

Registered number: 03791535
Charity number: 1079046

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Unaudited

Trustees' Report and Financial Statements

For the Year Ended 31 March 2024

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

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Unlock National Association of Ex-offenders Limited
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Reference and Administrative Details of the Charity, its Trustees and Advisers
For the Year Ended 31 March 2024

Trustees	Faye Goldman Trevor Dighton (appointed 17 July 2024) Carolyn Braby (appointed 17 July 2024) Thomas Wheatley Hamis MacLellan Steven Lorber Mandeep Mahil Leigh Hardy Caroline Bald (resigned 18 October 2023) Mark Day (resigned 14 May 2024) Michael Reinsoo (resigned 17 November 2023) Mark Rowe (resigned 21 March 2024) Emma Wilson (resigned 17 June 2024) Kam Stevens (appointed 16 October 2024) Peter Atherton (appointed 16 October 2024) Belinda Winder (appointed 16 October 2024) Rich McStraw (appointed 16 October 2024) Harmohinder Sanghera (appointed 16 October 2024) Fionnuala Ratcliffe (appointed 16 October 2024)
Company registered number	03791535
Charity registered number	1079046
Registered office	Maidstone Community Support Centre 39-48 Marsham Street Maidstone Kent ME14 1HH
Accountants	Kreston Reeves LLP Chartered Accountants 37 St Margaret's Street Canterbury Kent CT1 2TU
Independent Examiner	Samantha Rouse FCCA DChA Kreston Reeves LLP 37 St Margarets Street Canterbury Kent CT1 2TU

GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006.

Following an extensive review of Unlock's memorandum and articles of association, the board of trustees unanimously passed a new set of articles of association by special resolution in June 2020. The new articles of association provide for greater clarity and practical ease of administration, including setting trustee tenure periods and the appointment of a vice chair. There were no changes to the objects, rules on paying a trustee or what happens if the charity is wound up. The articles of association were submitted to and accepted by the Charity Commission, with the Commission's records being updated accordingly in July 2020. Companies House was also notified.

Recruitment and appointment of trustees

The board carries out an annual review to decide whether there is a need to recruit new trustees. If during the year a trustee leaves, the board will decide whether to recruit at that time. New trustees are openly recruited through advertisement across appropriate forums. No new trustees were appointed this year.

Trustee induction and training

New trustees have an induction session at Unlock's office or virtually to meet other trustees, staff, and volunteers to gain a better understanding of Unlock's work, priorities, and how it operates. They are given the charity's key documents and assigned guidance to read issued by the Charity Commission and Companies House.

Organisational structure

Unlock is a charitable company governed by a board of trustees with day-to-day operations delegated to the Chief Executive.

Risk management

The trustee board has carried out a review of the major risks facing the charity. A risk register is in place which prioritises these risks and identifies mitigating factors, systems, and controls in relation to each. Trustees follow a comprehensive monitoring and review process to review identified risks regularly and to capture new risks that may arise and ensure that systems are in place to manage and mitigate these risks.

Governance

Trustees attend scheduled board meetings four times a year. In 2023-24 the trustee attendance rate was 83%. One additional board meeting was held to discuss the annual plan and budget for 2024/25. Individual trustees lead on identified portfolios including safeguarding, risk management, whistleblowing, finance, GDPR (General Data Protection Regulation), digital development, human resources, Charity Governance Code, and fundraising. They are encouraged to attend training events and seminars to develop their roles and increase their contribution to the charity's governance. Trustees also undertake ad-hoc tasks as and when required and task-specific working groups are formed as needed and meet separately.

Unlock operates within an equal opportunities framework that is inclusive of people with criminal convictions and seeks to attract trustees with a wide range of backgrounds and experience. Approximately a third of our trustees and staff have a criminal record.

A working group which involves staff and trustees oversees and drives forward Unlock's equity, equality, diversity and inclusion agenda in line with our strategic priorities.

Safeguarding

Unlock has a robust safeguarding policy and other related policies including whistleblowing with named lead trustees for both. In this reporting period, no safeguarding incidents have been identified as relevant for reporting to the Charity Commission via a serious incident report and no whistleblowing concerns were raised.

Management

Management and development of the charity are delegated to the Chief Executive who reports directly to the chair of trustees. A framework of financial delegation is set out in finance policies and procedures. Systems for line management, appraisal, staff development and supervision are in place, together with grievance and complaints procedures.

Remuneration policy

A remuneration committee review staff salaries and related terms and conditions annually and propose increases. The CEO submits recommendations and the rationale for salary increases to the remuneration committee for review. The remuneration committee consider the proposal and recommend increases for approval by the full board.

Public Benefit

Unlock assists people with criminal records to live positive lives, move on from their past and contribute fully to society. In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'. Our activities and beneficiaries are described below and in the 'About Us' section of our website: www.unlock.org.uk.

Compliance with prevailing laws and regulations

The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019)."

OBJECTIVES

As stated in our governing document, Unlock's charitable objects are:

"To advance education and promote the rehabilitation and reintegration of people who have received a criminal record (including those who have suffered a legal restriction on their liberty at any penal establishment as a punishment imposed by a court of law, received a non-custodial sentence, fine or any other court or other recorded disposal, such as a police caution), in particular but not exclusively by the provision of information, advice, advocacy and training, and the undertaking of research and policy work, with the object of improving the conditions of life of the aforementioned persons."

Purpose

Unlock is a national independent advocacy charity that supports, speaks up and campaigns for people facing stigma, prejudice and discrimination because of their criminal record. We believe that everyone should be able to move on from their past and contribute fully to society. We provide information, give advice and take on cases to help people overcome the obstacles they are facing because of their criminal record. Many people feel like they are serving a second sentence of stigma and discrimination. To challenge this injustice we collect evidence, speak out and campaign for change so that policies, practices and attitudes allow people the opportunity to reach their full potential.

Vision

Our vision is of a fair and inclusive society where people with criminal records are free from stigma, prejudice and discrimination.

Mission

Our mission is to advocate for people with criminal records so they can move on positively in their lives. Specifically, we:

- Support people with criminal records to navigate their way through challenges.
- Campaign for changes to legislation, policies and practices of government, employers and others.
- Research, present evidence and raise awareness of the systemic issues faced by people with criminal records.

