

ROUTEWAYS CENTRE LIMITED

England & Wales · Charity number 1080543

Details

Other names	ROUTEWAYS
Status	Registered
Legal form	Charitable company
Company number	03420867
Registered	2000-05-03
Register	View on the Charity Commission register

Contact

Address	Routeways Devonport Park Activity Centre Devonport Park Plymouth PL1 4BU
Phone	01752300700
Email	enquiries@routeways.org.uk
Website	www.routeways.org.uk

Activities

Objects: 1) THE RELIEF OF UNEMPLOYMENT FOR THE PUBLIC BENEFIT IN SUCH WAYS AS MAY BE SOUGHT FIT, INCLUDING ASSISTANCE TO FIND EMPLOYMENT2. TO ACT AS A RESOURCE FOR CHILDREN YOUNG PEOPLE AND FAMILIES LIVING IN THE AREA OF BENEFIT BY PROVIDING ADVICE, PROFESSIONAL SUPPORT AND ASSISTANCE AND ORGANISING PROGRAMMES OF PHYSICAL EDUCATIONAL AND OTHER ACTIVITIES AS A MEANS OF;ADVANCING IN LIFE AND HELPING CHILDREN YOUNG PEOPLE AND FAMILIES BY DEVELOPING THEIR SKILLS CAPACITIES AND CAPABILITIES TO ENABLE THEM TO PARTICIPATE IN SOCIETY AS INDEPENDENT MATURE AND RESPONSIBLE INDIVIDUALS;ADVANCING EDUCATION;REDUCING AND PREVENTING RISK TAKING BEHAVIOUR SUCH AS SUBSTANCE MISUSE, TEENAGE CONCEPTION, ANTI-SOCIAL AND CRIMINAL BEHAVIOUR;PROVIDING RECREATIONAL AND LEISURE TIME ACTIVITY IN THE INTERESTS OF SOCIAL WELFARE FOR PEOPLE LIVING IN THE AREA OF BENEFIT WHO HAVE NEED BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABILITY POVERTY OR SOCIAL ECONOMIC CIRCUMSTANCES WITH A VIEW TO IMPROVING THE CONDITIONS OF LIFE OF SUCH PERSONS.

Activities: The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment. To act as a resource for children, young people and families living in the area of benefit by providing advice, professional support and assistance and organising programmes of physical, educational and other activities.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE DEVON & CORNWALL.
- Cornwall
- Devon
- Dorset
- Somerset

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£687,438	£644,852	£205,364	46
2024-03-31	£566,276	£580,006	£162,778	53
2023-03-31	£544,185	£521,249	£176,508	50
2022-03-31	£502,425	£473,529	£153,572	39
2021-03-31	£447,905	£369,118	-	-

Trustees

Name	Role	Appointed
STEVEN LAWRIE	Chair	
COUNCILLOR GLENN ROBERT JORDAN		
Leo Vijay Leong		2026-01-12
Lindsay Ward		2019-04-16
Louise Jessica Hardy		2026-01-12
NICHOLAS JOHN HOLMAN		

ROUTEWAYS CENTRE LIMITED

England & Wales - Charity number 1080543

Accounts

Company registration number: 03420867

Charity registration number: 1080543

Routeways Centre Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025



WESTCOTTS

CHARTERED ACCOUNTANTS
& BUSINESS ADVISERS

SATURDAY



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20/12/2025

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COMPANIES HOUSE

Routeways Centre Limited

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Routeways Centre Limited

Reference and Administrative Details

Chairman	Mr N J Holman
Trustees	Mrs L Ward Mr S J Lawrie Cilr G Jordan Mr N J Holman
Secretary	Mr R Adamson, and Chief Executive Officer
Charity Registration Number	1080543
Company Registration Number	03420867
Registered Office	Devonport Park Activity Centre Devonport Park Fore Street Plymouth England PL1 4BU
Independent Examiner	Matthew Keane FCCA Westcotts (SW) LLP Plym House 3 Longbridge Road Plymouth Marsh Mills Devon PL6 8LT

Routeways Centre Limited

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2025.

Our Aims and Objectives

Purpose and aims

Our charity's purposes are set out in the company's memorandum and articles of association.

The charity is for the benefit of persons resident within the South West Peninsula, including Cornwall, Devon, Dorset and Somerset (defined as area of benefit). The charity's objects and principal activities are:

- The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment.
- To act as a resource for children, young people and families living in the area of benefit by providing advice, professional support and assistance and organising programmes of physical, educational and other activities as a means of:

(a) advancing in life and helping children, young people and families by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;

(b) advancing education;

(c) reducing and preventing risk taking behaviour such as substance misuse, teenage conception, anti-social and criminal behaviour;

(d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit, who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances, with a view to improving the conditions of life of such persons.

The aims of our charity are to support children, young people, families, individuals, and communities who are at risk of social exclusion or disadvantage by helping people to help themselves to overcome the barriers that prevent them from living life to their full potential.

Ensuring we deliver our aims

We review our aims, objectives and activities regularly. The reviews look at the services we deliver, what we have achieved in support of our objectives and the people we help. The review helps us to ensure that we remain focussed on our purpose in our planning. We actively engage clients in developing our work and exploring needs. This year we introduced a database to monitor our work, this has greatly improved access to information for all staff and management and has improved our ability to meet the needs of our clients.

The focus of our work

The main objectives of the year were:

- Supporting people into education, training, and employment.
- Developing the skills of disabled children and young people to improve life chances.
- Support for children and young people with autistic spectrum conditions.
- Enhancing family well-being by providing respite and short breaks for disabled children and support for young people with mental health issues.

Routeways Centre Limited

Trustees' Report

- Helping people to cope and recover from issues impacting their ability to live a full life.
- Supporting education through learning outside the classroom.
- Supporting families to cope and recover from the impact of crime.
- Preventing families with challenging children from reaching crisis.
- Raise awareness of the challenges faced by disabled children and their families in their communities.

This year our committed and dedicated team of 64 staff delivered:

- 157 Young lives supported in overcoming disadvantage through play, exploration and discovery
- 1200 participant hours of after school social activities for isolated disabled children aged 5 to 8.
- Oversight and support for over 69 schools to deliver 10,578 school trips and activities, totalling 179,505 participant days.
- 1116 participant hours of social activities for young adults with learning disabilities in our Youth Club
- 17,681 participant hours of activities for children and young people with Special Educational Needs and Disabilities. Another significant increase, compared to the previous year.
- 753 days out with outdoor weekend and holiday activities for children and young people with Special Educational Needs and Disabilities in our Short Breaks and Adventure Breaks projects
- 1580 participant hours for young adults with learning disabilities. Growing Together, supports life skills, vocational and personal development.
- 25 social events for adults with learning disabilities.

These outcomes were delivered through a number of projects and services.

We have also:

- Continued to train staff in Safety Interventions, from the Crisis Prevention Institute. Staff trained in Emergency First Aid at Work, First Aid at Work and Paediatric First Aid.
- Updated training in gastronomy, nasogastric and pump feeding. Hoisting and personal care training delivered. Diabetes training provided to staff

How our activities deliver public benefit

Our main activities and whom they help are described below. All of our activities are focussed on helping people to overcome disadvantage or to prepare for adult life. Outcomes we have achieved include: -

- Supported positive family relationships by providing respite care and activities for disabled children.
- Supported children and young people's education by providing positive learning opportunities.
- Contributed to the reduction of risk-taking behaviours by providing leisure time activities during school holidays, after school and weekends.
- Supported families and individuals in crisis by identifying and supporting victims of domestic abuse and other crimes.
- Supported adults to find employment and training activities.

Routeways Centre Limited

Trustees' Report

- Supported young people to find employment or higher education.
- Supported young people with mental health issues to stay out of crisis and reduce admissions to mental health services.
- Provided positive activities for young people with Learning Disabilities who are not in education, training or employment.

Routeways

Routeways in Numbers 2024/2025

Routeways is a local charity headquartered in Plymouth that supports children, young people, and families in overcoming disadvantage. We run a wide variety of after-school and weekend activity sessions, short breaks, occupational skills groups, and social programs for children, young people, and adults with educational needs and disabilities.

17,681
hours

of activities, skill development and socialising for children and young people with SEND.

157 young lives

supported in overcoming disadvantage through play, exploration and discovery.

753 days out

in the outdoors for our Short Breaks and Adventure Breaks groups. A vital respite resource for families.

1580 hours

of vocational & life skill development for our Growing Together groups for young adults with learning difficulties

1580 hours

of vocational & life skill our Growing Together groups for young adults with learning difficulties

We helped **69** Schools provide **179,505** educational visits across **10,578** school trips.

25 social events

enjoyed by adults with learning difficulties.

**We guide.
You grow.
You thrive.**

64 committed staff

supported in overcoming disadvantage through play, exploration and discovery.

Routeways Centre Limited

Trustees' Report

The Beckly Centre

The service continued to provide a wide range of opportunities for children and young people to engage in social interaction in a safe and secure environment; to be entertained at times when otherwise they might be isolated and feel alone; encouraged to experience different activities and challenged to gain new skills to improve their personal development and enhance future resilience and independence.

The service continued to provide a wide range of opportunities for children and young people to engage in social interaction in a safe and secure environment; to be entertained at times when otherwise they might be isolated and feel alone; encouraged to experience different activities and challenged to gain new skills to improve their personal development and enhance future resilience and independence.

Little Deers CIC pre-school has continued to run from the Beckly Centre term time utilising the space and provided some greater financial stability to the site.

In addition, the Adults Social Group meets fortnightly for social gathering and activities, and this provides continuity of support for families as the age group is for over 25-year-olds allowing transition from our Growing Together group.

The site has undergone ongoing maintenance throughout the year with further works planned.

Adventure Breaks

This service is commissioned by Plymouth City Council. We were informed of an extension to the contract to run until 31/03/2026. We are working with greater levels of need and provided staff with training opportunities in managing challenging behaviour. We are looking after children from 20 families at any one time. The young people tend to stay on this service long-term until their 18th birthday, with Routeways providing continuity of care and support to help develop life skills whilst receiving short breaks and respite for the family. Children take part in challenging and adventurous outdoor activities. In addition, we have increased the number of community-based visits, which help build their self-esteem, teamwork and friendships.

Devonport Park Activity Centre

Devonport Park Activity Centre delivered a range of activities for disabled children and families during the year.

Activities delivered include school holiday activities, youth groups and transition groups for 16 - 24 year old. As the main base for back office functions and service delivery we were open most days of the year offering weekday sessions to school groups and those not currently in education or training. We also supported those struggling to fully integrate in a formal learning environment offering a relaxed and welcoming space.

The majority of our training took place at this site also. Offering First aid, Safety Interventions and Educational Visit Co-ordinator training for teachers leading the management of school trips in their schools. We have also run training sessions by external training professionals regarding feeding and various medication administration based on the complex needs of the young people attending our sessions.

Further site development undertaken to register the site with Ofsted and allow younger children to access the site and benefit from all it has to offer.

Expanded provision to offer bespoke education support to special schools and those struggling to access the formal school environment.

Routeways Centre Limited

Trustees' Report

Radford Rascals

This service continued at its expanded rate, running two nights a week and is regularly supporting 10 families. Funded by Plymouth City Council, the aim of this service is to promote and develop communication and social skills early in childhood to improve later life chances. Working with 5 to 8-year olds with profound disabilities, the social group helps develop communication and early life skills such as sharing. This service has now been extended for a further 12 months to 31/03/2026.

This service continued at its expanded rate, running two nights a week and is regularly supporting 10 families. Funded by Plymouth City Council, the aim of this service is to promote and develop communication and social skills early in childhood to improve later life chances. Working with 5 to 8-year olds with profound disabilities, the social group helps develop communication and early life skills such as sharing. This service has now been extended for a further 12 months to 31/03/2026.

In Other Words

Supporting children and young people with mental health and emotional well-being issues. This service supports young people in the community and in the local secure psychiatric unit. Regularly supporting young people every month in person; the service provides a range of support including running a regular social group where young people can participate in social activities where they can enjoy themselves, provide each other with peer support and seek help from professionals. In addition, families are supported and signposted to additional family support and information they can access

Outdoor Education Advisory Service

Routeways has been commissioned to deliver the statutory responsibility to provide advice and guidance to Local Authority Schools on Outdoor Education, School Trips and Activities for the City of Plymouth licence. This fits well with our objects in promoting education and opportunities for young people. This service is also used by academies and free schools.

Financial Review

Against the backdrop of limited resources, austerity, decommissioning of services, and insecurities over funding, it has continued to be difficult to plan or develop services. Nevertheless, with prudent financial control, the support of staff and volunteers, we have managed to retain a healthy balance of funds.

Principal Funding Sources

Our principal funding sources are through the delivery of public sector contracts for services. We also sought funding through grant making bodies, charitable trusts and from donations. Some of our income comes through primary purpose trading such as holiday clubs, respite activities and training.

Investment Policy

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long term investment. A review of investment policies was made during the year 2016/17, seeking independent financial advice, which concluded there was little opportunity to achieve a higher return than currently achieved through interest earning business bank accounts. The Board keeps this decision under regular review.

Reserves Policy

The charity runs a variety of projects which are financed by the public sector or from sources for specific project activities. The funds for these projects are restricted, and the charity therefore has limited opportunities to build up its own general unrestricted reserves.

Routeways Centre Limited

Trustees' Report

The Trustees are mindful of the need to retain general unrestricted funds wherever possible, not least because any project overspends must be met from these funds. In the current economic climate of competitive funding, it is prudent to establish reserves to support 6 months trading and work towards accruing reserves for 12 months trading. This would enable the charity to carry on activity of public benefit and seek appropriate funding elsewhere. However, such funding will always continue to be based on our business values and subject to the same contestability as we would expect from partners.

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Although maintaining levels of income is challenging, costs are being reduced accordingly. For this reason, the Trustees continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Future Plans

The Trustees are very aware that we remain in a period of austerity when current contracts will come under close scrutiny and many of our partners, particularly Plymouth City Council, are experiencing significant cuts in expenditure. The Trustees are also acutely aware of the increasing competition for grant funding.

The management team are keen to explore future opportunities and report these potential openings at the board meetings. The Trustees and Chief Executive are actively pursuing a number of diverse opportunities to expand and develop our offer to the community.

At the end of the financial year we were close to completing on the purchase of Little Deers Nursery CIC. This completed at the end of May 2025 with all staff and children transferring under Routeways. This activity strengthens and extends our offer to those from 18 months old.

We continue to seek out and develop new initiatives and projects for the benefit of our clients/customers, whose needs are not provided for by statutory services. We work closely with our clients and target groups to engage them in planning and developing ideas. We are working hard to diversify our funding streams and, to develop donations and fundraising activities.

Structure Governance and Management

Governing Document

Routeways Centre Limited is a company limited by guarantee and governed by its memorandum and articles of association as dated 28 July 1997; amended on 3 May 2000 to allow for current governance; and further amended in November 2008. The company was incorporated on 15 August 1997 and registered as a charity on 3 May 2000 with the Charity Commission. In the event of the company being wound up the Directors are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Trustees

The Directors of the company are also charity trustees for the purposes of charity law and, under the company's articles, are known as members of the Board of Trustees. Under the requirements of the memorandum and articles of association, the subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 61 shall be members of the charity. No person shall be admitted as a member of the charity unless the Trustees approve his/her application for membership. Anyone over the age of 18 can become a member of the charity.

Routeways Centre Limited

Trustees' Report

As set out in the articles of association, the Trustees are elected at the annual general meeting (AGM) and at every subsequent AGM, one-third of Trustees are subject to retirement based on length of service and by rotation. If the charity at the meeting at which a trustee retires by rotation, does not then fill the vacancy, the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

As the charity has a broad range of activities, it is imperative that the board of Trustees represents the business and specialist needs of the charity. In an effort to maintain this skills mix, members of the board of Trustees provide a list of their skills (and update these regularly) and in the event of particular skills being lost, other individuals can be and are approached to offer themselves for election to the Board of Trustees.

Trustee Induction and Training

Most Trustees are already very familiar with the activities of the charity prior to their election to the Board of Trustees, having undergone several briefing or information meetings. Additionally, there is a policy covering the induction of new Trustees that seeks to ensure that new Trustees are able to familiarise themselves with the charity and the context within which it operates. This information is provided in a series of one-to-one meetings, with a follow-up meeting with the management team after six months.

