	51,167	**21,157**	51,167
Other creditors	**-**	880	**-**	880
Accruals	**30,604**	21,564	**30,604**	21,564
Taxation and social security	**5,142**	5,320	**5,142**	5,320
VAT payable	**2,923**	-	**2,923**	-
	£96,771	£139,806	**£96,771**	£139,806

Income in advance relates to training income invoiced in advance.

	Group & Charity 2020	Group & Charity 2019
	£	£
Balance as at 1st January 2020	**51,167**	39,600
Amount released to income from charitable activities	**(51,167)**	(39,600)
Amount deferred in year	**21,157**	51,167
Balance as at 31st December 2020	**£21,157**	£51,167

17. Other Commitments

A three-year lease on the former charity's offices expired in August 2019. The charity then began negotiations with the same landlord over a new lease on different premises. It was agreed that the terms of the old lease would continue on a month-to-month basis until a new lease was taken out. A new three-year lease was subsequently entered into on 1st October 2020 with break clauses after 12 and 24 months. The annual rent and service charge for the property was £11,778.

At 31st December 2020, the charity had future minimum lease payments and service charge obligations under non-cancellable operating leases in respect of land and buildings of:

	2020	2019
	£	£
Amounts payable		
Within one year	**£8,834**	-

The amounts recognised as an expense for the period in respect of rent and service charge obligations for land and buildings was £14,814 (2019 - £20,348).

18. Funds

	At 1st January 2020 £	Incoming resources £	Outgoing resources £	Transfers £	At 31st December 2020 £
Restricted funds					
Charity of Sir Richard Whittington	-	80,427	(32,296)	(12,918)	**35,213**
Coronavirus Job Retention Scheme	-	64,159	(64,159)	-	**-**
The Manor 2056 Trust	-	14,000	(14,000)	-	**-**
	-	158,586	(110,455)	(12,918)	**35,213**
Unrestricted funds					
General reserve	(12,786)	366,976	(312,908)	12,918	**54,200**
Total funds	£(12,786)	£525,562	£(423,363)	£-	**£89,413**

Charity of Sir Richard Whittington — In March 2020, Catch Up was awarded a grant of £349,127 over a three-year period from the charity of Sir Richard Whittington, of which The Mercers' Company is a trustee. The grant is to action research to create early years' foundation stage literacy and numeracy interventions and is scheduled for completion during 2023. The grant, payable in instalments includes a contribution toward the associated overheads of the charity as well as income associated with training of participants. The expected income profile of grant saw £80,427 received in 2020 to be followed by £164,533 in 2021, £81,633 in 2022 and £22,534 in 2023.

Coronavirus Job Retention Scheme — During 2020, HM Government offered financial support to organisations who furloughed staff as a result of the Covid-19 pandemic. Catch Up furloughed all staff at the end of March 2020 with a phased return to work between July and October 2020. £64,159 was received during the year in respect of furloughed staff costs.

The Manor 2056 Trust — During 2020 Catch Up undertook a reorganisation of its back office facility which involved a change to its staffing structure and moving premises. A grant of £14,000 towards the cost of this reorganisation was received from The Manor 2056Trust 2056.

Projects are priced to generate a surplus over the direct costs attributable to delivering the projects in order to cover the associated overheads of the charity. In addition, surpluses arise where the income allowed is in excess of the direct costs of delivering the various elements of the project expenditure. These total surpluses over direct costs incurred are shown as a transfer between funds. Where projects incur costs that were not associated with the original funding bid, these extra costs are borne by Catch Up and allocated to the period incurred.

19. Analysis of group net assets/(liabilities) between funds

	Tangible fixed assets	Net current assets	Total
	£	£	£
Restricted funds	-	35,213	**35,213**
Unrestricted funds	1,230	52,970	**54,200**
	£1,230	£88,183	**£89,413**

20. Reconciliation of net movement in funds to net cash flow from operating activities

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Net movement in funds	**102,199**	(81,251)	**102,199**	(81,251)
Add back depreciation charges	**615**	15,236	**615**	15,236
Deduct interest income shown in investing activities	**(59)**	(145)	**(59)**	(145)
Add interest payable shown in financing activities	**21**	-	**21**	-
(Increase)/decrease in stock	**7,566**	(6,340)	**7,566**	(6,340)
(Increase)/decrease in debtors	**(13,238)**	(4,470)	**(13,241)**	28
Increase/(decrease) in creditors	**(43,035)**	15,912	**(43,035)**	15,912
Net cash provided by/(used in) operating activities	**£54,069**	£(61,058)	**£54,066**	£(56,560)

21. Related party transactions

During the year Catch Up received donations of £44,000 from The Manor 2056 Trust, which is a charity controlled by Andrew Lane who is a trustee of The Caxton Trust (2019 - £25,000).

22. Post balance sheet events

The Covid-19 pandemic regulations led to the closure of schools in the UK in January 2021. The move to online training during 2020 meant that Catch Up was able to continue training remotely whilst schools were closed. There was no significant drop in demand experienced during the first 3 months of 2021.