The issues faced by people with criminal records

Prevailing attitudes and language such as “offenders”, “ex-offenders” and “prisoners”, fail to acknowledge the substantial number (over 12.5 million people) and wide diversity of people in this country, from all walks of life, who have a criminal record. Most people are convicted on only one occasion, 90% do not receive a prison sentence and of those who do go to prison, 47% have sentences of less than 6 months and 71% have committed a non-violent offence.

Disclosure

The current criminal record system requires disclosure of cautions and convictions beyond the completion of any sentences – sometimes for the rest of someone’s life. There is a popular emphasis on an individual’s responsibility to rehabilitate themselves following a conviction but regardless of how much effort a person makes, there are many significant barriers to getting jobs and promotions, accessing education, training, housing, financial services, travel abroad, volunteering and in many other areas of everyday life. The situation is further complicated by issues of intersectionality and the complex relationship between disadvantage, discrimination and criminal records that entrenches social and economic inequality.

Our approach

Independent

We believe it is important that we hold government, agencies and others to account. We also believe it is important that people with criminal records trust us. That’s why we’re independent: Unlock neither seeks nor accepts direct funding from Ministry of Justice and this is crucial to our model of working. While we aim to work constructively with government and other partners wherever possible, we are also at liberty to take a critical stance on policies which unfairly restrict opportunities for people with criminal records.

We speak truth to power. As a result, the people for whom we exist, and our supporters and funders can be sure that our sole motivation is to improve the life chances of people with criminal records. Our power comes from our knowledge of what's happening to people with criminal records, publishing reports, persuading the unwilling, encouraging good practices and exposing those practices which are unacceptable. We're politically independent - but we are not neutral about our agenda of change to criminal records.

Involve and include people with criminal records

We believe that personal experience is intrinsically valuable, so we recruit people with criminal records throughout the organisation (and particularly as staff and volunteers to deliver our frontline support). Peer experience offers a bridge of understanding, awareness and empathy to people who sometimes find it hard to talk about the issues they face. We also have a trustee board where a third of the members have a criminal record. We proactively involve and support people to contribute to our advocacy, campaigns and policy work, because people with criminal records know best about the problems that they face. We also acknowledge the value that people with criminal records bring to Unlock due to their knowledge, skills and experience, apart from their specific life experience of the justice system.

Ear to the ground, voice at the top

Every day we listen and engage with around 40 people who face difficulties because of their criminal record. We have a proven track record of identifying issues, finding solutions and putting them into practice. We influence policy and create systemic change, continually punching above our weight to achieve large-scale outcomes with employers, service providers, advice agencies and government. Too often, policies and systems divide and disempower people, and politicians and organisations hoard rather than share power. We create platforms and build confidence and capacity for individuals to take more power and to influence.

Think big. Act big. Stay small.

We are a small charity with big ambitions. We constantly adapt our work so that we better meet the needs of the people for whom we exist. To do this, we need to make tough choices; we can't do everything. Longer term, it is important that we can ensure that the organisation's core work continues, which means working efficiently and effectively.

Work in partnership

We collaborate and build strategic partnerships with like-minded organisations to maximise our impact. If we are to achieve real change, we also need to work with people and organisations that are different to Unlock, and to develop partnerships that influence the way in which they think and behave.

ACTIVITIES AND IMPACT 2023-24

Organisational development

Strategy and planning

In April 2021 we launched our strategic plan, **Tackling Injustice, Changing Lives**. An annual organisational workplan allows us to track progress towards our key priorities, ensuring implementation is in line with our strategy. The board receives a quarterly update report against the activities, opportunities, challenges and outcomes in both the workplan and Unlock's strategic priorities.

Our three overarching priorities

1. **People should have knowledge, skills, confidence and support to overcome the disadvantages related to their criminal record.** We will reach more people by helping them to self-serve digitally, and we will strengthen our capacity to support people more. Together, this will enable people with criminal records to be aware of their rights, know where to turn for advice, and be able to challenge the stigma and discrimination they are facing.
2. **People with criminal records should be free from stigma, prejudice and discrimination as a result of government, employers and others having policies, practices and attitudes that support their fair treatment.** We will be a powerful voice in pushing for change to legislation, policies, and practices, using strategic litigation to bring about change, and increasing the research and evidence base to support us to achieve change at a policy and systemic level.
3. **We will maintain good governance and develop Unlock's sustainability and resilience.** We will translate our priorities into fully funded and resourced delivery, develop unrestricted funding streams including support from donors and philanthropists, and by growing earned income, continue to measure ourselves against the Charity Governance Code and ensure that we maintain a focus on increasing diversity and inclusion, with the aim of being representative of all sections of society

Board, employees and volunteers

Following the departure of Angela Cairns (CEO) in May 2023, two Joint Interim CEOs were appointed. During the year, our fundraising manager left Unlock and was replaced. We recruited someone with lived experience for a newly created 12-month training placement role. Additionally, we temporarily welcomed a policy worker to support our university project and a strategic policy advisor.

Caroline Bald (Trustee) and Michael Reisno (Treasurer) resigned from the board. The Chair of Trustees, Mark Rowe resigned from the board and was replaced by Faye Goldman. Mark's support to Unlock, first as a trustee and most recently as Chair has been invaluable and we wish to place on record our sincere thanks to Mark for his commitment and leadership.

Volunteers with lived experience continue to provide expert advice to people who contact our helpline. We are grateful for their time and the commitment they give to Unlock and the people we support. During the year, we have welcomed five new volunteers including three who joined us on Release on Temporary Licence from prison. A total of five volunteers left Unlock during the period, three having secured paid work and two pursuing new opportunities in different sectors.

Advice, information and support

Unlock provides information, advice and support for people with criminal records, their families and friends and the professionals who work with them. These are delivered directly through our helpline, volunteering scheme and training for professionals working to support people with criminal records within their own organisations, and indirectly through our online resources.

The Helpline

Unlock's helpline provides confidential, accurate and reliable and non-judgemental information, advice and support for people with criminal records. People can talk to an advisor on the telephone and get support and advice via WhatsApp, email and online resources. The helpline is delivered by trained staff and volunteers with a criminal record. Their personal experience allows them to offer an empathetic response to people seeking our help.

	2022/2023	2023/2024
Direct Support		
Helpline contacts	8,730	9,942
Case Work (Completed)	5	4
Self-help Support		
Visits to information/advice pages of website	1,889,899	1,727,877
Disclosure calculator	37,912	49,594

The number of contacts to the helpline in 2023/24 rose by approximately 14% to 9,942. The top five topics were:

Employment disclosure advice
Enhanced Disclosure and Barring Service (DBS) checks
Filtering
Basic DBS checks
Police records

Helpline Impact

We empower helpline users with information that will help them to understand and improve their individual circumstances. For example, getting jobs, accessing education opportunities and training and travelling abroad. Individuals will often feel better able to cope with the challenges of living with a criminal record. They feel less isolated because they have access to a community of others who share their desire to move on in life. They become better able to engage with wider society.