- Roles and responsibilities of Trustees.
- The main documents that set out the operational framework for the charity including the governing documents.
- Resourcing and the current financial positions as set out in the latest published accounts.
- Future plans and activities as set out in strategic plans.

Post induction, Trustees attend staff meetings, and receive regular reports.

Risk Management

The Trustees have responsibility to identify, assess and manage risks. The Trustees define risk as any uncertainty surrounding events and their outcomes that could have an impact on the charity and its ability to fulfil its objectives.

The management team draws up a risk register with the Trustees which is regularly reviewed and used to inform planning and decision making.

Organisational Structure

The Board of Trustees, which has to be more than three members but is not subject to any maximum, administers the charity.

The board meets every 2 months, with the option to call extraordinary meetings if necessary, and is responsible for the strategic direction and policy of the charity. A management team is appointed by the board of Trustees to manage the day-to-day operations of the charity, to ensure that the charity delivers the services and activities specified and achieves its contracted outcomes.

Routeways Centre Limited

Trustees' Report

To achieve an effective and robust delivery of operations, the management team has delegated authority, reviewed annually, within terms set down by the Trustees covering such activities as contract negotiation and management, finance and employment. However, it is the inclusive and supportive nature of the culture of the charity, supported wholeheartedly by the Trustees, that new project developments, policies and procedures and operational strategy are firstly consulted on with all staff and users (where appropriate) prior to implementation, to ensure staff and user commitment, participation and satisfaction with operational matters.

Related Parties

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy. It has a close relationship with Plymouth City Council and has secured the delivery of a range of services, each through a competitive tendering process.

Social Responsibility Statement

As an organisation concerned with social regeneration and the education of children and young people, Routeways Centre Limited has always taken its social responsibilities seriously. It recognises its corporate social responsibility in its various roles as employer, consumer, and service provider. It aims to be an organisation that leads by example. In being environmentally and socially aware the organisation will help to educate others and set an example about what can be achieved.

Environment

We continue to make major efforts in recycling. As a result, the organisation has dramatically reduced the amount of waste sent to landfill. Toner cartridges and ink cartridges are returned to suppliers for recycling.

Routeways Centre Limited is aware of the impact of carbon emissions on the environment and takes steps to reduce its carbon footprint. Energy saving schemes are in place: turning down heating, switching off lights, ensuring monitors and equipment are turned off and not left in stand-by. Car sharing and the use of public transport to attend meetings are promoted.

Devonport Park Activity Centre allows many environmental benefits for the organisation. Food waste and shredded confidential papers are recycled to compost.

Customers

We seek to provide our customers with a quality service that is respectful of their needs. We are a member of the Safe Place Scheme, which offers a place to receive assistance for those with a learning disability.

Routeways Centre Limited

Trustees' Report

Workforce

Routeways is committed to being an ethical employer. All employees are treated with respect and fairness. The organisation has introduced work life balance policies. Routeways continues to hold the Disability Confident Employer award.

Health and Safety

Routeways is committed to providing a working environment that is both safe and fit for purpose. A dedicated Health and Safety officer ensures that the organisation can react quickly to provide for the needs of staff and customers.

Suppliers

Routeways Centre Limited does as part of its social responsibility, examine the ethical and environmental credentials of its suppliers. As contracts are due for renewal, environmental and social awareness play a large part in the decision-making process.

Disclosure of Information to Auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information

In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

The annual report was approved by the trustees of the charity on 18/2/25 and signed on its behalf by:


.....
Mr S J Lawrie
Trustee

Routeways Centre Limited

Independent Examiner's Report to the trustees of Routeways Centre Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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


Independent examiner's statement

Since the Company'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 FCCA, 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 Routeways Centre Limited 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.


.....
Matthew Keane FCCA
Westcotts (SW) LLP
Plym House
3 Longbridge Road
Plymouth
Marsh Mills
Devon
PL6 8LT

Date: 18.12.25

Routeways Centre Limited

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income and Endowments from:					
Donations and legacies	3	148,346	-	148,346	67,958
Charitable activities	4	535,505	-	535,505	489,082
Investment income	5	<u>3,587</u>	<u>-</u>	<u>3,587</u>	<u>9,236</u>
Total income		<u>687,438</u>	<u>-</u>	<u>687,438</u>	<u>566,276</u>
Expenditure on:					
Charitable activities	6	<u>(644,852)</u>	<u>-</u>	<u>(644,852)</u>	<u>(580,005)</u>
Total expenditure		<u>(644,852)</u>	<u>-</u>	<u>(644,852)</u>	<u>(580,005)</u>
Net income/(expenditure)		<u>42,586</u>	<u>-</u>	<u>42,586</u>	<u>(13,729)</u>
Net movement in funds		42,586	-	42,586	(13,729)
Reconciliation of funds					
Total funds brought forward		<u>144,951</u>	<u>17,827</u>	<u>162,778</u>	<u>176,508</u>
Total funds carried forward	14	<u>187,537</u>	<u>17,827</u>	<u>205,364</u>	<u>162,779</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2024 is shown in note 14.

The notes on pages 16 to 25 form an integral part of these financial statements.

Routeways Centre Limited

(Registration number: 03420867)
Balance Sheet as at 31 March 2025

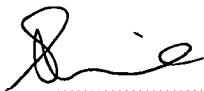
	Note	2025 £	2024 £
Fixed assets			
Tangible assets	10	5,921	5,380
Current assets			
Debtors	11	66,072	47,101
Cash at bank and in hand	12	<u>155,615</u>	<u>130,711</u>
		221,687	177,812
Creditors: Amounts falling due within one year	13	<u>(22,244)</u>	<u>(20,413)</u>
Net current assets		<u>199,443</u>	<u>157,399</u>
Net assets		<u>205,364</u>	<u>162,779</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		17,827	17,827
Unrestricted income funds			
Unrestricted funds		<u>187,537</u>	<u>144,952</u>
Total funds	14	<u>205,364</u>	<u>162,779</u>

For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 13 to 25 were approved by the trustees, and authorised for issue on 18/12/25 and signed on their behalf by:



.....
Mr S J Lawrie
Trustee

The notes on pages 16 to 25 form an integral part of these financial statements.

Routeways Centre Limited

Statement of Cash Flows for the Year Ended 31 March 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash income/(expenditure)		42,586	(13,729)
Adjustments to cash flows from non-cash items			
Depreciation		3,579	4,619
Investment income	5	(3,587)	(9,236)
Loss on disposal of tangible fixed assets		252	-
		<u>42,830</u>	<u>(18,346)</u>
Working capital adjustments			
(Increase)/decrease in debtors	11	(18,971)	5,121
Increase in creditors	13	<u>1,831</u>	<u>4,042</u>
Net cash flows from operating activities		<u>25,690</u>	<u>(9,183)</u>
Cash flows from investing activities			
Interest receivable and similar income	5	3,587	9,236
Purchase of tangible fixed assets	10	<u>(4,373)</u>	<u>(748)</u>
Net cash flows from investing activities		<u>(786)</u>	<u>8,488</u>
Net increase/(decrease) in cash and cash equivalents		24,904	(695)
Cash and cash equivalents at 1 April		<u>130,711</u>	<u>131,406</u>
Cash and cash equivalents at 31 March		<u><u>155,615</u></u>	<u><u>130,711</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 16 to 25 form an integral part of these financial statements.

Routeways Centre Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Devonport Park Activity Centre
Devonport Park
Fore Street
Plymouth
England
PL1 4BU

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Routeways Centre Limited 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.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Routeways Centre Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Routeways Centre Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and Equipment	4 years straight line
Motor Vehicles	4 years straight line

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

Routeways Centre Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

3 Income from donations and legacies

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Donations and legacies;			
Donations from individuals	22,528	22,528	4,968
Grants, including capital grants;			
Grants from other charities	125,818	125,818	62,990
	<u>148,346</u>	<u>148,346</u>	<u>67,958</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Contract and grant income	<u>535,505</u>	<u>535,505</u>	<u>489,082</u>

5 Investment income

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Interest receivable and similar income;			
Interest receivable on bank deposits	2,587	2,587	2,177
Other investment income	1,000	1,000	7,059
	<u>3,587</u>	<u>3,587</u>	<u>9,236</u>

Routeways Centre Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

6 Expenditure on charitable activities

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Charitable activities	528,218	528,218	486,519
Allocated support costs	111,327	111,327	88,613
Governance costs	5,307	5,307	4,873
	<u>644,852</u>	<u>644,852</u>	<u>580,005</u>

	Activity undertaken directly £	Activity support costs £	2025 £	2024 £
Wages costs	414,205	107,495	521,700	451,463
Staff recruitment costs	-	2,567	2,567	-
Direct project expenses	17,389	-	17,389	28,844
Motor and travel expenses	12,482	-	12,482	15,707
Computer and software maintenance	11,118	-	11,118	3,338
Telephone	11,759	-	11,759	11,609
Printing, postage and stationery	9,480	-	9,480	5,216
Subscriptions	3,583	-	3,583	3,001
Sundry	1,619	-	1,619	1,236
Training	3,388	-	3,388	2,646
Heating and lighting	3,788	-	3,788	3,536
Repairs and maintenance	7,721	-	7,721	14,854
Cleaning	5,819	-	5,819	5,706
Insurance	9,729	-	9,729	8,846
Rent, rates and water	14,456	-	14,456	13,086
Governance	-	5,307	5,307	4,873
Bank charges	88	-	88	78
Refreshments	1,594	-	1,594	1,347
Depreciation and loss on disposal of asset	-	3,832	3,832	4,619
	<u>528,218</u>	<u>119,201</u>	<u>647,419</u>	<u>580,005</u>

Routeways Centre Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

7 Analysis of governance and support costs

Support costs

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Depreciation of office equipment	3,579	3,579	4,619
(Profit)/loss on disposal of tangible fixed assets	253	253	-
Wages and salaries	104,928	104,928	83,994
Staff recruitment costs	2,567	2,567	-
	<u>111,327</u>	<u>111,327</u>	<u>88,613</u>

Governance costs

	Unrestricted funds General £	Total 2025 £	Total 2024 £
Independent Examination fees	1,650	1,650	1,630
Accountancy fees	2,450	2,450	2,390
Over/under provision of accountancy fees	(120)	(120)	(270)
Legal and professional fees	1,327	1,327	1,123
	<u>5,307</u>	<u>5,307</u>	<u>4,873</u>

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Routeways Centre Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

9 Staff costs

The aggregate payroll costs were as follows:

	2025	2024
	£	£
Gross wages	480,023	415,169
Employers NI	30,986	24,162
Employers pension	14,033	10,714
	<u>525,042</u>	<u>450,045</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year was as follows:

	2025	2024
	No	No
Project staff	44	51
Management and administration	2	2
	<u>46</u>	<u>53</u>

No employee received emoluments of more than £60,000 during the year.

During the year the charity made the following transactions with key management personnel:

Key management personnel

All trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the charity are considered to be key management personnel. Total remuneration in respect of these individuals is £117,406 (2024: £106,081).

To promote the cost effective running of the organisation and to ensure the best personnel are available to deliver the service to its recipients, the key management personnel are also involved in the direct delivery of the services. This is across the project and is separate to time in planning, directing and controlling the activities of the charity but is included in the total remuneration figure above.

Routeways Centre Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

10 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
Cost			
At 1 April 2024	85,542	5,500	91,042
Additions	4,373	-	4,373
Disposals	<u>(25,699)</u>	<u>-</u>	<u>(25,699)</u>
At 31 March 2025	<u>64,216</u>	<u>5,500</u>	<u>69,716</u>
Depreciation			
At 1 April 2024	80,162	5,500	85,662
Charge for the year	3,579	-	3,579
Eliminated on disposals	<u>(25,446)</u>	<u>-</u>	<u>(25,446)</u>
At 31 March 2025	<u>58,295</u>	<u>5,500</u>	<u>63,795</u>
Net book value			
At 31 March 2025	<u>5,921</u>	<u>-</u>	<u>5,921</u>
At 31 March 2024	<u>5,380</u>	<u>-</u>	<u>5,380</u>

11 Debtors

	2025 £	2024 £
Trade debtors	66,072	37,100
Other debtors	<u>-</u>	<u>10,001</u>
	<u>66,072</u>	<u>47,101</u>

12 Cash and cash equivalents

	2025 £	2024 £
Cash on hand	391	134
Cash at bank	<u>155,224</u>	<u>130,577</u>
	<u>155,615</u>	<u>130,711</u>

Routeways Centre Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

13 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	8,945	9,399
Other taxation and social security	6,845	5,326
Other creditors	2,354	1,668
Accruals	4,100	4,020
	<u>22,244</u>	<u>20,413</u>

14 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Balance at 31 March 2025 £
Unrestricted funds				
<i>General</i>				
General Funds	144,951	687,438	(642,285)	190,104
Restricted funds				
Beckly Centre	<u>17,827</u>	-	-	<u>17,827</u>
Total funds	<u>162,778</u>	<u>687,438</u>	<u>(642,285)</u>	<u>207,931</u>
	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
<i>General</i>				
General Funds	158,681	566,276	(580,005)	144,952
Restricted funds				
Beckly Centre	<u>17,827</u>	-	-	<u>17,827</u>
Total funds	<u>176,508</u>	<u>566,276</u>	<u>(580,005)</u>	<u>162,779</u>

The specific purposes for which the restricted funds are to be applied as follows:

Beckly Centre

The Beckly Centre supports children and young people with disabilities. Children and young people come together at Beckly to experience a range of social and play opportunities. Beckly provides a caring social environment where participants can socialise, meet and make new friends. There are plans to spend this money on capital projects in the coming year.

Routeways Centre Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

15 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2025 £
Tangible fixed assets	5,921	-	5,921
Current assets	203,860	17,827	221,687
Current liabilities	(22,244)	-	(22,244)
Total net assets	<u>187,537</u>	<u>17,827</u>	<u>205,364</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
Tangible fixed assets	5,380	-	5,380
Current assets	159,985	17,827	177,812
Current liabilities	(20,413)	-	(20,413)
Total net assets	<u>144,952</u>	<u>17,827</u>	<u>162,779</u>

16 Related party transactions

During the year the charity made the following related party transactions:

Mr R Adamson

At the balance sheet date the amount due to/from from Mr R Adamson was £Nil (2024 - £10,000).

17 Parent and ultimate parent undertaking

The ultimate controlling party of the charitable company is the trustees.

ROUTEWAYS CENTRE LIMITED

England & Wales - Charity number 1080543

Accounts

Company registration number: 03420867

Charity registration number: 1080543

Routeways Centre Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024



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Reference and Administrative Details

Chairman	Mr N J Holman
Chief Executive Officer	Mr R Adamson
Trustees	Mrs L Ward Mr G J Morris Mr S J Lawrie Cllr G Jordan Mrs R Wallin
Charity Registration Number	1080543
Company Registration Number	03420867
Registered Office	Devonport Park Activity Centre Devonport Park Fore Street Plymouth England PL1 4BU
Independent Examiner	Matthew Keane ACCA Westcotts (SW) LLP Plym House 3 Longbridge Road Plymouth Marsh Mills Devon PL6 8LT

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2024.

Our Aims and Objectives

Purpose and aims

Our charity's purposes are set out in the company's memorandum and articles of association.

The charity is for the benefit of persons resident within the South West Peninsula, including Cornwall, Devon, Dorset and Somerset (defined as area of benefit). The charity's objects and principal activities are:

- The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment.
- To act as a resource for children, young people and families living in the area of benefit by providing advice, professional support and assistance and organising programmes of physical, educational and other activities as a means of:

(a) advancing in life and helping children, young people and families by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;

(b) advancing education;

(c) reducing and preventing risk taking behaviour such as substance misuse, teenage conception, anti-social and criminal behaviour;

(d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit, who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances, with a view to improving the conditions of life of such persons.

The aims of our charity are to support children, young people, families, individuals, and communities who are at risk of social exclusion or disadvantage by helping people to help themselves to overcome the barriers that prevent them from living life to their full potential.

Ensuring we deliver our aims

We review our aims, objectives and activities regularly. The reviews look at the services we deliver, what we have achieved in support of our objectives and the people we help. The review helps us to ensure that we remain focussed on our purpose in our planning. We actively engage clients in developing our work and exploring needs. This year we introduced a database to monitor our work, this has greatly improved access to information for all staff and management and has improved our ability to meet the needs of our clients.

The focus of our work

The main objectives of the year were:

- Supporting people into education, training, and employment.
- Developing the skills of disabled children and young people to improve life chances.
- Support for children and young people with autistic spectrum conditions.
- Enhancing family well-being by providing respite and short breaks for disabled children and support for young people with mental health issues.
- Helping people to cope and recover from issues impacting their ability to live a full life.
- Supporting education through learning outside the classroom.