Feedback from helpline contacts helps us to monitor the quality of support we provide, track outcomes and identify recurring and arising issues. It helps build an evidence base which underpins our work advocating for changes to policy, practice and legislation.

"Thanks for existing. You've made it very easy for people like myself to find good advice and provide reassurance."

"I'm so grateful, you cannot imagine. Your email response means so much to me. When you sink so low as a family, as a person, you need to find a way to support your son in clawing his way back. The time you took to answer my many questions is helping so much. Thank you for replying without any judgement."

The following examples show some of the ways one-to-one support can be positive for Unlock callers:

Terry – When Terry contacted the helpline he had been trying to get car insurance for his 20-year-old son who had an unspent conviction for a motoring offence. Terry had bought his son's first car but then found that the majority of insurers wouldn't insure him. Those that would quoted premiums of between £11,600 and £26,000 per annum.

We advised Terry to contact one of the insurance brokers on our list of specialist brokers who provide insurance to people with unspent convictions. After speaking with one of them, Terry was offered a fully comprehensive policy at a cost of £5178 per annum.

Within an hour of providing the quote, the broker had sent Terry all the policy documents which Terry presented to his son when he got home from work.

Khalid – In 2004 Khalid was convicted of three counts of aggravated bodily harm (ABH) and sentenced to 12 months in prison. He advised us that he had travelled to the USA for work in the past and had applied for a visa from the US Embassy. His visa was due to be renewed and as his conviction was spent, Khalid assumed that he would be able to travel under the Visa Waiver Scheme (ESTA).

We explained to Khalid that visa applications were exempt from the Rehabilitation of Offenders Act and he would be required to disclose both spent and unspent convictions on the ESTA application form. If he were to tick the 'No' box on the form, the US Embassy could potentially link this back to his previous visa application when he had disclosed his 12-month prison sentence. Non-disclosure on the ESTA form could potentially lead to not only his ESTA being refused but also future visa applications.

Several months later Khalid advised that he had applied to the US Embassy, disclosing his conviction and his visa had been renewed for a further ten years. The Embassy confirmed that while he was required to disclose his ABH conviction, his offence was no longer considered inadmissible.

Volunteering at Unlock

Unlock's volunteering scheme has been running for 15 years and provides opportunities for people with criminal records to support others, build confidence and self-esteem and gain valuable employability skills and experience. Volunteers train as frontline advisors working alongside staff to provide peer-delivered information, advice and support. Volunteering is open to those living in the community as well as those on day release from prison. Remote volunteers offer support as content writers and researchers.

All frontline volunteers go through an intensive training programme including our CIPD accredited Advising with Conviction workshop, safeguarding and confidentiality modules. Volunteers are also offered the opportunity to study for a Level 2 NVQ in Information, advice and guidance which one volunteer achieved this year.

During the year Unlock's volunteers gave 1,248 hours of their time and dealt with 10% of all helpline enquiries. We are incredibly grateful for this support as without it, we would be unable to assist the number of people we do each year.

We had planned to open a new advice hub in London in 2023/24 to provide more people from marginalised communities the opportunity to volunteer with us. Due to the current economic climate and resourcing issues, this was put on hold for a minimum of six months. In 2024/25 we aim to extend the range of volunteering opportunities available including increasing the number of remote volunteers.

Individual case work

On occasion, our helpline team will go beyond normal helpline support to take up a case on behalf of an individual. Cases are taken on to achieve a positive outcome for the person, or where the intervention supports our current policy work and could potentially increase our body of evidence and/or benefit many people.

The following are examples of successful challenges:

- MY v DBS – Unlock assisted MY in an application to the DBS to be removed from the Adult's Barred List. He had been placed on the barred list following a caution for common assault in 2011 which meant he was unable to apply for a taxi licence.
- MM v DBS – Following the discharge of an indefinite restraining order MM's conviction remained on his basic DBS certificate. Unlock supported MM to challenge the DBS view that an indefinite order which had been varied would never be spent.
- LW v DBS – Unlock worked with LW to make an application to the Upper Tribunal to appeal a DBS decision to add him to the Adult's barred list.
- TM v DBS – Having been given permission to appeal a barring decision through the Upper Tribunal, Unlock assisted TM in preparing his representations and to find legal support.

Support for people in prison

Our helpline regularly receives letters and calls from people in prison on a range of issues, but particularly about resettlement. Unlock's helpline telephone number is on the prison pre-approved list meaning a person in prison can call us for information and advice without having to get prior permission.

We have continued to work with a group of men from HMP Oakwood (a Category C prison in Staffordshire) and HMP Sudbury (a Category D prison in Derbyshire) to prepare them for work whilst on ROTL (Release on Temporary Licence). We also supported the Connect Resettlement Team at HMP Rye Hill (a Category B prison in Warwickshire exclusively housing individuals convicted of sexual offences) to develop resettlement packs for prison leavers.

In July 2023 we provided information on 'What, when and how to disclose a criminal record' together with examples of self-disclosure statements for prison in-cell services. As well as providing information on Unlock's services, it is hoped that these guides will better prepare individuals leaving prison to disclose their criminal record.

During the year we recorded a series of podcasts for Prison Radio's 'Life after Prison' programme. These podcasts covered a range of subjects including how to find paid employment, common licence restrictions and progression once in employment.

Supporting people digitally

With approximately 12.5 million people in the UK having a criminal record, our website is a useful source of information and guidance on issues such as employment, insurance, travel, education, housing, relationships, finance and disclosure. Our online resources enable people to find the information they need, at a time and in a way that suits them.

In 2023/24 there were 1,727,877 visits to our information and advice pages. This is a slight decrease on the number of visitors in 2022/23 but we believe this was due to the introduction of Google Analytics 4 (GA4) which is considered more accurate in collecting website and app data than previous versions. The most popular pages viewed were our guides to filtering and travelling to the USA.

Our online disclosure calculator which helps people find out if/when their conviction is spent and filtered was used by 49,594 people during the year.