Trustees' Report

- Supporting families to cope and recover from the impact of crime.
- Preventing families with challenging children from reaching crisis.
- Raise awareness of the challenges faced by disabled children and their families in their communities.

This year we delivered

- 220 participant hours of activities and support for young people with mental health difficulties.
- 1200 participant hours of after school social activities for isolated disabled children aged 5 to 8.
- Oversight and support for over 65 schools to deliver 9,729 school trips and activities, totalling 279,455 participant days.
- 1116 participant hours of social activities for young adults with learning disabilities in our Youth Club
- 7300 participant hours of activities for children and young people with Special Educational Needs and Disabilities. Another increase, by 300 hours compared to the previous year.
- 3700 participant hours of outdoor weekend and holiday activities for children and young people with Special Educational Needs and Disabilities.
- 1310 participant hours for young adults with learning disabilities. Growing Together, supports life skills and personal development.
- 25 social events for adults with learning disabilities.
- Distributed £20,000 of the DWP Household Support Fund to 144 Vulnerable households.

These outcomes were delivered through a number of projects and services.

We have also:


- Continued to train staff in Safety Interventions, from the Crisis Prevention Institute. Staff trained in Emergency First Aid at Work, First Aid at Work and Paediatric First Aid.
- Updated training in gastronomy, nasogastric and pump feeding. Hoisting and personal care training delivered. Diabetes training provided to staff

How our activities deliver public benefit

Our main activities and whom they help are described below. All of our activities are focussed on helping people to overcome disadvantage or to prepare for adult life. Outcomes we have achieved include: -

- Supported positive family relationships by providing respite care and activities for disabled children.
- Supported children and young people's education by providing positive learning opportunities.
- Contributed to the reduction of risk-taking behaviours by providing leisure time activities during school holidays, after school and weekends.
- Supported families and individuals in crisis by identifying and supporting victims of domestic abuse and other crimes.
- Supported adults to find employment and training activities.
- Supported young people to find employment or higher education.
- Supported young people with mental health issues to stay out of crisis and reduce admissions to mental health services.
- Provided positive activities for young people with Learning Disabilities who are not in education, training or employment.

Routeways 23/24



We are a local charity that supports children, young people, families and individuals to overcome disadvantage

1200 hours



of after school social activities for 5 - 8 year olds

Supported by fundraisers



Staddon Heights Golf Club,
Crownhill Methodist Church,
Plymstock Community Forum
plus personal donations

220 hours



of activities and support for young people with mental health issues.



Supported over 65 schools



delivering 9,729 school trips and activities

totalling 279,455 participant days



Routeways distributed **£20,000** of the DWP Household Support Fund, on behalf of Plymouth City Council

Provided financial support and/or a Warm Space to

144

vulnerable households across Plymouth

7300 hours



activities for children & young people with SEND. That's an increase of 300 since last year

1116 hours

social activities for young adults with learning difficulties via our Youth Group



3700 Hours



of outdoor weekend and holiday activities for children and young people with SEND.

1310 hours

for young adults with learning difficulties. Growing Together, supports life skills & personal development



25

social events for adults with learning disabilities



If you'd like more information about Routeways or would like to get involved with our work, please contact us on

01752 300700

Routeways 22/23



We are a local charity that supports children, young people, families and individuals to overcome disadvantage

350 hours



work club support in partnership with St. Aubryn Church & housing association



43 unemployed adults

helped to find work and/or training with 12 managing to find sustained employment after long-term unemployment



200 hours

of activities and support for young people with mental health issues.



Supported over 80 schools



delivering 6,834 school trips and activities

totaling 243,158 participant days



Routeways distributed **£20,000** of the DWP Household Support Fund, on behalf of Plymouth City Council

Provided financial support and/or a Warm Space to **178** vulnerable households across Plymouth

7020 hours



activities for children & young people with SEND. That's an increase from 5460 since last year

1116 hours

social activities for young adults with learning difficulties via our Youth Group



3700 Hours



of outdoor weekend and holiday activities for children and young people with SEND.

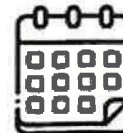
1310 hours

for young adults with learning difficulties. Growing Together, supports life skills & personal development



25

social events for adults with learning disabilities



If you'd like more information about Routeways or would like to get involved with our work, please contact us on

01752 300700

Trustees' Report

The Beckly Centre

The service continued to provide a wide range of opportunities for children and young people to engage in social interaction in a safe and secure environment; to be entertained at times when otherwise they might be isolated and feel alone; encouraged to experience different activities and challenged to gain new skills to improve their personal development and enhance future resilience and independence.

Little Deers CIC pre-school has continued to run from the Beckly Centre term time utilising the space and provided some greater financial stability to the site. Discussions have started on developing a closer working relationship and combining efforts as part of the wider Routeways offer.

In addition, the Adults Social Group meets fortnightly for social gathering and activities, and this provides continuity of support for families as the age group is for over 25-year-olds allowing transition from our Growing Together group.

Adventure Breaks

This service is commissioned by Plymouth City Council. We were awarded a new tender beginning 01/04/2022 for a further three years. We are working with greater levels of need and provided staff with training opportunities in managing challenging behaviour. We are looking after children from 20 families at any one time. The young people tend to stay on this service long-term until their 18th birthday, with Routeways providing continuity of care and support to help develop life skills whilst receiving short breaks and respite for the family. Children take part in challenging and adventurous outdoor activities. In addition, we have increased the number of community-based visits, which help build their self-esteem, teamwork and friendships.

Devonport Park Activity Centre

Devonport Park Activity Centre delivered a range of activities for disabled children and families during the year.

Activities delivered include school holiday activities, youth groups and transition groups for 16 – 24 year olds. As the main base for back office functions and service delivery we were open most days of the year offering weekday sessions to school groups and those not currently in education or training. We also supported those struggling to fully integrate in a formal learning environment offering a relaxed and welcoming space.

The majority of our training took place at this site also. Offering First aid, Safety Interventions and Educational Visit Co-ordinator training for teachers leading the management of school trips in their schools. We have also run training sessions by external training professionals regarding feeding and various medication administration based on the complex needs of the young people attending our sessions.

Radford Rascals

This service continued at its expanded rate, running two nights a week and is regularly supporting 10 families. Funded by Plymouth City Council, the aim of this service is to promote and develop communication and social skills early in childhood to improve later life chances. Working with 5 to 8-year olds with profound disabilities, the social group helps develop communication and early life skills such as sharing. This service has now been recommissioned from 01/04/2022 for a further three years.

Trustees' Report

In Other Words

Supporting children and young people with mental health and emotional well-being issues. This service supports young people in the community and in the local secure psychiatric unit. Regularly supporting young people every month in person; the service provides a range of support including running a regular social group where young people can participate in social activities where they can enjoy themselves, provide each other with peer support and seek help from professionals. In addition, families are supported and signposted to additional family support and information they can access

Outdoor Education Advisory Service

Routeways has been commissioned to deliver the statutory responsibility to provide advice and guidance to Local Authority Schools on Outdoor Education, School Trips and Activities for the City of Plymouth licence. This fits well with our objects in promoting education and opportunities for young people. This service is also used by academies and free schools.

Financial Review

Against the backdrop of limited resources, austerity, decommissioning of services, and insecurities over funding, it has continued to be difficult to plan or develop services. Nevertheless, with prudent financial control, the support of staff and volunteers, we have managed to retain a healthy balance of funds.

Principal Funding Sources

Our principal funding sources are through the delivery of public sector contracts for services. We also sought funding through grant making bodies, charitable trusts and from donations. Some of our income comes through primary purpose trading such as holiday clubs, respite activities and training.

Investment Policy

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long term investment. A review of investment policies was made during the year 2016/17, seeking independent financial advice, which concluded there was little opportunity to achieve a higher return than currently achieved through interest earning business bank accounts. The Board keeps this decision under regular review.

Reserves Policy

The charity runs a variety of projects which are financed by the public sector or from sources for specific project activities. The funds for these projects are restricted, and the charity therefore has limited opportunities to build up its own general unrestricted reserves.

The Trustees are mindful of the need to retain general unrestricted funds wherever possible, not least because any project overspends must be met from these funds. In the current economic climate of competitive funding, it is prudent to establish reserves to support 6 months trading and work towards accruing reserves for 12 months trading. This would enable the charity to carry on activity of public benefit and seek appropriate funding elsewhere. However, such funding will always continue to be based on our business values and subject to the same contestability as we would expect from partners.

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Although maintaining levels of income is challenging, costs are being reduced accordingly. For this reason, the Trustees continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Trustees' Report

Future plans

The Trustees are very aware that we remain in a period of austerity when current contracts will come under close scrutiny and many of our partners, particularly Plymouth City Council, are experiencing significant cuts in expenditure. The Trustees are also acutely aware of the increasing competition for grant funding.

The management team are keen to explore future opportunities and report these potential openings at the board meetings. The Trustees and Chief Executive are actively pursuing a number of diverse opportunities to expand and develop our offer to the community.

We continue to seek out and develop new initiatives and projects for the benefit of our clients/customers, whose needs are not provided for by statutory services. We work closely with our clients and target groups to engage them in planning and developing ideas. We are working hard to diversify our funding streams and, to develop donations and fundraising activities.

Structure Governance and Management

Governing Document

Routeways Centre Limited is a company limited by guarantee and governed by its memorandum and articles of association as dated 28 July 1997; amended on 3 May 2000 to allow for current governance; and further amended in November 2008. The company was incorporated on 15 August 1997 and registered as a charity on 3 May 2000 with the Charity Commission. In the event of the company being wound up the Directors are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Trustees

The Directors of the company are also charity trustees for the purposes of charity law and, under the company's articles, are known as members of the Board of Trustees. Under the requirements of the memorandum and articles of association, the subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 61 shall be members of the charity. No person shall be admitted as a member of the charity unless the Trustees approve his/her application for membership. Anyone over the age of 18 can become a member of the charity.

As set out in the articles of association, the Trustees are elected at the annual general meeting (AGM) and at every subsequent AGM, one-third of Trustees are subject to retirement based on length of service and by rotation. If the charity at the meeting at which a trustee retires by rotation, does not then fill the vacancy, the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

As the charity has a broad range of activities, it is imperative that the board of Trustees represents the business and specialist needs of the charity. In an effort to maintain this skills mix, members of the board of Trustees provide a list of their skills (and update these regularly) and in the event of particular skills being lost, other individuals can be and are approached to offer themselves for election to the Board of Trustees.

Trustee Induction and Training

Most Trustees are already very familiar with the activities of the charity prior to their election to the Board of Trustees, having undergone several briefing or information meetings. Additionally, there is a policy covering the induction of new Trustees that seeks to ensure that new Trustees are able to familiarise themselves with the charity and the context within which it operates. This information is provided in a series of one-to-one meetings, with a follow-up meeting with the management team after six months.

- Roles and responsibilities of Trustees.

Trustees' Report

- The main documents that set out the operational framework for the charity including the governing documents.
- Resourcing and the current financial positions as set out in the latest published accounts.
- Future plans and activities as set out in strategic plans.

Post induction, Trustees attend staff meetings, and receive regular reports.

Risk Management

The Trustees have responsibility to identify, assess and manage risks. The Trustees define risk as any uncertainty surrounding events and their outcomes that could have an impact on the charity and its ability to fulfil its objectives.

The management team draws up a risk register with the Trustees which is regularly reviewed and used to inform planning and decision making.

Organisational Structure

The Board of Trustees, which has to be more than three members but is not subject to any maximum, administers the charity.

The board meets every 6 weeks, with the option to call extraordinary meetings if necessary, and is responsible for the strategic direction and policy of the charity. A management team is appointed by the board of Trustees to manage the day-to-day operations of the charity, to ensure that the charity delivers the services and activities specified and achieves its contracted outcomes.

To achieve an effective and robust delivery of operations, the management team has delegated authority, reviewed annually, within terms set down by the Trustees covering such activities as contract negotiation and management, finance and employment. However, it is the inclusive and supportive nature of the culture of the charity, supported wholeheartedly by the Trustees, that new project developments, policies and procedures and operational strategy are firstly consulted on with all staff and users (where appropriate) prior to implementation, to ensure staff and user commitment, participation and satisfaction with operational matters.

Related Parties

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy. It has a close relationship with Plymouth City Council and has secured the delivery of a range of services, each through a competitive tendering process.

Social Responsibility Statement

As an organisation concerned with social regeneration and the education of children and young people, Routeways Centre Limited has always taken its social responsibilities seriously. It recognises its corporate social responsibility in its various roles as employer, consumer, and service provider. It aims to be an organisation that leads by example. In being environmentally and socially aware the organisation will help to educate others and set an example about what can be achieved.

Environment

We continue to make major efforts in recycling. As a result, the organisation has dramatically reduced the amount of waste sent to landfill. Toner cartridges and ink cartridges are returned to suppliers for recycling.

Routeways Centre Limited is aware of the impact of carbon emissions on the environment and takes steps to reduce its carbon footprint. Energy saving schemes are in place: turning down heating, switching off lights, ensuring monitors and equipment are turned off and not left in stand-by. Car sharing and the use of public transport to attend meetings are promoted.

Trustees' Report

Devonport Park Activity Centre allows many environmental benefits for the organisation. Food waste and shredded confidential papers are recycled to compost.

Customers

We seek to provide our customers with a quality service that is respectful of their needs. We are a member of the Safe Place Scheme, which offers a place to receive assistance for those with a learning disability.

Workforce

Routeways is committed to being an ethical employer. All employees are treated with respect and fairness. The organisation has introduced work life balance policies. Routeways continues to hold the Disability Confident Employer award.

Health and Safety

Routeways is committed to providing a working environment that is both safe and fit for purpose. A dedicated Health and Safety officer ensures that the organisation can react quickly to provide for the needs of staff and customers.

Suppliers

Routeways Centre Limited does as part of its social responsibility, examine the ethical and environmental credentials of its suppliers. As contracts are due for renewal, environmental and social awareness play a large part in the decision-making process.

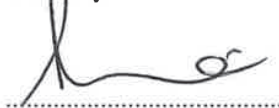
Disclosure of Information to Auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information

In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

The annual report was approved by the trustees of the charity on and signed on its behalf by:



.....
Mr S J Lawrie
Trustee

Independent Examiner's Report to the trustees of Routeways Centre Limited ('the Company')

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

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

Since the Company'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 ACCA, 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 Routeways Centre Limited 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.



Matthew Keane ACCA
Westcotts (SW) LLP
Plym House
3 Longbridge Road
Plymouth
Marsh Mills
Devon
PL6 8LT

Date: 16.12.24

**Statement of Financial Activities for the Year Ended 31 March 2024
(Including Income and Expenditure Account and Statement of Total
Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Donations and legacies	3	67,958	-	67,958	59,949
Charitable activities	4	489,082	-	489,082	469,092
Investment income	5	9,236	-	9,236	15,144
Total income		<u>566,276</u>	<u>-</u>	<u>566,276</u>	<u>544,185</u>
Expenditure on:					
Charitable activities	6	(580,006)	-	(580,006)	(520,505)
Other expenditure		-	-	-	(744)
Total expenditure		<u>(580,006)</u>	<u>-</u>	<u>(580,006)</u>	<u>(521,249)</u>
Net (expenditure)/income		<u>(13,730)</u>	<u>-</u>	<u>(13,730)</u>	<u>22,936</u>
Net movement in funds		(13,730)	-	(13,730)	22,936
Reconciliation of funds					
Total funds brought forward		<u>158,681</u>	<u>17,827</u>	<u>176,508</u>	<u>153,572</u>
Total funds carried forward	17	<u>144,951</u>	<u>17,827</u>	<u>162,778</u>	<u>176,508</u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2023 is shown in note 17.

(Registration number: 03420867)
Balance Sheet as at 31 March 2024

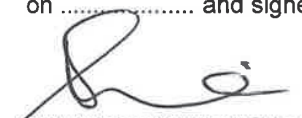
	Note	2024 £	2023 £
Fixed assets			
Tangible assets	13	5,380	9,251
Current assets			
Debtors	14	48,025	52,222
Cash at bank and in hand	15	<u>129,787</u>	<u>131,406</u>
		177,812	183,628
Creditors: Amounts falling due within one year	16	<u>(20,414)</u>	<u>(16,371)</u>
Net current assets		<u>157,398</u>	<u>167,257</u>
Net assets		<u>162,778</u>	<u>176,508</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		17,827	17,827
Unrestricted income funds			
Unrestricted funds		<u>144,951</u>	<u>158,681</u>
Total funds	17	<u>162,778</u>	<u>176,508</u>

For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 12 to 24 were approved by the trustees, and authorised for issue on and signed on their behalf by:



 Mr S J Lawrie
 Trustee

The notes on pages 15 to 24 form an integral part of these financial statements.

Statement of Cash Flows for the Year Ended 31 March 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash (expenditure)/income		(13,730)	22,936
Adjustments to cash flows from non-cash items			
Depreciation		4,619	5,861
Investment income	5	(9,236)	(15,144)
Loss on disposal of fixed assets held for the charity's own use	8	-	744
		<u>(18,347)</u>	<u>14,397</u>
Working capital adjustments			
Decrease/(increase) in debtors	14	4,197	(29,615)
Increase in creditors	16	4,043	1,845
		<u>(10,107)</u>	<u>(13,373)</u>
Cash flows from investing activities			
Interest receivable and similar income	5	9,236	15,144
Purchase of tangible fixed assets	13	(748)	(3,521)
		<u>8,488</u>	<u>11,623</u>
Net cash flows from investing activities		<u>8,488</u>	<u>11,623</u>
Net decrease in cash and cash equivalents		(1,619)	(1,750)
Cash and cash equivalents at 1 April		<u>131,406</u>	<u>133,156</u>
Cash and cash equivalents at 31 March		<u>129,787</u>	<u>131,406</u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 15 to 24 form an integral part of these financial statements.

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

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:
Devonport Park Activity Centre
Devonport Park
Fore Street
Plymouth
England
PL1 4BU

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Routeways Centre Limited 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.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

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

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

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

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and Equipment	4 years straight line
Motor Vehicles	4 years straight line

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

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

3 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Donations and legacies;			
Donations from individuals	4,968	4,968	15,066
Grants, including capital grants;			
Grants from other charities	62,990	62,990	44,883
	<u>67,958</u>	<u>67,958</u>	<u>59,949</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Contract and grant income	<u>489,082</u>	<u>489,082</u>	<u>469,092</u>

5 Investment income

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Interest receivable and similar income;			
Interest receivable on bank deposits	2,177	2,177	470
Other investment income	7,059	7,059	14,674
	<u>9,236</u>	<u>9,236</u>	<u>15,144</u>

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

6 Expenditure on charitable activities

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Charitable activities	485,172	485,172	448,396
Depreciation, amortisation and other similar costs	4,619	4,619	5,861
Allocated support costs	85,342	85,342	58,527
Governance costs	4,873	4,873	7,721
	<u>580,006</u>	<u>580,006</u>	<u>520,505</u>

	Activity undertaken directly £	Activity support costs £	2024 £	2023 £
Staff costs	367,468	85,342	452,810	368,828
Depreciation and loss on disposal of asset	4,619	-	4,619	5,861
Direct project expenses	28,844	-	28,844	26,860
Motor and travel expenses	15,707	-	15,707	24,791
Computer and software maintenance	3,338	-	3,338	8,649
Telephone	11,609	-	11,609	10,051
Printing, postage and stationery	5,216	-	5,216	4,829
Advertising and marketing	-	-	-	372
Subscriptions	3,001	-	3,001	3,652
Sundry	1,237	-	1,237	1,346
Training	2,646	-	2,646	2,114
Heating and lighting	3,536	-	3,536	4,212
Repairs and maintenance	14,854	-	14,854	16,429
Cleaning	5,706	-	5,706	8,515
Insurance	8,846	-	8,846	11,038
Rent, rates and water	13,086	-	13,086	14,291
Governance	-	4,873	4,873	7,721
Bad debts written off	-	-	-	967
Bank charges	78	-	78	82
Refreshments	-	-	-	649
	<u>489,791</u>	<u>90,215</u>	<u>580,006</u>	<u>521,257</u>

Included in the expenditure analysed above, there are also governance costs of £4,873 (2023 - £7,721) which relate directly to charitable activities. See note 7 for further details.

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

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Legal fees	4,873	4,873	7,721
	<u>4,873</u>	<u>4,873</u>	<u>7,721</u>

8 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2024 £	2023 £
Loss on disposal of fixed assets held for the charity's own use	-	744
Depreciation of fixed assets	<u>4,619</u>	<u>5,861</u>

9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

10 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Gross wages	415,169	340,190
Employers NI	24,162	20,786
Employers pension	<u>10,714</u>	<u>10,263</u>
	<u>450,045</u>	<u>371,239</u>

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

10 Staff costs (continued)

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year was as follows:

	2024	2023
	No	No
Project staff	51	48
Management and administration	<u>2</u>	<u>2</u>
	<u>53</u>	<u>50</u>

No employee received emoluments of more than £60,000 during the year.

During the year the charity made the following transactions with key management personnel:

Key management personnel

All trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the charity are considered to be key management personnel. Total remuneration in respect of these individuals is £106,081 (2023: £97,299).

To promote the cost effective running of the organisation and to ensure the best personnel are available to deliver the service to its recipients, the key management personnel are also involved in the direct delivery of the services. This is across the project and is separate to time in planning, directing and controlling the activities of the charity but is included in the total remuneration figure above.

11 Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £10,714 (2023: £10,263).

12 Independent examiner's remuneration

	2024	2023
	£	£
Examination-related assurance services	<u>4,020</u>	<u>3,100</u>

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

13 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
Cost			
At 1 April 2023	84,794	5,500	90,294
Additions	748	-	748
At 31 March 2024	<u>85,542</u>	<u>5,500</u>	<u>91,042</u>
Depreciation			
At 1 April 2023	75,543	5,500	81,043
Charge for the year	4,619	-	4,619
At 31 March 2024	<u>80,162</u>	<u>5,500</u>	<u>85,662</u>
Net book value			
At 31 March 2024	<u>5,380</u>	<u>-</u>	<u>5,380</u>
At 31 March 2023	<u>9,251</u>	<u>-</u>	<u>9,251</u>

14 Debtors

	2024 £	2023 £
Trade debtors	37,100	51,224
Other debtors	10,925	998
	<u>48,025</u>	<u>52,222</u>

15 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	134	146
Cash at bank	129,653	131,260
	<u>129,787</u>	<u>131,406</u>

16 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	9,399	4,351
Other taxation and social security	5,326	4,819
Other creditors	1,669	3,121
Accruals	4,020	4,080
	<u>20,414</u>	<u>16,371</u>

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

17 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
<i>General</i>				
General Funds	158,681	566,276	(580,006)	144,951
Restricted funds				
Beckly Centre	<u>17,827</u>	<u>-</u>	<u>-</u>	<u>17,827</u>
Total funds	<u><u>176,508</u></u>	<u><u>566,276</u></u>	<u><u>(580,006)</u></u>	<u><u>162,778</u></u>
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
<i>General</i>				
General Funds	135,745	544,185	(521,249)	158,681
Restricted funds				
Beckly Centre	<u>17,827</u>	<u>-</u>	<u>-</u>	<u>17,827</u>
Total funds	<u><u>153,572</u></u>	<u><u>544,185</u></u>	<u><u>(521,249)</u></u>	<u><u>176,508</u></u>

The specific purposes for which the restricted funds are to be applied as follows:

Beckly Centre

The Beckly Centre supports children and young people with disabilities. Children and young people come together at Beckly to experience a range of social and play opportunities. Beckly provides a caring social environment where participants can socialise, meet and make new friends. There are plans to spend this money on capital projects in the coming year.

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

18 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
Tangible fixed assets	5,380	-	5,380
Current assets	159,985	17,827	177,812
Current liabilities	<u>(20,414)</u>	<u>-</u>	<u>(20,414)</u>
Total net assets	<u>144,951</u>	<u>17,827</u>	<u>162,778</u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2023 £
Tangible fixed assets	9,251	-	9,251
Current assets	165,801	17,827	183,628
Current liabilities	<u>(16,371)</u>	<u>-</u>	<u>(16,371)</u>
Total net assets	<u>158,681</u>	<u>17,827</u>	<u>176,508</u>

19 Related party transactions

During the year the charity made the following related party transactions:

Mr R Adamson

At the balance sheet date the amount due from Mr R Adamson was £10,000 (2023 - £Nil).

20 Parent and ultimate parent undertaking

The ultimate controlling party of the charitable company is the trustees.

ROUTEWAYS CENTRE LIMITED

England & Wales - Charity number 1080543

Accounts

Company registration number: 03420867

Charity registration number: 1080543

Routeways Centre Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023



WESTCOTTS

CHARTERED ACCOUNTANTS
& BUSINESS ADVISERS

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Reference and Administrative Details

Chairman	Mr N J Holman
Chief Executive Officer	Mr R Adamson
Trustees	Mrs L Ward Mr G J Morris Mr S J Lawrie Cllr G Jordan Mrs R Wallin
Charity Registration Number	1080543
Company Registration Number	03420867
Registered Office	Devonport Park Activity Centre Devonport Park Fore Street Plymouth England PL1 4BU
Independent Examiner	Adam Crony ACA Westcotts (SW) LLP Plym House 3 Longbridge Road Marsh Mills Plymouth Devon PL6 8LT

Trustees' Report

Our Aims and Objectives

Purpose and aims

Our charity's purposes are set out in the company's memorandum and articles of association.

The charity is for the benefit of persons resident within the South West Peninsula, including Cornwall, Devon, Dorset and Somerset (defined as area of benefit). The charity's objects and principal activities are:

- The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment.
- To act as a resource for children, young people and families living in the area of benefit by providing advice, professional support and assistance and organising programmes of physical, educational and other activities as a means of:

(a) advancing in life and helping children, young people and families by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;

(b) advancing education;

(c) reducing and preventing risk taking behaviour such as substance misuse, teenage conception, anti-social and criminal behaviour;

(d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit, who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances, with a view to improving the conditions of life of such persons.

The aims of our charity are to support children, young people, families, individuals, and communities who are at risk of social exclusion or disadvantage by helping people to help themselves to overcome the barriers that prevent them from living life to their full potential.

Ensuring we deliver our aims

We review our aims, objectives and activities regularly. The reviews look at the services we deliver, what we have achieved in support of our objectives and the people we help. The review helps us to ensure that we remain focussed on our purpose in our planning. We actively engage clients in developing our work and exploring needs. This year we introduced a database to monitor our work, this has greatly improved access to information for all staff and management and has improved our ability to meet the needs of our clients.

The focus of our work

The main objectives of the year were:

- Supporting people into education, training, and employment.
- Developing the skills of disabled children and young people to improve life chances.
- Support for children and young people with autistic spectrum conditions.
- Enhancing family well-being by providing respite and short breaks for disabled children and support for young people with mental health issues.
- Helping people to cope and recover from issues impacting their ability to live a full life.
- Supporting education through learning outside the classroom.
- Supporting families to cope and recover from the impact of crime.
- Preventing families with challenging children from reaching crisis.

Routeways 22/23



We are a local charity that supports children, young people, families and individuals to overcome disadvantage

350 hours



work club support in partnership with St. Aubryn Church & housing association



43 unemployed adults

helped to find work and/or training, with 12 managing to find sustained employment after long-term unemployment

200 hours



of activities and support for young people with mental health issues.



Supported over 80 schools



delivering 6,834 school trips and activities

totalling 243.158 participant days



Routeways distributed **£20,000** of the DWP Household Support Fund, on behalf of Plymouth City Council

Provided financial support and/or a Warm Space to

178

vulnerable households across Plymouth

7020 hours



activities for children & young people with SEND. That's an increase from 5460 since last year

1116 hours

social activities for young adults with learning difficulties via our Youth Group



3700 Hours

of outdoor weekend and holiday activities for children and young people with SEND.



1310 hours

for young adults with learning difficulties. Growing Together, supports life skills & personal development



25

social events for adults with learning disabilities



If you'd like more information about Routeways or would like to get involved with our work, please contact us on

01752 300700

Routeways 21/22



We are a local charity that supports children, young people, Families and individuals to overcome disadvantage

350 hours



work club support in partnership with St. Aubryn Church & housing association



40 unemployed adults

helped to find work and/or training, with 5 managing to find sustained employment after long-term unemployment

200 hours



of activities and support for young people with mental health issues.



Supported over 80 schools



delivering 4,921 school trips and activities

totalling 72,329 participant days



Routeways distributed **£30,000** of the DWP Household Support Fund, on behalf of Plymouth City Council

Provided financial support to

190

vulnerable households across Plymouth

5460 hours



activities for children & young people with SEND. That's an increase from 3020 since last year

900 hours

social activities for young adults with learning difficulties via our Youth Group



2960 Hours

of outdoor weekend and holiday activities for children and young people with SEND.



1250 hours

for young adults with learning difficulties. Growing Together, supports life skills & personal development



25

social events for adults with learning disabilities



If you'd like more information about Routeways or would like to get involved with our work, please contact us on

01752 300700

Trustees' Report

- Raise awareness of the challenges faced by disabled children and their families in their communities.

This year we delivered

350 hours work club support in partnership with St Aubyn Church and housing associations.

- 350 hours work club support in partnership with St Aubyn Church and housing associations. 43 unemployed adults supported to find work and /or training, with 12 managing to find sustained employment after long-term unemployment and 4 people into skills training in the year
- 200 participant hours of activities and support for young people with mental health difficulties.
- 1200 participant hours of after school social activities for isolated disabled children aged 5 to 8.
- Oversight and support for over 80 schools to deliver 6,834 school trips and activities, totalling 243,158 participant days.
- 1116 participant hours of social activities for young adults with learning disabilities in our Youth Club
- 7020 participant hours of activities for children and young people with Special Educational Needs and Disabilities. An increase from 5460 in 2021-2022.
- 3700 participant hours of outdoor weekend and holiday activities for children and young people with Special Educational Needs and Disabilities. An increase from 2960 in 2021-2022
- 1310 participant hours for young adults with learning disabilities. Growing Together, supports life skills and personal development.
- 25 social events for adults with learning disabilities.

These outcomes were delivered through a number of projects and services.

We have also:

- Continued to train staff in Safety Interventions, from the Crisis Prevention Institute. Staff trained in Emergency First Aid at Work, First Aid at Work and Paediatric First Aid.
- Updated training in gastronomy, nasogastric and pump feeding. Hoisting and personal care training delivered. Diabetes training provided to staff

How our activities deliver public benefit

Our main activities and whom they help are described below. All of our activities are focussed on helping people to overcome disadvantage or to prepare for adult life. Outcomes we have achieved include: -

- Supported positive family relationships by providing respite care and activities for disabled children.
- Supported children and young people's education by providing positive learning opportunities.
- Contributed to the reduction of risk-taking behaviours by providing leisure time activities during school holidays, after school and weekends.
- Supported families and individuals in crisis by identifying and supporting victims of domestic abuse and other crimes.
- Supported adults to find employment and training activities.
- Supported young people to find employment or higher education.
- Supported young people with mental health issues to stay out of crisis and reduce admissions to mental health services.

Trustees' Report

- Provided positive activities for young people with Learning Disabilities who are not in education, training or employment.

The Beckly Centre

The service continued to provide a wide range of opportunities for children and young people to engage in social interaction in a safe and secure environment; to be entertained at times when otherwise they might be isolated and feel alone; encouraged to experience different activities and challenged to gain new skills to improve their personal development and enhance future resilience and independence.

Little Deers CIC pre-school has continued to run from the Beckly Centre term time utilising the space and provided some greater financial stability to the site.

In addition, the Adults Social Group meets fortnightly for social gathering and activities, and this provides continuity of support for families as the age group is for over 25-year-olds allowing transition from our Growing Together group.

Adventure Breaks

This service is commissioned by Plymouth City Council. We were awarded a new tender beginning 01/04/2022 for a further three years. We are working with greater levels of need and provided staff with training opportunities in managing challenging behaviour. We are looking after children from 20 families at any one time. The young people tend to stay on this service long-term until their 18th birthday, with Routeways providing continuity of care and support to help develop life skills whilst receiving short breaks and respite for the family. Children take part in challenging and adventurous outdoor activities. In addition, we have increased the number of community-based visits, which help build their self-esteem, teamwork and friendships.

Devonport Park Activity Centre

Devonport Park Activity Centre delivered a range of activities for disabled children and families during the year.