Training: supporting organisations and practitioners

Unlock ran 22 training workshops/webinars during the year with a total of 242 attendees. In-house training sessions were delivered to organisations such as Crisis, Portsmouth City Council, Mind, EDF, Social Care Wales, Ingeus, Black Country NHS Trust, Uber Thames Clippers, City of London and the Longford Trust.

“Another gargantuan thank you to Unlock for delivering an exceptional training session today. We have all come away with a wealth of invaluable knowledge and I can’t tell you how empowering and affirming it is to have this in the tool kit.”

The income generated from training supports our wider work.

Our aim during 2024/25 is to increase Unlock’s earned income through the delivery of more workshops/webinars to support organisations, practitioners and employers and the development of a new online learning course.

Policy and advocacy

Unlock’s “ear to the ground, voice at the top” approach means we listen to people with criminal records to learn about the issues they face. Then we identify where we can advocate for change at systemic, structural and legal levels to resolve them.

The change to reduce spending periods set out in the Police, Crime, Sentencing and Courts (PCSC) Act were brought in on October 28 2023. This had an immediate positive impact for thousands of people, giving hope to some people whose convictions would previously never have become spent. We worked closely with the Ministry of Justice to celebrate this change and ensure everyone affected knew about it.

There also continued to be challenges in relation to pushing for a fairer system, with safeguarding concerns often countering more progressive policies. This is a consequence of the complexity of the system leading to misunderstandings about the distinction between disclosing criminal records and the barring process, which exists to safeguard children and vulnerable adults. This means the focus of our policy work has had to include arguing against regressive change as well as looking for opportunities for progression.

Some key activities and achievements this year

- Engaged with ACRO (Criminal Records Office) following their website going down after a cyber-attack to ensure people still had access to the necessary information.
- Met with the Information Commissioner's Office and Disclosure Barring Service (DBS) to discuss issues such as new data protection legislation and the advice available to people with criminal records.
- Engaged with researchers on topics including additional orders, young people, resettlement passports, the Criminal Injury and Compensation Authority (CICA) exclusionary rule and disproportionality faced by women.
- Attended meetings for Alliance for Youth Justice and the Transition to Adulthood network.

#FairChecks campaign

We work with our partner Transform Justice on the FairChecks campaign, which looks to build parliamentary support for fundamental reform of the criminal record system.

We continue to call for the following changes to legislation:

- No automatic disclosure of cautions
- Wipe the slate clean for childhood offences
- Stop forcing people to reveal short prison sentences forever

As well as raising awareness about the campaign, we also produced draft legislative changes and discussed possible bills which could be used to introduce the changes.

In addition to the three specific asks, we also called for a fundamental review of the legislation governing the criminal record system.

We spoke or presented at the following events:

- Westminster Legal Policy Forum event on tackling drug and alcohol-fuelled crime
- Just for Kids Law webinar on impact of criminal records for children
- Criminal Justice Alliance event on tackling inequality
- Institute of Government and Public Policy event on the future of prisons and rehabilitation
- Levelling Up Commission inquiry session on crime, justice and rehabilitation
- Ingeus event on lived experience in the justice system

Parliamentary work

We continued to push for a root and branch review of the criminal records system, referencing the need for this in most briefings and posts we have published and/or shared with parliamentarians, linking specific issues to the wider reform that is needed.

Some key activities and achievements this year

- Met with ministers to discuss issues including the need for a distinct criminal record system for childhood offences, FairChecks asks, the Criminal Injury Compensation Scheme and employment for people leaving prison.
- Met with officials from the Ministry of Justice, Home Office and other civil servants on topics including adding roles to the Exceptions Order, the youth custody system, access to insurance for people leaving prison, the PCSC Act.
- Liaised with MPs on several issues including problems with the ACRO website, DBS checks, the use of elevated checks in the fire service and relevant bills going through parliament (see below)
- We joined the Cabinet Office government digital service One-Login Advisory Group to provide expertise on the impact of this programme for people with criminal records.

We worked on the following bills as they passed through parliament, including engaging with relevant officials and parliamentarians and publishing briefings on key issues.

- Criminal Justice Bill
 - Unlock focused on the negative impact of taking a more punitive approach rather than prioritising effective and successful rehabilitation – specifically looking at the long term impact of a criminal record, especially that of a custodial sentence on someone's opportunities to get a job.
- Data Protection and Digital Information (DPDI) Bill
 - There were a number of issues relevant to Unlock's work including proposals to replace the Information Commissioner's Office, the definition of a legitimate interest for collecting data, the role of a data controller, the processing of data by law enforcement, proposals to replace data protection impact assessments, the reduction of the burden relating to identifying the purpose for data collection and the complaint process for individuals.
- Sentencing Bill
 - Looking at the proposals to reduce the use of short prison sentences by presuming any sentence of less than 12 months should be suspended. As the disclosure of a suspended sentence is the same as that of an immediate custodial sentence, Unlock proposed community sentence alternatives should be encouraged.

- Victims and Prisoners Bill
 - Unlock proposed that this bill be used to change the unfair exclusionary rule that means someone with an unspent caution or conviction cannot access the Criminal Injuries Compensation Scheme.

Fair access to employment

We know that one of the biggest barriers faced by people with criminal records relates to finding a job or progressing with their career. Our work aims to tackle the underlying systemic and practical barriers by pushing for legislative change, overarching guidance encouraging better practice and supporting individual employers to introduce fairer recruitment practices.

Some key activities and achievements this year

- Provided advice for 24 employers including charities, one NHS trust, one local authority, and companies of varied size and reach
- Provided feedback for a number of overarching bodies or networks on websites, published guidance, charters or internal policies
- Contributed to the Clinks Special Interest Group forum on employment for people leaving prison, advocating for better recognition of the long-term impacts of criminal records
- Shared advice and updates with several charities concerned about probation vetting, building an evidence base of the challenges faced by criminal justice charities
- Ongoing work with the Fair Chance Business Alliance – part of the overarching strategic group and providing feedback on all resources as drafted
- Submitted proposal for the Treasury Autumn Statement, advocating for better training for Department of Work and Pensions staff for people with criminal records and financial incentives for employers
- Developed a guide for the Institute of Employment Professionals
- Conducted a full review of our Recruit website for employers
- Developed a consultancy model for advice for employers

We also spoke at a number of events or webinars about inclusive recruitment, including those organised by Business in the Community, the Responsible Business Initiative for Justice, Saracens Foundation and Inclusive Employers.

Unlocking students with criminal records

This work was funded by the Bruno Schroder Trust.

People with criminal records face numerous barriers in accessing higher education. Many higher education institutions (HEIs) ask about cautions/convictions as part of their admissions policy, which can deter people from applying as well as being used to exclude those who do apply.

Our universities work aims to increase the number of HEIs with fair and inclusive policies and practices from the point that prospective students apply to study and throughout their university stay. The aim is that more people with criminal records can access and benefit from higher education.

Some key activities and achievements this year

We developed and published the Fair Study Toolkit for Higher Education Institutions to support them being more inclusive in relation to admissions from people with criminal records as well as ongoing support for students with criminal records. It was visited more than 2,200 times since its launch at the end of 2023/4 and is now linked from the UCAS website.

We attended about 50 meetings with HEIs or sector organisations which included:

- Supporting 12 universities to change their policies and process in respect of admitting students with criminal records
- Engaging with Universities UK, Universities Scotland and UCAS on the overarching sector position on criminal record checks
- Engaging with the Office for Students about ensuring their material is inclusive and fair for people with criminal records

By March 2024, at least **41%** of universities in England and Wales were using Unlock as a source of information for best practice in relation to applicants and students with criminal records.

We also supported individuals with criminal records to either navigate the admissions process or challenge unfair decisions.

Unlock publications

Throughout the year we published reports and briefings and responded to government consultations.

Consultation responses:

- Consultation on reforms to social housing allocations
- Sentencing Council consultation on imposition of community and custodial sentence guidelines
- Advisory Council on the Misuse of Drugs consultation on the drug prevention policies
- Ministry of Justice consultation the Diversionary and Community Cautions Draft Code of Practice
- Criminal Injuries Compensation Scheme Review: additional consultation
- Ministry of Justice consultation on Open Justice

Original research

- A question of fairness – research into employers asking about criminal records at application stage
- Access to higher education for people with criminal records – research into the issues faced by people using our Helpline service
- Observations from DBS data
- The impact of criminal records on women
- Problems accessing insurance with a criminal record

Briefings

- Impact of changes to the criminal records system through the PCSC Act
- Unlock response to the Review of the Disclosure and Barring Regime
- CICA exclusionary rule

We also developed and published a new toolkit to help people take action if they have concerns about how their criminal record information is being used.

Equality, Equity, Diversity and Inclusion

We developed a new EEDI strategy, which runs from 2023-26 and guides all aspects of our work.

Read the full strategy here: [Unlock's EEDI strategy 2023-26](#)

We introduced some new measures in respect to equality, equity, diversity and inclusion (EEDI). This included adding it as a standing item to Board meetings and regular staff meetings, adding it to the annual appraisal forms and changing the diversity forms that we use for recruitment purposes.

We reviewed and updated Unlock's criminal record policy.

There were two half-day training sessions on EEDI for staff and trustees, funded by the Esmee Fairbairn Foundation.

We set up and worked with a young adult panel, who gave us feedback, both written and verbal, on the following areas of Unlock's work: digital and communications, advice and helpline, policy and advocacy. They were extremely helpful and enthusiastic and gave us particularly instructive feedback about the way we present information, how we could improve this for their demographic, how we could reach more young adults and how we can ensure that the policy messages we promote resonate with them.

Communication and engagement

Press and media

Our press and media engagement work underpins everything we do at Unlock. It raises awareness about our advice services, signposting people to our website and helpline as well as supporting our campaign and policy objectives. The stories of people with criminal records continue to be central to our message – we continually review and update our internal processes to ensure we are including not only their experiences but their voices in a supportive and respectful way.

This year we have built more positive relationships with media contacts on a wider range of topics, as we not only talk about the criminal record system but also wider issues that impact people with criminal records. In particular, it was great to have positive national media interest in the PCSC changes, which was a great opportunity for us to celebrate the right to be rehabilitated. There is also increasing interest in the importance of employment for people released from prison, and this allowed us to talk more widely about inclusive recruitment.

Here are a few key examples of positive media engagement:

- Live interviews discussing the PCSC changes on LBC and BBC 5 Live as well as an article in The Times
- Commenting on the expansion of Turing pardons on BBC news
- Raising specific issues faced by women with criminal records in the Independent
- Interviewed about Unlock's award from the High Sheriff of Kent on Radio Kent
- Quoted on inclusive recruitment in People Management Magazine, Civil Society and Third Sector

Social media

We use various social media channels such as Twitter, Facebook and LinkedIn. We find that they are each useful for slightly different audiences. Even with the exodus of people from Twitter, it is still used for engagement by the media and key policy stakeholders – although positive engagement on the site does continue to drop off. Facebook is a good way of reaching people with criminal records more directly, as we have an engaged group of people engaging with us there. LinkedIn is the channel that continues to grow, and has been especially useful in building our contacts and networks relating to employment as well as proving a more useful space for criminal justice experts to share ideas.

News & updates mailing lists

Unlock has an open subscription mailing list with over 6,729 subscribers. We send out a range of news and updates about our latest information and advice content, training for frontline practitioners, opportunities for people with criminal records, our policy work, media and vacancies, and fundraising.

Achievements

- We carried out some key user research to understand how our beneficiaries connect with others, including through our Forum, with 119 responses from people with criminal records.
- We welcomed Anna as maternity cover for the role of Communications and Digital Manager in mid-February.

Future Plans 2024-25

Our priorities for the year ahead are:

- Recruitment of a permanent CEO
- Diversification of income sources to include increased donations from individuals and increased sales of training courses.
- Create a low-cost digital training for advisors who work with people with criminal records.
- Review demand on the helpline and improve data collection to help us better keep in touch with people who use our services.
- Increase levels of 1:1 support around disclosure statements via the helpline and training
- Review volunteer training and induction programme, implementing feedback from previous volunteer's experience.

- Host round table event with Responsible Business Initiative for Justice for employers to launch new consultancy service to support employers to transform their recruitment of people with criminal records.
- Review of Recruit! Website, ensuring it is a valuable resource for employers and those seeking employment
- Increasing engagement from Universities with the Fair Study principles
- Engagement with the new government and ministers, to both present our policy priorities and seek support on specific issues
- Roundtable event on developing a better and distinct system for childhood offences

Financial review

The statement of Financial Activities is shown on page 24 The deficit for the year was £106,973 and net assets amounted to £331,588 .