Activities delivered include school holiday activities, youth groups and transition groups for 16 – 24 year olds. As the main base for back office functions and service delivery we were open most days of the year offering weekday sessions to school groups and those not currently in education or training. We also supported those struggling to fully integrate in a formal learning environment offering a relaxed and welcoming space.

The majority of our training took place at this site also. Offering First aid, Safety Interventions and Educational Visit Co-ordinator training for teachers leading the management of school trips in their schools. We have also run training sessions by external training professionals regarding feeding and various medication administration based on the complex needs of the young people attending our sessions.

Trustees' Report

Radford Rascals

This service continued at its expanded rate, running two nights a week and is regularly supporting 10 families. Funded by Plymouth City Council, the aim of this service is to promote and develop communication and social skills early in childhood to improve later life chances. Working with 5 to 8-year olds with profound disabilities, the social group helps develop communication and early life skills such as sharing. This service has now been recommissioned from 01/04/2022 for a further three years.

In Other Words

Supporting children and young people with mental health and emotional well-being issues. This service supports young people in the community and in the local secure psychiatric unit. Regularly supporting young people every month in person; the service provides a range of support including running a regular social group where young people can participate in social activities where they can enjoy themselves, provide each other with peer support and seek help from professionals. In addition, families are supported and signposted to additional family support and information they can access

Outdoor Education Advisory Service

Routeways has been commissioned to deliver the statutory responsibility to provide advice and guidance to Local Authority Schools on Outdoor Education, School Trips and Activities for the City of Plymouth licence. This fits well with our objects in promoting education and opportunities for young people. This service is also used by academies and free schools.

Financial Review

Against the backdrop of limited resources, austerity, decommissioning of services, and insecurities over funding, it has continued to be difficult to plan or develop services. Nevertheless, with prudent financial control, the support of staff and volunteers, we have managed to retain a healthy balance of funds.

Principal Funding Sources

Our principle funding sources are through the delivery of public sector contracts for services. We also sought funding through grant making bodies, charitable trusts and from donations. Some of our income comes through primary purpose trading such as holiday clubs, respite activities and training.

Investment Policy

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long term investment. A review of investment policies was made during the year 2016/17, seeking independent financial advice, which concluded there was little opportunity to achieve a higher return than currently achieved through interest earning business bank accounts. The Board keeps this decision under regular review.

Reserves Policy

The charity runs a variety of projects which are financed by the public sector or from sources for specific project activities. The funds for these projects are restricted, and the charity therefore has limited opportunities to build up its own general unrestricted reserves.

The Trustees are mindful of the need to retain general unrestricted funds wherever possible, not least because any project overspends must be met from these funds. In the current economic climate of competitive funding, it is prudent to establish reserves to support 6 months trading and work towards accruing reserves for 12 months trading. This would enable the charity to carry on activity of public benefit and seek appropriate funding elsewhere. However, such funding will always continue to be based on our business values and subject to the same contestability as we would expect from partners.

Going Concern

Trustees' Report

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Although maintaining levels of income is challenging, costs are being reduced accordingly. For this reason, the Trustees continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Future Plans

The Trustees are very aware that we remain in a period of austerity when current contracts will come under close scrutiny and many of our partners, particularly Plymouth City Council, are experiencing significant cuts in expenditure. The Trustees are also acutely aware of the increasing competition for grant funding.

We continue to seek out and develop new initiatives and projects for the benefit of our clients/customers, whose needs are not provided for by statutory services. We work closely with our clients and target groups to engage them in planning and developing ideas. We are working hard to diversify our funding streams and, to develop donations and fundraising activities.

Structure Governance and Management

Governing Document

Routeways Centre Limited is a company limited by guarantee and governed by its memorandum and articles of association as dated 28 July 1997; amended on 3 May 2000 to allow for current governance; and further amended in November 2008. The company was incorporated on 15 August 1997 and registered as a charity on 3 May 2000 with the Charity Commission. In the event of the company being wound up the Directors are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Trustees

The Directors of the company are also charity trustees for the purposes of charity law and, under the company's articles, are known as members of the Board of Trustees. Under the requirements of the memorandum and articles of association, the subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 61 shall be members of the charity. No person shall be admitted as a member of the charity unless the Trustees approve his/her application for membership. Anyone over the age of 18 can become a member of the charity.

As set out in the articles of association, the Trustees are elected at the annual general meeting (AGM) and at every subsequent AGM, one-third of Trustees are subject to retirement based on length of service and by rotation. If the charity at the meeting at which a trustee retires by rotation, does not then fill the vacancy, the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

As the charity has a broad range of activities, it is imperative that the board of Trustees represents the business and specialist needs of the charity. In an effort to maintain this skills mix, members of the board of Trustees provide a list of their skills (and update these regularly) and in the event of particular skills being lost, other individuals can be and are approached to offer themselves for election to the Board of Trustees.

Trustee Induction and Training

Most Trustees are already very familiar with the activities of the charity prior to their election to the Board of Trustees, having undergone several briefing or information meetings. Additionally, there is a policy covering the induction of new Trustees that seeks to ensure that new Trustees are able to familiarise themselves with the charity and the context within which it operates. This information is provided in a series of one-to-one meetings, with a follow-up meeting with the management team after six months.

Trustees' Report

- Roles and responsibilities of Trustees.
- The main documents that set out the operational framework for the charity including the governing documents.
- Resourcing and the current financial positions as set out in the latest published accounts.
- Future plans and activities as set out in strategic plans.

Post induction, Trustees attend staff meetings, and receive regular reports.

Risk Management

The Trustees have responsibility to identify, assess and manage risks. The Trustees define risk as any uncertainty surrounding events and their outcomes that could have an impact on the charity and its ability to fulfil its objectives.

The management team draws up a risk register with the Trustees which is regularly reviewed and used to inform planning and decision making.

Organisational Structure

The Board of Trustees, which has to be more than three members but is not subject to any maximum, administers the charity.

The board meets every 6 weeks, with the option to call extraordinary meetings if necessary, and is responsible for the strategic direction and policy of the charity. A management team is appointed by the board of Trustees to manage the day-to-day operations of the charity, to ensure that the charity delivers the services and activities specified and achieves its contracted outcomes.

To achieve an effective and robust delivery of operations, the management team has delegated authority, reviewed annually, within terms set down by the Trustees covering such activities as contract negotiation and management, finance and employment. However, it is the inclusive and supportive nature of the culture of the charity, supported wholeheartedly by the Trustees, that new project developments, policies and procedures and operational strategy are firstly consulted on with all staff and users (where appropriate) prior to implementation, to ensure staff and user commitment, participation and satisfaction with operational matters.

Related Parties

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy. It has a close relationship with Plymouth City Council and has secured the delivery of a range of services, each through a competitive tendering process.

Trustees' Report

Social Responsibility Statement

As an organisation concerned with social regeneration and the education of children and young people, Routeways Centre Limited has always taken its social responsibilities seriously. It recognises its corporate social responsibility in its various roles as employer, consumer, and service provider. It aims to be an organisation that leads by example. In being environmentally and socially aware the organisation will help to educate others and set an example about what can be achieved.

Environment

We continue to make major efforts in recycling. As a result, the organisation has dramatically reduced the amount of waste sent to landfill. Toner cartridges and ink cartridges are returned to suppliers for recycling.

Routeways Centre Limited is aware of the impact of carbon emissions on the environment and takes steps to reduce its carbon footprint. Energy saving schemes are in place: turning down heating, switching off lights, ensuring monitors and equipment are turned off and not left in stand-by. Car sharing and the use of public transport to attend meetings are promoted.

Devonport Park Activity Centre allows many environmental benefits for the organisation. Food waste and shredded confidential papers are recycled to compost.

Customers

We seek to provide our customers with a quality service that is respectful of their needs. We are a member of the Safe Place Scheme, which offers a place to receive assistance for those with a learning disability.

Workforce

Routeways is committed to being an ethical employer. All employees are treated with respect and fairness. The organisation has introduced work life balance policies. Routeways continues to hold the Disability Confident Employer award.

Health and Safety

Routeways is committed to providing a working environment that is both safe and fit for purpose. A dedicated Health and Safety officer ensures that the organisation can react quickly to provide for the needs of staff and customers.

Suppliers

Routeways Centre Limited does as part of its social responsibility, examine the ethical and environmental credentials of its suppliers. As contracts are due for renewal, environmental and social awareness play a large part in the decision-making process.

Trustees' Report

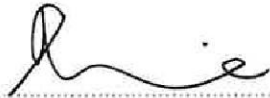
Disclosure of Information to Auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information

In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

The annual report was approved by the trustees of the charity on 15 December 2023 and signed on its behalf by:



Mr S J Lawrie
Trustee

Independent Examiner's Report to the trustees of Routeways Centre Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

Since the Company'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 ICAEW, 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 Routeways Centre Limited 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.



Adam Croney ACA
Plym House
3 Longbridge Road
Marsh Mills
Plymouth
Devon
PL6 8LT

Date: 20/12/2023

**Statement of Financial Activities for the Year Ended 31 March 2023
(Including Income and Expenditure Account and Statement of Total
Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Income and Endowments from:					
Donations and legacies	3	59,949	-	59,949	81,201
Charitable activities	4	469,092	-	469,092	406,846
Investment income	5	15,144	-	15,144	14,378
Total income		544,185	-	544,185	502,425
Expenditure on:					
Charitable activities	6	(520,505)	-	(520,505)	(473,269)
Other expenditure		(744)	-	(744)	(2,866)
Total expenditure		(521,249)	-	(521,249)	(476,135)
Net income		22,936	-	22,936	26,290
Net movement in funds		22,936	-	22,936	26,290
Reconciliation of funds					
Total funds brought forward		135,745	17,827	153,572	127,282
Total funds carried forward	18	158,681	17,827	176,508	153,572

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2022 is shown in note 18.

(Registration number: 03420867)
Balance Sheet as at 31 March 2023


	Note	2023 £	2022 £
Fixed assets			
Tangible assets	13	9,251	12,335
Current assets			
Debtors	14	52,222	22,607
Cash at bank and in hand	15	<u>131,406</u>	<u>133,156</u>
		183,628	155,763
Creditors: Amounts falling due within one year	16	<u>(16,371)</u>	<u>(14,526)</u>
Net current assets		<u>167,257</u>	<u>141,237</u>
Net assets		<u>176,508</u>	<u>153,572</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	18	17,827	17,827
Unrestricted income funds			
Unrestricted funds		<u>158,681</u>	<u>135,745</u>
Total funds	18	<u>176,508</u>	<u>153,572</u>

For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 11 to 26 were approved by the trustees, and authorised for issue on 15 December 2023 and signed on their behalf by:



Mr S J Lawrie
Trustee

The notes on pages 14 to 26 form an integral part of these financial statements.

Statement of Cash Flows for the Year Ended 31 March 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash income		22,936	26,290
Adjustments to cash flows from non-cash items			
Depreciation		5,861	5,138
Investment income	5	(15,144)	(14,378)
Loss on disposal of fixed assets held for the charity's own use	9	744	2,866
		<u>14,397</u>	<u>19,916</u>
Working capital adjustments			
(Increase)/decrease in debtors	14	(29,615)	6,177
Increase/(decrease) in creditors	16	1,845	(33)
Net cash flows from operating activities		<u>(13,373)</u>	<u>26,060</u>
Cash flows from investing activities			
Interest receivable and similar income	5	15,144	14,378
Purchase of tangible fixed assets	13	(3,521)	(8,394)
Sale of tangible fixed assets		-	(3)
Net cash flows from investing activities		<u>11,623</u>	<u>5,981</u>
Net (decrease)/increase in cash and cash equivalents		(1,750)	32,041
Cash and cash equivalents at 1 April		<u>133,156</u>	<u>101,115</u>
Cash and cash equivalents at 31 March		<u><u>131,406</u></u>	<u><u>133,156</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 14 to 26 form an integral part of these financial statements.

Notes to the Financial Statements for the Year Ended 31 March 2023

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Devonport Park Activity Centre

Devonport Park

Fore Street

Plymouth

England

PL1 4BU

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Routeways Centre Limited 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.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Notes to the Financial Statements for the Year Ended 31 March 2023

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Notes to the Financial Statements for the Year Ended 31 March 2023

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and Equipment	4 years straight line
Motor Vehicles	4 years straight line

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

Notes to the Financial Statements for the Year Ended 31 March 2023

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

3 Income from donations and legacies

	Unrestricted funds General £	Total 2023 £
Donations and legacies;		
Donations from individuals	15,066	15,066
Grants, including capital grants;		
Grants from other charities	44,883	44,883
	<u>59,949</u>	<u>59,949</u>

Notes to the Financial Statements for the Year Ended 31 March 2023

	Unrestricted funds General £	Total 2022 £
Donations and legacies;		
Donations from individuals	13,520	13,520
Grants, including capital grants;		
Government grants	11,902	11,902
Grants from other charities	55,779	55,779
	<u>81,201</u>	<u>81,201</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2023 £
Contract and grant income	<u>469,092</u>	<u>469,092</u>

	Unrestricted funds General £	Total 2022 £
Contract and grant income	<u>406,846</u>	<u>406,846</u>

Notes to the Financial Statements for the Year Ended 31 March 2023

5 Investment income

	Unrestricted funds General £	Total 2023 £
Interest receivable and similar income;		
Interest receivable on bank deposits	470	470
Other investment income	14,674	14,674
	<u>15,144</u>	<u>15,144</u>
	Unrestricted funds General £	Total 2022 £
Other investment income	14,378	14,378
	<u>14,378</u>	<u>14,378</u>

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Charitable activities		448,396	-	448,396
Depreciation, amortisation and other similar costs		5,861	-	5,861
Allocated support costs	7	58,527	-	58,527
Governance costs	7	7,721	-	7,721
Total for 2023		<u>520,505</u>	<u>-</u>	<u>520,505</u>
Total for 2022		<u>470,663</u>	<u>2,606</u>	<u>473,269</u>

Notes to the Financial Statements for the Year Ended 31 March 2023

	Activity undertaken directly £	Activity support costs £	2023 £	2022 £
Staff costs	310,301	58,527	368,828	337,010
Depreciation	5,861	-	5,861	5,138
Direct project expenses	26,860	-	26,860	47,395
Motor and travel expenses	24,791	-	24,791	8,318
Computer and software maintenance	8,649	-	8,649	3,018
Telephone	10,051	-	10,051	8,214
Printing, postage and stationery	4,829	-	4,829	4,541
Advertising and marketing	372	-	372	1,638
Subscriptions	3,652	-	3,652	2,284
Sundry	1,346	-	1,346	1,031
Training	2,114	-	2,114	4,303
Heating and lighting	4,212	-	4,212	6,208
Repairs and maintenance	16,429	-	16,429	11,271
Cleaning	8,515	-	8,515	5,419
Insurance	11,038	-	11,038	7,003
Rent, rates and water	14,291	-	14,291	12,506
Governance	-	7,721	7,721	7,972
Bad debts written off	967	-	967	-
Bank charges	82	-	82	-
Refreshments	649	-	649	-
	<u>455,009</u>	<u>66,248</u>	<u>521,257</u>	<u>473,269</u>

Included in the expenditure analysed above, there are also governance costs of £7,721 (2022 - £7,972) which relate directly to charitable activities. See note 7 for further details.

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2023 £
Legal fees	7,721	7,721
	<u>7,721</u>	<u>7,721</u>
	Unrestricted funds General £	Total 2022 £
Legal fees	7,972	7,972
	<u>7,972</u>	<u>7,972</u>

Notes to the Financial Statements for the Year Ended 31 March 2023

8 Government grants

Government grants income

The amount of grants recognised in the financial statements was £- (2022 - £11,902).

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2023	2022
	£	£
Loss on disposal of fixed assets held for the charity's own use	744	2,866
Depreciation of fixed assets	<u>5,861</u>	<u>5,138</u>

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Notes to the Financial Statements for the Year Ended 31 March 2023

11 Staff costs

The aggregate payroll costs were as follows:

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023	2022
	No	No
Project staff	48	37
Management and administration	<u>2</u>	<u>2</u>
	<u>50</u>	<u>39</u>

No employee received emoluments of more than £60,000 during the year.

During the year the charity made the following transactions with key management personnel:

Key management personnel

All trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the charity are considered to be key management personnel. Total remuneration in respect of these individuals is £97,299 (2022: £80,474).

To promote the cost effective running of the organisation and to ensure the best personnel are available to deliver the service to its recipients, the key management personnel are also involved in the direct delivery of the services. This is across the project and is separate to time in planning, directing and controlling the activities of the charity but is included in the total remuneration figure above.