Reserves policy

Unlock's ability to operate is reliant on receiving grants to support its activities. The charity has a policy to maintain enough unrestricted reserves to cover normal operating expenses for up to nine months in the event of an income shortfall. This also accounts for potential risks and unexpected expenses. The trustees have agreed to maintain reserves in the unrestricted general fund equal to six to nine months of expected operating expenses for 2024-25. This will ensure that the charity can continue its work and fulfil its commitments to staff and other obligations in case future income is not secured.

Reserves in restricted funds are set aside for specific projects or programs for which the funds were granted. It's common for income to be received in one year while program expenses are spread over one or two years. Therefore, reserves for restricted funds represent funds for ongoing programs. Unrestricted funds amounted to £299,211 at the end of the year (2023- £292,652), while restricted funds amounted to £32,377 at the end of the year (2022 - £45,026).

Designated funding

During 2023-24, a total of £80,000 in unrestricted funds was designated for investment in infrastructure, organisational development, and research opportunities. This allocation included funding for cyber security and infrastructure improvements, as well as organisational development focusing on equity, equality, diversity, and inclusion initiatives. Additionally, the allocation provided for the creation of a 12-month training placement for an individual with a criminal record. Throughout the year, the board revisited the designated funding and ultimately decided to reverse the designation for research opportunities.

Future funding

Our strategy for future funding is to increase income from a range of sources in addition to grants from trusts and foundations. This will include increasing donations from individuals and increasing earned income from training and consultancy services. The additional income will reduce our reliance on grants from trusts and foundations, but we still expect that grant funding will remain the primary source of income for Unlock.

Fundraising report

Donors to Unlock can be assured that we follow the regulatory standards for fundraising. We are registered with the Fundraising Regulator and are committed to the Fundraising Promise and adherence to the Code of Fundraising Practice. This report covers the requirements which charities must follow as set out in the Charities Act 2016. We do not employ agencies, external workers or suppliers to fundraise for us. Our website outlines our complaints policy and clearly explains how an individual can complain. We received no complaints in the 2023-24 financial year.

Principal funding sources

Our total income for the year was £416,849, which was received from the following sources:

	2023/24	2022/23
Grants from trusts and foundations	83%	83%
Donations	5%	4%
Earned income	1%	12%
Investment	1 %	<1%
Legacies	<1%	
Other	0%	<1%

Our grateful thanks to the following grant giving funders for their generous support during the year:

AB Charitable Trust, Barrow Cadbury Trust, Bruno Schroder Trust, Colyer Fergusson Charitable Trust, Drapers Charity, Garfield Weston Foundation, Esme Fairbairn, The Hedley Foundation, The High Sheriff of Kent, J Leon Philanthropy, JG Hogg Charitable Trust, Kent Community Foundation, National Lottery Community Fund, The Noel Buxon Trust, Sir James Roll Charitable Trust, The Robert Gavron Trust, Transform Justice, WF Southall

Our thanks also to the many individual donors who kindly supported our work.

Approved by order of the board of trustees on

and signed on its behalf by:

Faye Goldman

28 October 2024

Faye Goldman, Chair of Trustees

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Statement of Trustees' responsibilities
For the Year Ended 31 March 2024

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Independent Examiner's Report
For the Year Ended 31 March 2024

Independent Examiner's Report to the Trustees of Unlock National Association of Ex-offenders Limited ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2024.

Responsibilities and Basis of Report

As the Trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:



Samantha Rouse

Dated: 28 October 2024

FCCA DChA

Kreston Reeves LLP
Chartered Accountants
37 St Margaret's Street
Canterbury
Kent
CT1 2TU

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the Year Ended 31 March 2024

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	202,199	209,469	411,668	377,789
Investments	4	-	5,181	5,181	1,848
Other income	5	-	-	-	1,085
Total income		202,199	214,650	416,849	380,722
Expenditure on:					
Charitable activities	6	192,071	331,751	523,822	414,118
Total expenditure		192,071	331,751	523,822	414,118
Net income/(expenditure)		10,128	(117,101)	(106,973)	(33,396)
Transfers between funds	14	(22,777)	22,777	-	-
Net movement in funds		(12,649)	(94,324)	(106,973)	(33,396)
Reconciliation of funds:					
Total funds brought forward		45,026	393,535	438,561	471,957
Net movement in funds		(12,649)	(94,324)	(106,973)	(33,396)
Total funds carried forward		32,377	299,211	331,588	438,561

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

The notes on pages 26 to 39 form part of these financial statements.

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)
Registered number: 03791535

Balance Sheet
As at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Intangible assets	10	13,920	20,880
Tangible assets	11	5,001	7,131
		18,921	28,011
Current assets			
Debtors	12	3,764	3,315
Cash at bank and in hand		311,483	411,675
		315,247	414,990
Creditors: amounts falling due within one year	13	(2,580)	(4,440)
Net current assets		312,667	410,550
Total assets less current liabilities		331,588	438,561
Total net assets		331,588	438,561
Charity funds			
Restricted funds	14	32,377	45,026
Unrestricted funds	14	299,211	393,535
Total funds		331,588	438,561

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Faye Goldman

Faye Goldman

Date: 28 October 2024

The notes on pages 26 to 39 form part of these financial statements.

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2024

1. General information

Unlock National Association of Ex-offenders Limited is a charitable company, limited by guarantee, registered in England and Wales with the company number 03791535 and the charity number 1079046. The Charity's registered office is Maidstone Community Support Centre, 39-48 Marsham Street, Maidstone, Kent, ME14 1HH.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Charity 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.

The financial statements are presented in British Sterling and rounded to the nearest Pound.

2.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2024

2. Accounting policies (continued)

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Intangible assets and amortisation

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Development expenditure - 20 % straight line

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2024

2. Accounting policies (continued)

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	25%
Computer equipment	-	25%

2.7 Debtors

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

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.10 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2024

2. Accounting policies (continued)

2.12 Fund accounting

General funds are unrestricted funds which 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.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	5,417	17,400	22,817	21,079
Legacies	-	1,546	1,546	-
Grants	196,782	146,750	343,532	312,450
Earned income	-	43,773	43,773	44,260
	<u>202,199</u>	<u>209,469</u>	<u>411,668</u>	<u>377,789</u>
Total 2023	<u>199,418</u>	<u>178,371</u>	<u>377,789</u>	

4. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Deposit account interest	5,181	5,181	1,848
	<u>1,848</u>	<u>1,848</u>	
Total 2023	<u>1,848</u>	<u>1,848</u>	