12 Independent examiner's remuneration

	2023	2022
	£	£
Examination-related assurance services	<u>3,100</u>	<u>2,850</u>

Notes to the Financial Statements for the Year Ended 31 March 2023

13 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
Cost			
At 1 April 2022	96,219	16,964	113,183
Additions	3,521	-	3,521
Disposals	<u>(14,946)</u>	<u>(11,464)</u>	<u>(26,410)</u>
At 31 March 2023	<u>84,794</u>	<u>5,500</u>	<u>90,294</u>
Depreciation			
At 1 April 2022	85,259	15,589	100,848
Charge for the year	4,486	1,375	5,861
Eliminated on disposals	<u>(14,202)</u>	<u>(11,464)</u>	<u>(25,666)</u>
At 31 March 2023	<u>75,543</u>	<u>5,500</u>	<u>81,043</u>
Net book value			
At 31 March 2023	<u>9,251</u>	<u>-</u>	<u>9,251</u>
At 31 March 2022	<u>10,960</u>	<u>1,375</u>	<u>12,335</u>

14 Debtors

	2023 £	2022 £
Trade debtors	51,224	21,779
Other debtors	<u>998</u>	<u>828</u>
	<u>52,222</u>	<u>22,607</u>

15 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	146	458
Cash at bank	<u>131,260</u>	<u>132,698</u>
	<u>131,406</u>	<u>133,156</u>

Notes to the Financial Statements for the Year Ended 31 March 2023

16 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	4,351	3,166
Other taxation and social security	4,819	6,451
Other creditors	3,121	1,489
Accruals	4,080	3,420
	<u>16,371</u>	<u>14,526</u>

18 Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £10,263 (2022: £9,125).

Notes to the Financial Statements for the Year Ended 31 March 2023

18 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
General				
General funds	135,745	544,185	(521,249)	158,681
Restricted funds				
Beckly Centre	17,827	-	-	17,827
Total funds	153,572	544,185	(521,249)	176,508
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
General				
General funds	106,849	502,425	(473,529)	135,745
Restricted				
Mayflower Sparks	2,606	-	(2,606)	-
Beckly Centre	17,827	-	-	17,827
Total restricted funds	20,433	-	(2,606)	17,827
Total funds	127,282	502,425	(476,135)	153,572

The specific purposes for which the restricted funds are to be applied as follows:

Beckly Centre

The Beckly Centre supports children and young people with disabilities. Children and young people come together at Beckly to experience a range of social and play opportunities. Beckly provides a caring social environment where participants can socialise, meet and make new friends. There are plans to spend this money on capital projects in the coming year.

19 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2023 £
Tangible fixed assets	9,251	-	9,251
Current assets	165,801	17,827	183,628
Current liabilities	(16,371)	-	(16,371)
Total net assets	158,681	17,827	176,508

Notes to the Financial Statements for the Year Ended 31 March 2023

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2022 £
Tangible fixed assets	12,335	-	12,335
Current assets	137,936	17,827	155,763
Current liabilities	<u>(14,526)</u>	<u>-</u>	<u>(14,526)</u>
Total net assets	<u>135,745</u>	<u>17,827</u>	<u>153,572</u>

20 Related party transactions

There were no related party transactions in the year.

21 Parent and ultimate parent undertaking

The ultimate controlling party of the charitable company are the trustees.

ROUTEWAYS CENTRE LIMITED

England & Wales - Charity number 1080543

Accounts

COMPANY REGISTRATION NUMBER: 03420867
CHARITY REGISTRATION NUMBER: 1080543

Routeways Centre Ltd
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2022

WESTCOTTS (SW) LLP

Chartered accountants
Plym House
3 Longbridge Road
Marsh Mills
Plymouth
PL6 8LT

Routeways Centre Ltd
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2022

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Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2022

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

Reference and administrative details

Registered charity name	Routeways Centre Ltd
Charity registration number	1080543
Company registration number	03420867
Principal office and registered office	Routeways Centre Limited Devonport Park Activity Centre Devonport Park Fore Street Plymouth PL1 4BU

The trustees

Mr N Holman
Mrs L Ward
Mr R Bishop
Mr G Morris
Mr S Lawrie
Cllr G Jordan
Mrs R Wallin

Company secretary Mrs R Wallin

Chief Executive Officer Mr M Collings (to July 2021)
Mr R Adamson (from August 2021)

Independent examiner Adam Croney ACA
Westcotts (SW) LLP
Plym House
3 Longbridge Road
Marsh Mills
Plymouth
PL6 8LT

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2022

Routeways



We are a local charity that supports children, young people, families and individuals to overcome disadvantage

350 hours



work club support in partnership with St. Aubryn Church & housing association



40 unemployed adults

helped to find work and/or training, with 5 managing to find sustained employment after long-term unemployment

200 hours



of activities and support for young people with mental health issues



Supported over 80 schools



delivering 4,921 school trips and activities

totalling 72,329 participant days



Routeways distributed **£30,000** of the DWP Household Support Fund, on behalf of Plymouth City Council

Provided financial support to **190** vulnerable households across Plymouth

5460 hours



activities for children & young people with SEND. That's an increase from 3020 since last year

900 hours

social activities for young adults with learning difficulties via our



2960 Hours



of outdoor weekend and holiday activities for children and young people with SEND.

1250 hours

for young adults with learning difficulties. Growing Together, supports life skills & personal development



25

social events for adults with learning disabilities



If you'd like more information about Routeways or would like to get involved with our work please contact us on

01752 300700

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2022

Our Aims and Objectives

Purpose and aims

Our charity's purposes are set out in the company's memorandum and articles of association.

The charity is for the benefit of persons resident within the South West Peninsula, including Cornwall, Devon, Dorset and Somerset (defined as area of benefit). The charity's objects and principal activities are:

- The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment.
- To act as a resource for children, young people and families living in the area of benefit by providing advice, professional support and assistance and organising programmes of physical, educational and other activities as a means of:
 - (a) advancing in life and helping children, young people and families by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
 - (b) advancing education;
 - (c) reducing and preventing risk taking behaviour such as substance misuse, teenage conception, anti-social and criminal behaviour;
 - (d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit, who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances, with a view to improving the conditions of life of such persons.

The aims of our charity are to support children, young people, families, individuals, and communities who are at risk of social exclusion or disadvantage by helping people to help themselves to overcome the barriers that prevent them from living life to their full potential.

Ensuring we deliver our aims

We review our aims, objectives and activities regularly. The reviews look at the services we deliver, what we have achieved in support of our objectives and the people we help. The review helps us to ensure that we remain focussed on our purpose in our planning. We actively engage clients in developing our work and exploring needs. This year we introduced a database to monitor our work, this has greatly improved access to information for all staff and management and has improved our ability to meet the needs of our clients.

The focus of our work

The main objectives of the year were:

- Supporting people into education, training, and employment.
- Developing the skills of disabled children and young people to improve life chances.
- Support for children and young people with autistic spectrum conditions.
- Enhancing family well-being by providing respite and short breaks for disabled children and support for young people with mental health issues.
- Helping people to cope and recover from issues impacting their ability to live a full life.
- Supporting education through learning outside the classroom.
- Supporting families to cope and recover from the impact of crime.
- Preventing families with challenging children from reaching crisis.
- Raise awareness of the challenges faced by disabled children and their families in their communities.

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2022

This year we delivered

- 350 hours work club support in partnership with St Aubyn Church and housing associations.
- 40 unemployed adults supported to find work and /or training, with 5 managing to find sustained employment after long-term unemployment and 4 people into skills training in the year
- 200 participant hours of activities and support for young people with mental health issues.
- 1200 participant hours of after school social activities for isolated disabled children aged 5 to 8.
- Supported over 80 schools to deliver 4,921 school trips and activities, totalling 72,329 participant days.
- 900 participant hours of social activities for young adults with learning disabilities in our Youth Club
- 5460 participant hours of activities for children and young people with Special Educational Needs and Disabilities. An increase from 3020 in 2020-2021.
- 2960 participant hours of outdoor weekend and holiday activities for children and young people with Special Educational Needs and Disabilities.
- 1250 participant hours for young adults with learning disabilities. Growing Together, supports life skills and personal development.
- 25 social events for adults with learning disabilities.

These outcomes were delivered through a number of projects and services.

We have also:

- Continued to train staff in Safety Interventions, from the Crisis Prevention Institute. Staff trained in Emergency First Aid at Work
- Updated training in tube feeding and personal care.

How our activities deliver public benefit

Our main activities and whom they help are described below. All of our activities are focussed on helping people to overcome disadvantage or to prepare for adult life. Outcomes we have achieved include: -

- Supported positive family relationships by providing respite care and activities for disabled children.
- Supported children and young people's education by providing positive learning opportunities.
- Contributed to the reduction of risk-taking behaviours by providing leisure time activities during school holidays, after school and weekends.
- Supported families and individuals in crisis by identifying and supporting victims of domestic abuse and other crimes.
- Supported adults to find employment and training activities.
- Supported young people to find employment or higher education.
- Supported young people with mental health issues to stay out of crisis and reduce admissions to mental health services.
- Provided positive activities for young people with Learning Disabilities who are not in education, training or employment.

Routeways Centre Ltd

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Year ended 31 March 2022

The Beckly Centre

The service continued to provide a wide range of opportunities for children and young people to engage in social interaction in a safe and secure environment; to be entertained at times when otherwise they might be isolated and feel alone; encouraged to experience different activities and challenged to gain new skills to improve their personal development and enhance future resilience and independence. During the Covid 19 pandemic these short breaks from caring responsibilities provided valuable respite for families and carers.

A partnership with Little Deers CIC pre-school has blossomed following their move in 2020 and provided some greater financial stability to the site.

Adventure Breaks

This service is commissioned by Plymouth City Council. We were awarded the tender to deliver this service for a further three years up to 31/03/2019. During 2020 the service was extended to give continuity during the COVID pandemic and subsequently ran until 31/03/22. We have now been awarded a new tender beginning 01/04/2022 for a further three years. We are working with greater levels of need and provided staff with training opportunities in managing challenging behaviour. We are looking after children from 16 families at any one time. The young people tend to stay on this service long-term until their 18th birthday, with Routeways providing continuity of care and support to help develop life skills whilst receiving short breaks and respite for the family. Children take part in challenging and adventurous activities such as gorge walking, canoeing, rock scrambling and moor walking. In addition we have increased the amount of community based visits, which help build their self-esteem, teamwork and friendships.

Devonport Park Activity Centre

Devonport Park Activity Centre delivered a range of activities for disabled children and families during the year.

Activities delivered include school holiday activities, youth groups and transition groups for 16 – 24 year olds. As the main base for back office functions and service delivery we were open most days of the year offering weekday sessions to school groups and those not currently in education or training. We also supported those struggling to fully integrate in a formal learning environment offering a relaxed and welcoming space. The majority of our training took place at this site also. Offering First aid, Safety Interventions and Educational Visit Co-ordinator training for teachers leading the management of school trips in their schools.

Radford Rascals

This service continued at its expanded rate, running two nights a week and is regularly supporting 10 families. Funded by Plymouth City Council, the aim of this service is to promote and develop communication and social skills early in childhood to improve later life chances. Working with 5 to 8-year olds with profound disabilities, the social group helps develop communication and early life skills such as sharing. This service has now been recommissioned from 01/04/2022 for a further three years.

In Other Words

Supporting children and young people with mental health and emotional well-being issues. This service supports young people in the community and in the local secure psychiatric unit. Regularly supporting young people every month both online and in person; the service provides a range of support including:

- Young people are participating in social group where they can enjoy themselves, provide each other with peer support and seek help from professionals

Routeways Centre Ltd

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Year ended 31 March 2022

Outdoor Education Advisory Service

Routeways has been commissioned to deliver the statutory responsibility to provide advice and guidance to Local Authority Schools on Outdoor Education, School Trips and Activities and to manage the Duke of Edinburgh Awards for the City of Plymouth licence. This fits well with our objects in promoting education and opportunities for young people. This service is also used by academies and free schools. Due to various factors the Local Authority chose not to renew their Duke Of Edinburgh's award license and unfortunately Routeways will cease to offer this element of the service after 31/03/2022.

Financial Review

Against the backdrop of limited resources, austerity, decommissioning of services, and insecurities over funding, it has continued to be difficult to plan or develop services. Nevertheless, with prudent financial control, the support of staff and volunteers, we have managed to retain a healthy balance of funds.

Principal Funding Sources

Our principle funding sources are through the delivery of public sector contracts for services. We also sought funding through grant making bodies, charitable trusts and from donations. Some of our income comes through primary purpose trading such as holiday clubs, respite activities and training.

Investment Policy

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long term investment. A review of investment policies was made during the year 2016/17, seeking independent financial advice, which concluded there was little opportunity to achieve a higher return than currently achieved through interest earning business bank accounts. The Board keeps this decision under regular review.

Reserves Policy

The charity runs a variety of projects which are financed by the public sector or from sources for specific project activities. The funds for these projects are restricted, and the charity therefore has limited opportunities to build up its own general unrestricted reserves.

The Trustees are mindful of the need to retain general unrestricted funds wherever possible, not least because any project overspends must be met from these funds. In the current economic climate of competitive funding, it is prudent to establish reserves to support 6 months trading and work towards accruing reserves for 12 months trading. This would enable the charity to carry on activity of public benefit and seek appropriate funding elsewhere. However, such funding will always continue to be based on our business values and subject to the same contestability as we would expect from partners.

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Although maintaining levels of income is challenging, costs are being reduced accordingly. For this reason, the Trustees continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Future Plans

The Trustees are very aware that we remain in a period of austerity when current contracts will come under close scrutiny and many of our partners, particularly Plymouth City Council, are experiencing significant cuts in expenditure. The Trustees are also acutely aware of the increasing competition for grant funding.

Routeways Centre Ltd

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Year ended 31 March 2022

We continue to seek out and develop new initiatives and projects for the benefit of our clients/customers, whose needs are not provided for by statutory services. We work closely with our clients and target groups to engage them in planning and developing ideas. We are working hard to diversify our funding streams and, to develop donations and fundraising activities.

This year saw the world emerge from the outbreak of Covid-19. As an organisation we have adapted to new ways of working and whilst many of our activities continued through the pandemic, we have adapted and improved these. We have also used reserves accrued to make prudent investments on the sites occupied to improve facilities and keep pace with technological and environmental advances. This has included the improvement of disabled facilities of both sites especially in the area of personal care needs.

The Chief Executive continued on, and completed the Rank Foundation Rise Trade-up programme. This programme provided training and funding to support social enterprises to improve their trading capacity. The Trustees have instigated actions to reduce costs and central overheads as funding streams come to an end.

Structure Governance and Management

Governing Document

Routeways Centre Limited is a company limited by guarantee and governed by its memorandum and articles of association as dated 28 July 1997; amended on 3 May 2000 to allow for current governance; and further amended in November 2008. The company was incorporated on 15 August 1997 and registered as a charity on 3 May 2000 with the Charity Commission. In the event of the company being wound up the Directors are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Trustees

The Directors of the company are also charity trustees for the purposes of charity law and, under the company's articles, are known as members of the Board of Trustees. Under the requirements of the memorandum and articles of association, the subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 61 shall be members of the charity. No person shall be admitted as a member of the charity unless the Trustees approve his/her application for membership. Anyone over the age of 18 can become a member of the charity.

As set out in the articles of association, the Trustees are elected at the annual general meeting (AGM) and at every subsequent AGM, one-third of Trustees are subject to retirement based on length of service and by rotation. If the charity at the meeting at which a trustee retires by rotation, does not then fill the vacancy, the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

As the charity has a broad range of activities, it is imperative that the board of Trustees represents the business and specialist needs of the charity. In an effort to maintain this skills mix, members of the board of Trustees provide a list of their skills (and update these regularly) and in the event of particular skills being lost, other individuals can be and are approached to offer themselves for election to the Board of Trustees.

Routeways Centre Ltd

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Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2022

Trustee Induction and Training

Most Trustees are already very familiar with the activities of the charity prior to their election to the Board of Trustees, having undergone several briefing or information meetings. Additionally, there is a policy covering the induction of new Trustees that seeks to ensure that new Trustees are able to familiarise themselves with the charity and the context within which it operates. This information is provided in a series of one-to-one meetings, with a follow-up meeting with the management team after six months.

- Roles and responsibilities of Trustees.
- The main documents that set out the operational framework for the charity including the governing documents.
- Resourcing and the current financial positions as set out in the latest published accounts.
- Future plans and activities as set out in strategic plans.

Post induction, Trustees attend staff meetings, and receive regular reports.

Risk Management

The Trustees have responsibility to identify, assess and manage risks. The Trustees define risk as any uncertainty surrounding events and their outcomes that could have an impact on the charity and its ability to fulfil its objectives.

The management team draws up a risk register with the Trustees which is regularly reviewed and used to inform planning and decision making.

Organisational Structure

The Board of Trustees, which has to be more than three members but is not subject to any maximum, administers the charity.

The board meets every 6 weeks, with the option to call extraordinary meetings if necessary, and is responsible for the strategic direction and policy of the charity. A management team is appointed by the board of Trustees to manage the day-to-day operations of the charity, to ensure that the charity delivers the services and activities specified and achieves its contracted outcomes.

To achieve an effective and robust delivery of operations, the management team has delegated authority, reviewed annually, within terms set down by the Trustees covering such activities as contract negotiation and management, finance and employment. However, it is the inclusive and supportive nature of the culture of the charity, supported wholeheartedly by the Trustees, that new project developments, policies and procedures and operational strategy are firstly consulted on with all staff and users (where appropriate) prior to implementation, to ensure staff and user commitment, participation and satisfaction with operational matters.

Related Parties

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy. It has a close relationship with Plymouth City Council and has secured the delivery of a range of services, each through a competitive tendering process.

Social Responsibility Statement

As an organisation concerned with social regeneration and the education of children and young people, Routeways Centre Limited has always taken its social responsibilities seriously. It recognises its corporate social responsibility in its various roles as employer, consumer, and service provider. It aims to be an organisation that leads by example. In being environmentally and socially aware the organisation will help to educate others and set an example about what can be achieved.

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2022

Environment

We continue to make major efforts in recycling. As a result, the organisation has dramatically reduced the amount of waste sent to landfill. Toner cartridges and ink cartridges are returned to suppliers for recycling. Routeways Centre Limited is aware of the impact of carbon emissions on the environment and takes steps to reduce its carbon footprint.

Energy saving schemes are in place: turning down heating, switching off lights, ensuring monitors and equipment are turned off and not left in stand-by. Car sharing and the use of public transport to attend meetings are promoted. Devonport Park Activity Centre allows many environmental benefits for the organisation. Food waste and shredded confidential papers are recycled to compost.

Customers

We seek to provide our customers with a quality service that is respectful of their needs. We are a member of the Safe Place Scheme, which offers a place to receive assistance for those with a learning disability.

Workforce

Routeways is committed to being an ethical employer. All employees are treated with respect and fairness. The organisation has introduced work life balance policies. Routeways continues to hold the Disability Confident Employer award.

Health and Safety

Routeways is committed to providing a working environment that is both safe and fit for purpose. A dedicated Health and Safety officer ensures that the organisation can react quickly to provide for the needs of staff and customers.

Suppliers

Routeways Centre Limited does as part of its social responsibility, examine the ethical and environmental credentials of its suppliers. As contracts are due for renewal, environmental and social awareness play a large part in the decision-making process.

Disclosure of Information to Auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that: so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information. In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

Events after the end of the reporting period

Particulars of events after the reporting date are detailed in note 24 to the financial statements.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 30/11/2022 and signed on behalf of the board of trustees by:

Mr S Lawrie
Trustee



Routeways Centre Ltd

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Routeways Centre Ltd

Year ended 31 March 2022

I report to the trustees on my examination of the financial statements of Routeways Centre Ltd ('the charity') for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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


Independent examiner's statement

Since 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 Institute of Chartered Accountants in England and Wales (ICAEW), 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 financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.


Adam Croney ACA
Independent Examiner
Westcotts (SW) LLP
Plym House
3 Longbridge Road
Marsh Mills
Plymouth
PL6 8LT

2 December 2022

Routeways Centre Ltd

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2022

		Unrestricted funds £	2022 Restricted funds £	Total funds £	2021 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	81,201	–	81,201	41,757
Charitable activities	6	406,846	–	406,846	396,623
Investment income	7	14,378	–	14,378	9,525
Total income		<u>502,425</u>	<u>–</u>	<u>502,425</u>	<u>447,905</u>
Expenditure					
Expenditure on charitable activities	8,9	470,663	2,606	473,269	358,463
Other expenditure	11	2,866	–	2,866	10,655
Total expenditure		<u>473,529</u>	<u>2,606</u>	<u>476,135</u>	<u>369,118</u>
Net income and net movement in funds		<u>28,896</u>	<u>(2,606)</u>	<u>26,290</u>	<u>78,787</u>
Reconciliation of funds					
Total funds brought forward		106,849	20,433	127,282	48,495
Total funds carried forward		<u>135,745</u>	<u>17,827</u>	<u>153,572</u>	<u>127,282</u>

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

The notes on pages 13 to 22 form part of these financial statements.

Routeways Centre Ltd
Company Limited by Guarantee
Statement of Financial Position
31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible fixed assets	16	12,335	11,942
Current assets			
Debtors	17	22,607	28,784
Cash at bank and in hand		133,156	101,115
		<u>155,763</u>	<u>129,899</u>
Creditors: amounts falling due within one year	18	14,526	14,559
Net current assets		<u>141,237</u>	<u>115,340</u>
Total assets less current liabilities		<u>153,572</u>	<u>127,282</u>
Net assets		<u>153,572</u>	<u>127,282</u>
Funds of the charity			
Restricted funds		17,827	20,433
Unrestricted funds		135,745	106,849
Total charity funds	20	<u>153,572</u>	<u>127,282</u>

For the year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on ~~30/11/2022~~ and are signed on behalf of the board by:

Mr S Lawrie
Trustee



Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2022

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Routeways Centre Limited, Devonport Park Activity Centre, Devonport Park, Fore Street, Plymouth, PL1 4BU.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities measured at fair value through income or expenditure.

Going concern

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern. The charity's reserves have strengthened over the reporting period and this is expected to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

(a) No cash flow statement has been presented for the company.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome.

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- Other expenditure includes all expenditure that isn't related to charitable activities. All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Short-term leasehold property	-	Over the term of the lease
Motor vehicles	-	25% straight line
Office equipment	-	25% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted. Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Routeways Centre Ltd is a company limited by guarantee and accordingly does not have share capital.

Every member of the company undertakes to contribute such amount as may be required, not exceeding £1, to the assets of the charitable company in the event of it being wound up whilst a member, or within one year after ceasing to be a member.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Donations				
Donations	13,520	13,520	24,392	24,392
Grants				
Grants receivable	55,779	55,779	—	—
Government grant income	11,902	11,902	17,365	17,365
	<u>81,201</u>	<u>81,201</u>	<u>41,757</u>	<u>41,757</u>

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Contract and grant income	406,846	–	406,846
	<u>406,846</u>	<u>–</u>	<u>406,846</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Contract and grant income	396,623	–	396,623
	<u>396,623</u>	<u>–</u>	<u>396,623</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Interest receivable	–	–	15	15
Rental income	14,378	14,378	9,510	9,510
	<u>14,378</u>	<u>14,378</u>	<u>9,525</u>	<u>9,525</u>

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Charitable activities	470,663	2,606	473,269
	<u>470,663</u>	<u>2,606</u>	<u>473,269</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Charitable activities	358,463	–	358,463
	<u>358,463</u>	<u>–</u>	<u>358,463</u>

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2022 £	Total fund 2021 £
Charitable activities	<u>422,048</u>	<u>51,221</u>	<u>473,269</u>	<u>358,463</u>

10. Analysis of direct and support costs

Analysis of direct costs

	Analysis of direct costs £	Total 2022 £	Total 2021 £
Staff costs	293,761	293,761	244,044
Depreciation	5,138	5,138	4,309
Direct project expenses	47,395	47,395	4,744
Motor and travel expenses	8,318	8,318	5,304
Computer and software maintenance	3,018	3,018	3,111
Telephone	8,214	8,214	8,574
Printing, postage and stationery	4,541	4,541	6,084
Advertising and marketing	1,638	1,638	578
Subscriptions	2,284	2,284	2,512
Sundry	1,031	1,031	1,838
Training	4,303	4,303	1,537
Heating and lighting	6,208	6,208	2,457
Repairs and maintenance	11,271	11,271	6,973
Cleaning	5,419	5,419	2,052
Insurance	7,003	7,003	7,818
Rent, rates and water	12,506	12,506	12,740
	<u>422,048</u>	<u>422,048</u>	<u>314,675</u>

Analysis of support costs

	Analysis of support costs £	Total 2022 £	Total 2021 £
Staff costs	43,249	43,249	38,359
Governance costs	7,972	7,972	5,429
	<u>51,221</u>	<u>51,221</u>	<u>43,788</u>

11. Other expenditure

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Loss on disposal of tangible fixed assets	<u>2,866</u>	<u>2,866</u>	<u>10,655</u>	<u>10,655</u>

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

12. Net income

Net income is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation of tangible fixed assets	5,138	4,309
Loss on disposal of tangible fixed assets	<u>2,866</u>	<u>10,655</u>

13. Independent examination fees

	2022	2021
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,850</u>	<u>2,750</u>

14. Staff costs

All trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the charity are considered to be key management personnel. Total remuneration in respect of these individuals is £80,474 (2021: £84,486).

To promote the cost effective running of the organisation and to ensure the best personnel are available to deliver the service to its recipients, the key management personnel are also involved in the direct delivery of the services. This is across the projects and is separate to time in planning, directing and controlling the activities of the charity but is included in the total remuneration figure above.

The average head count of employees during the year was 39 (2021: 53). The average number of full-time equivalent employees during the year is analysed as follows:

	2022	2021
	No.	No.
Project Staff	37	51
Management and Administration	<u>2</u>	<u>2</u>
	<u>39</u>	<u>53</u>

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

15. Trustee remuneration and expenses

During the year, no trustees received any remuneration or other benefits (2021: £Nil).

During the year ended 31 March 2022, no trustee expenses were incurred or reimbursed (2021: £Nil).

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

16. Tangible fixed assets

	Motor vehicles £	Equipment £	Total £
Cost			
At 1 April 2021	16,964	89,376	106,340
Additions	–	8,394	8,394
Disposals	–	(1,551)	(1,551)
At 31 March 2022	<u>16,964</u>	<u>96,219</u>	<u>113,183</u>
Depreciation			
At 1 April 2021	13,522	80,876	94,398
Charge for the year	2,067	3,071	5,138
Disposals	–	1,312	1,312
At 31 March 2022	<u>15,589</u>	<u>85,259</u>	<u>100,848</u>
Carrying amount			
At 31 March 2022	<u>1,375</u>	<u>10,960</u>	<u>12,335</u>
At 31 March 2021	<u>3,442</u>	<u>8,500</u>	<u>11,942</u>

17. Debtors

	2022 £	2021 £
Trade debtors	21,779	28,705
Other debtors	828	79
	<u>22,607</u>	<u>28,784</u>

18. Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	3,166	3,527
Accruals and deferred income	3,420	2,750
Social security and other taxes	6,451	6,344
Other creditors	1,489	1,938
	<u>14,526</u>	<u>14,559</u>

19. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £9,125 (2021: £8,145).

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

20. Government grants

The amounts recognised in the financial statements for government grants are as follows:

	2022	2021
	£	£
Recognised in income from donations and legacies:		
Government grants income	11,902	17,365

21. Analysis of charitable funds

Unrestricted funds

	At 1 Apr 21	Income	Expenditure	Transfers	At 31 Mar 22
	£	£	£	£	£
General funds	106,849	502,425	(473,529)	–	135,745
Designated Funds	–	–	–	–	–
	<u>106,849</u>	<u>502,425</u>	<u>(473,529)</u>	<u>–</u>	<u>135,745</u>

	At 1 Apr 20	Income	Expenditure	Transfers	At 31 Mar 21
	£	£	£	£	£
General funds	8,362	447,905	(369,118)	19,700	106,849
Designated Funds	19,700	–	–	(19,700)	–
	<u>28,062</u>	<u>447,905</u>	<u>(369,618)</u>	<u>–</u>	<u>106,849</u>

Restricted funds

	At 1 Apr 21	Income	Expenditure	Transfers	At 31 Mar 22
	£	£	£	£	£
Beckly Centre	17,827	–	–	–	17,827
Mayflower Sparks	2,606	–	(2,606)	–	–
	<u>20,433</u>	<u>–</u>	<u>(2,606)</u>	<u>–</u>	<u>17,827</u>

	At 1 Apr 20	Income	Expenditure	Transfers	At 31 Mar 21
	£	£	£	£	£
Beckly Centre	17,827	–	–	–	17,827
Mayflower Sparks	2,606	–	–	–	2,606
	<u>20,433</u>	<u>–</u>	<u>–</u>	<u>–</u>	<u>20,433</u>

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

21. Analysis of charitable funds *(continued)*

Designated Funds

Fixed Assets

The net book value of fixed assets has been reflected in the designated fund above. This has been transferred back to the general funds in the year.

Restricted Funds

Beckly Centre

The Beckly Centre supports children and young people with disabilities. Children and young people come together at Beckly to experience a range of social and play opportunities. Beckly provides a caring social environment where participants can socialise, meet and make new friends. There are plans to spend this money on capital projects in the coming year.

Mayflower Sparks

A grant for a project as part of the Mayflower 400 celebrations in Plymouth.

22. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	12,335	–	12,335
Current assets	137,936	17,827	155,763
Creditors less than 1 year	(14,526)	–	(14,526)
Net assets	135,745	17,827	153,572

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	11,942	–	11,942
Current assets	109,466	20,433	129,899
Creditors less than 1 year	(14,559)	–	(14,559)
Net assets	106,849	20,433	127,282

23. Related parties

There have been no related party transactions in the year.

24. Controlling party

The charitable company is controlled by its trustees.

ROUTEWAYS CENTRE LIMITED

England & Wales - Charity number 1080543

Accounts

COMPANY REGISTRATION NUMBER: 03420867
CHARITY REGISTRATION NUMBER: 1080543

Routeways Centre Ltd
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2021

THOMAS WESTCOTT

Chartered accountants
Plym House
3 Longbridge Road
Marsh Mills
Plymouth
PL6 8LT

Routeways Centre Ltd
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2021

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Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name	Routeways Centre Ltd
Charity registration number	1080543
Company registration number	03420867
Principal office and registered office	Routeways Centre Limited Devonport Park Activity Centre Devonport Park Fore Street Plymouth PL1 4BU
The trustees	Mr N Holman Mr R Bishop Mr G Morris Mr S Lawrie Cllr G Jordan Mrs R Wallin
Company secretary	Mrs R Wallin
Chief Executive Officer	Mr M Collings (to August 2021) Mr R Adamson (from August 2021)
Independent examiner	Adam Croney ACA Plym House 3 Longbridge Road Marsh Mills Plymouth PL6 8LT

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Our Aims and Objectives

Purpose and aims

Our charity's purposes are set out in the company's memorandum and articles of association. The charity is for the benefit of persons resident within the South West Peninsula, including Cornwall, Devon, Dorset and Somerset (defined as area of benefit). The charity's objects and principal activities are:

- The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment.
- To act as a resource for children, young people and families living in the area of benefit by providing advice, professional support and assistance and organising programmes of physical, educational and other activities as a means of:
 - (a) advancing in life and helping children, young people and families by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
 - (b) advancing education;
 - (c) reducing and preventing risk taking behaviour such as substance misuse, teenage conception, anti-social and criminal behaviour;
 - (d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit, who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances, with a view to improving the conditions of life of such persons.

The aims of our charity are to support children, young people, families, individuals, and communities who are at risk of social exclusion or disadvantage by helping people to help themselves to overcome the barriers that prevent them from living life to their full potential.

Ensuring we deliver our aims

We review our aims, objectives and activities regularly. The reviews look at the services we deliver, what we have achieved in support of our objectives and the people we help. The review helps us to ensure that we remain focussed on our purpose in our planning. We actively engage clients in developing our work and exploring needs. This year we introduced a database to monitor our work, this has greatly improved access to information for all staff and management and has improved our ability to meet the needs of our clients.

The focus of our work

The main objectives of the year were:

- Supporting people into education, training, and employment.
- Developing the skills of disabled children and young people to improve life chances.
- Support for children and young people with autistic spectrum conditions.
- Enhancing family well-being by providing respite and short breaks for disabled children and support for young people with mental health issues.
- Helping people to cope and recover from issues impacting their ability to live a full life.
- Supporting education through learning outside the classroom.
- Supporting families to cope and recover from the impact of crime.
- Preventing families with challenging children from reaching crisis.
- Raise awareness of the challenges faced by disabled children and their families in their communities.