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2024

5. Other incoming resources

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Other income	-	-	1,085
	<u> </u>	<u> </u>	<u> </u>
Total 2023	1,085	1,085	
	<u> </u>	<u> </u>	

6. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total 2024 £	Total 2023 £
Charitable activities	192,071	331,751	523,822	414,118
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total 2023	247,313	166,805	414,118	
	<u> </u>	<u> </u>	<u> </u>	

Unlock National Association of Ex-offenders Limited
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Notes to the Financial Statements
For the Year Ended 31 March 2024

7. Charitable activities

	Advice & Support £	Policy & Advocacy £	Support costs £	Fundraising £	Governance £	2024 Total £	2023 Total
Direct costs							
Wages	159,008	143,961	28,890	43,003	14,988	389,851	325,943
Recruitment	5,315	5,315	5,614	5,459	5,160	26,864	-
Travel	2,847	2,174	1,052	158	-	6,230	5,679
Training	2,145	2,575	2,777	36	-	7,534	2,872
Sundries	463	-	-	-	-	463	13
Volunteer costs	6,156	-	-	-	-	6,156	20,408
	175,935	154,025	38,334	48,656	20,148	437,098	354,915
Support costs							
Amortisation	6,960	-	-	-	-	6,960	6,960
Depreciation	-	-	2,130	-	-	2,130	1,060
Accountancy	356	322	291	97	2,641	3,707	3,896
Trustees expenses	-	-	-	-	236	236	550
Training	-	-	-	-	2,100	2,100	-
Sundries	240	54	176	132	-	601	220
Telephone	889	390	385	111	-	1,776	2,167
Computer costs	7,133	2,576	2,535	695	-	12,939	19,184
Subscriptions	7,631	1,374	1,215	731	-	10,951	10,482
Communications	-	-	390	1,178	-	1,568	-
Repairs	171	142	160	71	-	543	668
Rent	13,166	-	-	-	-	13,166	12,195
Insurance	1,028	94	94	94	94	1,403	1,368
Consultancy	-	20,981	238	7,000	-	28,219	-
Bank charges	-	-	427	-	-	427	455
	37,574	25,932	8,040	10,109	5,070	86,726	59,205
Total 2024 costs	213,509	179,958	46,374	58,765	25,219	523,824	414,120
Total 2023 costs	150,656	161,392	62,692	29,022	10,358	414,120	

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2024

8. Staff costs

	2024	2023
	£	£
Wages and salaries	386,389	288,938
Social security costs	25,412	15,545
Contribution to defined contribution pension schemes	17,413	21,460
	429,214	325,943

During the year, a termination payment was made of £11,646 (2023: £Nil). This has been fully accounted for in the year.

The average number of persons employed by the Charity during the year was as follows:

	2024	2023
	No.	No.
Employees	10	9

No employee received remuneration amounting to more than £60,000 in either year.

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, expenses totalling £236 were reimbursed or paid directly to 3 Trustees (2023 - £NIL to 1 Trustee) for travel expenses.

Unlock National Association of Ex-offenders Limited
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Notes to the Financial Statements
For the Year Ended 31 March 2024

10. Intangible assets

	Develop- ment £
Cost	
At 1 April 2023	34,800
At 31 March 2024	34,800
Amortisation	
At 1 April 2023	13,920
Charge for the year	6,960
At 31 March 2024	20,880
Net book value	
At 31 March 2024	13,920
At 31 March 2023	20,880

11. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation			
At 1 April 2023	19,128	27,136	46,264
At 31 March 2024	19,128	27,136	46,264
Depreciation			
At 1 April 2023	19,128	20,005	39,133
Charge for the year	-	2,130	2,130
At 31 March 2024	19,128	22,135	41,263
Net book value			
At 31 March 2024	-	5,001	5,001
At 31 March 2023	-	7,131	7,131

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2024

12. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	3,764	1,800
Prepayments and accrued income	-	1,515
	3,764	3,315

13. Creditors: Amounts falling due within one year

	2024 £	2023 £
Accruals and deferred income	2,580	4,440

Unlock National Association of Ex-offenders Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2024

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
Unrestricted funds					
Designated funds					
Organisation Development and Research Opportunity Fund	80,000	-	-	(80,000)	-
Fixed and Intangible Asset Fund	-	-	-	18,921	18,921
	<u>80,000</u>	<u>-</u>	<u>-</u>	<u>(61,079)</u>	<u>18,921</u>
General funds					
General Funds	313,535	214,650	(331,751)	83,856	280,290
Total Unrestricted funds	<u>393,535</u>	<u>214,650</u>	<u>(331,751)</u>	<u>22,777</u>	<u>299,211</u>
Restricted funds					
The 1772 Charity	1,600	-	-	(1,600)	-
Barrow Cadbury Trust	1,127	550	(550)	(1,127)	-
Big Give Christmas Challenge	4,358	5,417	(4,358)	-	5,417
Bruno Schroder Trust	6,681	60,030	(61,935)	(1,211)	3,565
City & Metropolitan Welfare Charity	3,200	-	-	(3,200)	-
Cole Charitable Trust	918	-	-	(918)	-
Colyer Fergusson Charitable Trust	6,519	10,000	(12,496)	-	4,023
Drapers Charity	-	15,000	(11,829)	-	3,171
Esmee Fairburn Future Plus	-	7,980	(7,980)	-	-
Garfield Weston Foundation	8,052	-	-	(8,052)	-
Hedley Foundation	-	3,000	-	-	3,000
The J G Hogg Charitable Trust	2,902	20,000	(12,701)	-	10,201
National Lottery Community Fund	5,368	76,222	(76,222)	(5,368)	-
The Noel Buxton Trust	3,000	3,000	(3,000)	-	3,000
Porticus UK	1,301	1,000	(1,000)	(1,301)	-
	<u>45,026</u>	<u>202,199</u>	<u>(192,071)</u>	<u>(22,777)</u>	<u>32,377</u>
Total of funds	<u>438,561</u>	<u>416,849</u>	<u>(523,822)</u>	<u>-</u>	<u>331,588</u>

Unlock National Association of Ex-offenders Limited
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Notes to the Financial Statements
For the Year Ended 31 March 2024

14. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2022 (restated) £	Income £	Expenditure £	Balance at 31 March 2023 (restated) £
Unrestricted funds				
Designated funds				
Organisation Development and Research Opportunity Fund	80,000	-	-	80,000
General funds				
General Funds	292,652	181,306	(160,423)	313,535
Total Unrestricted funds	372,652	181,306	(160,423)	393,535
Restricted funds				
The 1772 Charity	2,000	1,000	(1,400)	1,600
29th May 1961 Charitable Trust	250	-	(250)	-
Allen and Overy	5,000	-	(5,000)	-
Barrow Cadbury Trust	-	30,001	(28,874)	1,127
Big Give Christmas Challenge	-	4,358	-	4,358
Bruno Schroder Trust	6,150	59,911	(59,380)	6,681
Charles Hayward Foundation	834	-	(834)	-
City & Metropolitan Welfare Charity	4,000	-	(800)	3,200
Cole Charitable Trust	1,200	-	(282)	918
Colyer Fergusson Charitable Trust	16,382	15,000	(24,863)	6,519
Garfield Weston Foundation	17,500	-	(9,448)	8,052
The J G Hogg Charitable Trust	-	20,000	(17,098)	2,902
Lawson Endowment for Kent	3,332	-	(3,332)	-
National Lottery Community Fund	6,291	66,148	(67,071)	5,368
The Noel Buxton Trust	2,750	3,000	(2,750)	3,000
Porticus UK	33,614	-	(32,313)	1,301
	99,303	199,418	(253,695)	45,026
Total of funds	471,955	380,724	(414,118)	438,561

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Notes to the Financial Statements
For the Year Ended 31 March 2024

14. Statement of funds (continued)

Nature and purpose of designated funds

Organisation development and research opportunity fund – this fund related to money set aside for the charity to undertake a training placement and develop their IT infrastructure. It also included money set aside for the charity to use for research opportunities. £40k of the fund was fully utilised for the training placement and IT infrastructure. However, it was agreed to un-designate the money set aside for research opportunities.

Fixed and Intangible Asset Fund - this fund makes up the balance of the value of the fixed and intangible assets held by the Charity.

Nature and purpose of restricted funds

The 1772 Charity - A fund given related to the development of Unlock's website. During the period, the Charity reviewed its restricted funds and deemed the fund had been fully spent at point of development, and as such the amortisation has been transferred to the unrestricted fund as the restriction had been discharged.

Barrow Cadbury Trust - A three-year grant supporting policy work to reform criminal records policy for children and young adults. During the period, the Charity reviewed its restricted funds and it was deemed that this balance had previously been spent in the prior year on the required costs, and as such the balance was transferred to general funds.

Big Give Christmas Challenge - 22/23

Various donations through the 2022 Big Give Christmas Challenge to help us understand how the current complex criminal record system prevents young people from accessing education, training, and employment, and how we can assist them in breaking the cycle of disadvantage.

Big Give Christmas Challenge - 23/24

Various donations via the 2023 Big Give Christmas Challenge to support our campaign work to advocate for reform of the criminal record system relating to childhood offences.

Bruno Schroder Trust - A three-year grant supporting our policy work to increase access to higher education for people with criminal records. Part of the funds contributed to the development of Unlock's website. During the period, the Charity reviewed its restricted funds and deemed the fund had been fully spent at point of development, and as such the amortisation has been transferred to the unrestricted fund as the restriction had been discharged.

City & Metropolitan Welfare Charity - A one-year grant used to expand our helpline and volunteer scheme and to develop our website. During the period, the Charity reviewed its restricted funds and deemed the fund had been fully spent at point of development, and as such the amortisation has been transferred to the unrestricted fund as the restriction had been discharged.

Cole Charitable Trust - A grant to support the development of Unlock's website. During the period, the Charity reviewed its restricted funds and deemed the fund had been fully spent at point of development, and as such the amortisation has been transferred to the unrestricted fund as the restriction had been discharged.

Colyer Fergusson Charitable Trust - A three-year grant to develop Unlock's volunteer program, enhance volunteers' digital skills, extend volunteer training, and involve volunteers in Unlock's policy work.

Drapers Charity - A one-year contribution to the advice and help salaries, premises, IT and other running costs.

Esme Fairburn FuturePlus - A one-off grant for organisational development focused on Equity, Equality, Diversity and Inclusion training and systems training.

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Notes to the Financial Statements
For the Year Ended 31 March 2024

14. Statement of funds (continued)

Garfield Weston Foundation - A three-year grant to cover core costs of delivering our help and advice service. Part of the funds contributed to the development of Unlock's website. During the period, the Charity reviewed its restricted funds and deemed the fund had been fully spent at point of development, and as such the amortisation has been transferred to the unrestricted fund as the restriction had been discharged.

Hedley Foundation - A one-year grant to cover the costs of our volunteer scheme.

The J G Hogg Charitable Trust - A three-year grant for our policy work to challenge the misuse of criminal record checks and raise the confidence of people to challenge ineligible checks.

National Lottery Community Fund - A three-year grant to expand our reach by developing digital self-help resources, a website, and our volunteer scheme to supporting individuals with criminal records. Part of the fund contributed to the development of Unlock's website

The Noel Buxton Trust - A three-year grant to fund our volunteer led helpline providing advice to people with criminal records.

Porticus UK - A three-year grant contributing our work aimed at reducing barriers to employment, training and education for people with criminal records. Part of the funds contributed to the development of Unlock's website. During the period, the Charity reviewed its restricted funds and deemed the fund had been fully spent at point of development, and as such the amortisation has been transferred to the unrestricted fund as the restriction had been discharged.

29th May 1961 Charitable Trust - A three-year grant contributing to core costs for our helpline.

Allen and Overy - A grant to support the development on an online toolkit to give people who have faced discrimination the confidence to legally challenge unfair practice.

Charles Hayward Foundation - A grant contributing to the salary of our Helpline Coordinator.

Lawson Endowment - A grant contributing to the running of our volunteer scheme.

15. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	-	5,001	5,001
Intangible fixed assets	-	13,920	13,920
Current assets	32,377	282,870	315,247
Creditors due within one year	-	(2,580)	(2,580)
Total	32,377	299,211	331,588

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For the Year Ended 31 March 2024

15. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Restricted funds (restated) 2023 £	Unrestricted funds (restated) 2023 £	Total funds 2023 £
Tangible fixed assets	3,919	3,212	7,131
Intangible fixed assets	16,970	3,910	20,880
Current assets	24,137	390,853	414,990
Creditors due within one year	-	(4,440)	(4,440)
Total	45,026	393,535	438,561

16. Pension commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £17,413 (2023 - £16,954). A balance of £Nil (2023 - £Nil) was payable to the scheme at the balance sheet date and is included in creditors.

17. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2024.