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

[This year we delivered](#)

- 350 hours work club support in partnership with St Aubyn Church and housing associations.
- 45 unemployed adults supported to find work and /or training, with 10 managing to find sustained employment after long-term unemployment and 2 people into skills training in the year
- 200 participant hours of activities and support for young people with mental health issues.
- 1086 participant hours of after school social activities for isolated disabled children aged 5 to 8.
- Over 800 hours support for victims of crime to cope and recover.
- 109 victims of crime have been supported.
- Supported over 80 schools to deliver school trips and activities.
- Continued to support the 112 disadvantaged or disabled young people to work towards their Duke of Edinburgh Awards with 24 new enrolments in the year. 4 achieved their Gold Duke of Edinburgh Awards, and 23 Certificates of Achievement, unable to complete the full award due to the lockdown.
- 900 participant hours of social activities for young adults with learning disabilities
- 3020 participant hours of activities for children and young people with Special Educational Needs and Disabilities. In addition, 3 days per week Edu-care was offered to young people who were unable to access school
- 1510 participant hours of weekend and holiday activities for children and young people with Special Educational Needs and Disabilities
- 395 participant hours for young adults with learning disabilities.
- 5 social events for adults with learning disabilities.

These outcomes were delivered through a number of projects and services.

We have also:

- Continued to train staff in MAPA (Management of Actual or Potential Aggression) from the Crisis Prevention Institute.
- Updated training in tube feeding and personal care.

[How our activities deliver public benefit](#)

Our main activities and whom they help are described below. All of our activities are focussed on helping people to overcome disadvantage or to prepare for adult life. Outcomes we have achieved include: -

- Supported positive family relationships by providing respite care and activities for disabled children.
- Supported children and young people's education by providing positive learning opportunities.
- Contributed to the reduction of risk-taking behaviours by providing leisure time activities during school holidays, after school and weekends.
- Supported families and individuals in crisis by identifying and supporting victims of domestic abuse and other crimes.
- Supported adults to find employment and training activities.
- Supported young people to find employment or higher education.
- Supported young people with mental health issues to stay out of crisis and reduce admissions to mental health services.
- Provided positive activities for young people with Learning Disabilities who are not in education, training or employment.

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

[The Beckly Centre](#)

The service continued to provide a wide range of opportunities for children and young people to engage in social interaction in a safe and secure environment; to be entertained at times when otherwise they might be isolated and feel alone; encouraged to experience different activities and challenged to gain new skills to improve their personal development and enhance future resilience and independence. During the Covid 19 pandemic these short breaks from caring responsibilities provided valuable respite for families and carers.

A partnership with Little Deers CIC pre-school has enhanced the offer at Beckly and provided some greater financial stability to the service.

[Adventure Breaks](#)

This service is commissioned by Plymouth City Council. We were awarded the tender to deliver this service for a further three years up to 31/03/2019. During 2020 the service was extended to give continuity during the COVID pandemic and subsequently will run until 31/03/22. We are working with greater levels of need and provided staff with training opportunities in managing challenging behaviour. We are looking after children from 16 families at any one time. The young people tend to stay on this service long-term until their 18th birthday, with Routeways providing continuity of care and support to help develop life skills whilst receiving short breaks and respite for the family. Children take part in challenging and adventurous activities such as gorge walking, canoeing, rock scrambling and moor walking. In addition we have increased the amount of community based visits, which help build their self-esteem, teamwork and friendships.

[Devonport Park Activity Centre](#)

Devonport Park Activity Centre delivered a range of activities for disabled children and families during the year.

Activities delivered include school holiday activities, youth groups and 16 – 24 groups. The Rooted group met online via Zoom. Usual activities such as Sunday Rooted group, 'Little Seeds' Parent and baby/toddler group pre-school group and our events such as Easter Egg hunts, autism friendly birthday parties, and Christmas events were largely curtailed due to restrictions in place. We have also worked closely with special schools and colleges to provide work experience opportunities for students.

[Radford Rascals](#)

This service was expanded during the year to run two nights a week and is regularly supporting 10 families. Funded by Plymouth City Council, the aim of this service is to promote and develop communication and social skills early in childhood to improve later life chances. Working with 5- to 8-year-olds with profound disabilities, the social group helps develop communication and early life skills such as sharing.

[In Other Words](#)

Supporting children and young people with mental health and emotional well-being issues. This service supports young people in the community and in the local secure psychiatric unit. Regularly supporting young people every month both online and in person; the service provides a range of support including:

- Young people are participating in social group where they can enjoy themselves, provide each other with peer support and seek help from professionals

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Victim Care

Supporting victims of criminal activity to cope and recover from their experiences. Victims are mostly referred by the Office of the Police and Crime Commissioner Victim Care Unit for support. We receive higher levels of referrals due to increased problems due to the pandemic and other agencies were not providing as much support. We support where the needs are multiple and/or complex and cannot be managed by a single-issue support service. Crimes included, Domestic Abuse, Sexual Abuse, Violence against the Person, Arson and Fraud.

Organisations linked in with Routeways include Food Banks; Plymouth Access To Housing, Plymouth Domestic Abuse Service; Probation; Housing; Victim Support; Citizen's Advice Bureau; Operation Emotion; Harbour; Hamoaze House; Plymouth City Council; Plymouth Information Advice and Support for SEND; Friends and Families; Debt and benefit advice.

Outdoor Education Advisory Service

Routeways has been commissioned to deliver the statutory responsibility to provide advice and guidance to Local Authority Schools on Outdoor Education, School Trips and Activities and to manage the Duke of Edinburgh Awards for the City of Plymouth licence. This fits well with our objects in promoting education and opportunities for young people. This service is also used by academies and free schools.

Financial Review

Against the backdrop of limited resources, austerity, decommissioning of services, and insecurities over funding, it has continued to be difficult to plan or develop services. However, it must be recognised that Routeways have performed well in the reporting period, increasing incoming resources to £447,905 (2020: £315,544) while managing to not increase costs in line with this growth, recognising costs of only £369,118 (360,381). This has resulted in a surplus for the year of £78,787 (2020: £44,837 loss). This has seen reserves improve greatly to £127,282 (2020: £48,495).

Of the reserves, £106,849 are unrestricted (2020: 28,062). With prudent financial control, the support of staff and volunteers, we have managed to retain a healthy balance of funds.

Principal Funding Sources

Our principle funding sources are through the delivery of public sector contracts for services. We also sought funding through grant making bodies, charitable trusts and from donations. Some of our income comes through primary purpose trading such as holiday clubs, respite activities and training.

Investment Policy

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long term investment. A review of investment policies was made during the year 2016/17, seeking independent financial advice, which concluded there was little opportunity to achieve a higher return than currently achieved through interest earning business bank accounts. The Board keeps this decision under regular review.

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Reserves Policy

The charity runs a variety of projects which are financed by the public sector or from sources for specific project activities. The funds for these projects are restricted, and the charity therefore has limited opportunities to build up its own general unrestricted reserves.

The Trustees are mindful of the need to retain general unrestricted funds wherever possible, not least because any project overspends must be met from these funds. In the current economic climate of competitive funding, it is prudent to establish reserves to support 6 months trading and work towards accruing reserves for 12 months trading. This would enable the charity to carry on activity of public benefit and seek appropriate funding elsewhere. However, such funding will always continue to be based on our business values and subject to the same contestability as we would expect from partners.

Currently, Routeways recognises unrestricted funds of £106,849 which is approximately 3 and a half months of trading at current levels should income stop. The company is looking to continue to improve their unrestricted reserves to meet their goals.

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Although maintaining levels of income is challenging, costs are being reduced accordingly. For this reason, the Trustees continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Future Plans

The Trustees are very aware that we remain in a period of austerity when current contracts will come under close scrutiny and many of our partners, particularly Plymouth City Council, are experiencing significant cuts in expenditure. The Trustees are also acutely aware of the increasing competition for grant funding.

We continue to seek out and develop new initiatives and projects for the benefit of our clients/customers, whose needs are not provided for by statutory services. We work closely with our clients and target groups to engage them in planning and developing ideas. We are working hard to diversify our funding streams and, to develop donations and fundraising activities.

This year saw the outbreak of Covid-19 reach pandemic levels and with it came severe restrictions on communities and social gatherings. We have responded to this crisis in partnership with our Funders, we have moved many services on line to create virtual social spaces, and as requested by Plymouth City Council we established an "Edu-Care" provision to support capacity of the special schools in providing sessions for children with disabilities.

The senior management team continued on the Rank Foundation Rise Trade-up programme. This programme provides training and funding to support social enterprises to improve their trading capacity.

The Trustees have instigated actions to reduce costs and central overheads as funding streams come to an end.

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Structure Governance and Management Governing Document

Routeways Centre Limited is a company limited by guarantee and governed by its memorandum and articles of association as dated 28 July 1997; amended on 3 May 2000 to allow for current governance; and further amended in November 2008. The company was incorporated on 15 August 1997 and registered as a charity on 3 May 2000 with the Charity Commission. In the event of the company being wound up the Directors are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Trustees

The Directors of the company are also charity trustees for the purposes of charity law and, under the company's articles, are known as members of the Board of Trustees. Under the requirements of the memorandum and articles of association, the subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 61 shall be members of the charity. No person shall be admitted as a member of the charity unless the Trustees approve his/her application for membership. Anyone over the age of 18 can become a member of the charity.

As set out in the articles of association, the Trustees are elected at the annual general meeting (AGM) and at every subsequent AGM, one-third of Trustees are subject to retirement based on length of service and by rotation. If the charity at the meeting at which a trustee retires by rotation, does not then fill the vacancy, the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

As the charity has a broad range of activities, it is imperative that the board of Trustees represents the business and specialist needs of the charity. In an effort to maintain this skills mix, members of the board of Trustees provide a list of their skills (and update these regularly) and in the event of particular skills being lost, other individuals can be and are approached to offer themselves for election to the Board of Trustees.

Key Management Personnel

Following the year end but prior to the accounts being signed, it was announced that after a total of some 20 years' service to Routeways, Mark Collings decided the time had come for him to leave the organisation.

Mark was a strong CEO for the past eight years. He has seen Routeways through some challenging times, overseeing changes in the operation in order to keep the organisation relevant to the needs of those who use our services. He left Routeways in a strong position to move on and he will be missed by everyone. We extend to him our warmest best wishes for the future.

The Trustees were pleased to announce and congratulate Rob Adamson on his promotion to CEO.

The Trustees were equally pleased to congratulate Alison on her promotion to Deputy CEO. Alison Roberts is a stalwart of the organisation and amongst other things is tasked with future funding bids.

The Trustees saw these appointments as not only exciting for Rob and Alison, but also for everyone involved in the future of the organisation. Routeways is in a good place to further its reputation and grow in stature in the sector. The Trustees look forward with anticipation to this next phase in the life of Routeways and people they serve.

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Trustee Induction and Training

Most Trustees are already very familiar with the activities of the charity prior to their election to the Board of Trustees, having undergone several briefing or information meetings. Additionally, there is a policy covering the induction of new Trustees that seeks to ensure that new Trustees are able to familiarise themselves with the charity and the context within which it operates. This information is provided in a series of one-to-one meetings, with a follow-up meeting with the management team after six months.

- Roles and responsibilities of Trustees.
- The main documents that set out the operational framework for the charity including the governing documents.
- Resourcing and the current financial positions as set out in the latest published accounts.
- Future plans and activities as set out in strategic plans.

Post induction, Trustees attend staff meetings, and receive regular reports.

Risk Management

The Trustees have responsibility to identify, assess and manage risks. The Trustees define risk as any uncertainty surrounding events and their outcomes that could have an impact on the charity and its ability to fulfil its objectives.

The management team draws up a risk register with the Trustees which is regularly reviewed and used to inform planning and decision making.

Organisational Structure

The Board of Trustees, which has to be more than three members but is not subject to any maximum, administers the charity.

The board meets every 6 weeks, with the option to call extraordinary meetings if necessary, and is responsible for the strategic direction and policy of the charity. A management team is appointed by the board of Trustees to manage the day-to-day operations of the charity, to ensure that the charity delivers the services and activities specified and achieves its contracted outcomes.

To achieve an effective and robust delivery of operations, the management team has delegated authority, reviewed annually, within terms set down by the Trustees covering such activities as contract negotiation and management, finance and employment. However, it is the inclusive and supportive nature of the culture of the charity, supported wholeheartedly by the Trustees, that new project developments, policies and procedures and operational strategy are firstly consulted on with all staff and users (where appropriate) prior to implementation, to ensure staff and user commitment, participation and satisfaction with operational matters.

Related Parties

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy. It has a close relationship with Plymouth City Council and has secured the delivery of a range of services, each through a competitive tendering process.

Social Responsibility Statement

As an organisation concerned with social regeneration and the education of children and young people, Routeways Centre Limited has always taken its social responsibilities seriously. It recognises its corporate social responsibility in its various roles as employer, consumer, and service provider. It aims to be an organisation that leads by example. In being environmentally and socially aware the organisation will help to educate others and set an example about what can be achieved.

Routeways Centre Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Environment

We continue to make major efforts in recycling. As a result, the organisation has dramatically reduced the amount of waste sent to landfill. Toner cartridges and ink cartridges are returned to suppliers for recycling.

Routeways Centre Limited is aware of the impact of carbon emissions on the environment and takes steps to reduce its carbon footprint. Energy saving schemes are in place: turning down heating, switching off lights, ensuring monitors and equipment are turned off and not left in stand-by. Car sharing and the use of public transport to attend meetings are promoted.

Devonport Park Activity Centre allows many environmental benefits for the organisation. Food waste and shredded confidential papers are recycled to compost.

Customers

We seek to provide our customers with a quality service that is respectful of their needs. We are a member of the Safe Place Scheme, which offers a place to receive assistance for those with a learning disability.

Workforce

Routeways is committed to being an ethical employer. All employees are treated with respect and fairness. The organisation has introduced work life balance policies. Routeways continues to hold the Disability Confident Employer award.

Health and Safety

Routeways is committed to providing a working environment that is both safe and fit for purpose. A dedicated Health and Safety officer ensures that the organisation can react quickly to provide for the needs of staff and customers.

Suppliers

Routeways Centre Limited does as part of its social responsibility, examine the ethical and environmental credentials of its suppliers. As contracts are due for renewal, environmental and social awareness play a large part in the decision-making process.

Events after the end of the reporting period

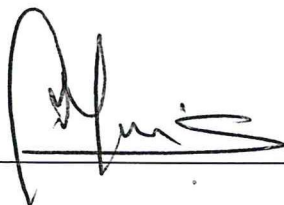
Particulars of events after the reporting date are detailed in note 24 to the financial statements.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 7/12/2021 and signed on behalf of the board of trustees by:

Mr G Morris
Trustee



Routeways Centre Ltd

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Routeways Centre Ltd

(continued)

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of Routeways Centre Ltd ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

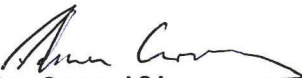
Independent examiner's statement

Since 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 Institute of Chartered Accountants in England and Wales (ICAEW), 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 financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.


Adam Croney ACA
Independent Examiner

Plym House
3 Longbridge Road
Marsh Mills
Plymouth
PL6 8LT

8 December '21

Routeways Centre Ltd

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
Income	Note				
Donations and legacies	5	41,757	—	41,757	14,717
Charitable activities	6	396,623	—	396,623	298,164
Investment income	7	9,525	—	9,525	2,663
Total income		<u>447,905</u>	<u>—</u>	<u>447,905</u>	<u>315,544</u>
Expenditure					
Expenditure on charitable activities	8,9	358,463	—	358,463	360,381
Other expenditure	11	10,655	—	10,655	—
Total expenditure		<u>369,118</u>	<u>—</u>	<u>369,118</u>	<u>360,381</u>
Net income/(expenditure) and net movement in funds		<u>78,787</u>	<u>—</u>	<u>78,787</u>	<u>(44,837)</u>
Reconciliation of funds					
Total funds brought forward		28,062	20,433	48,495	93,332
Total funds carried forward		<u>106,849</u>	<u>20,433</u>	<u>127,282</u>	<u>48,495</u>

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

The notes on pages 14 to 24 form part of these financial statements.

Routeways Centre Ltd
Company Limited by Guarantee
Statement of Financial Position

31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	16	11,942	19,700
Current assets			
Debtors	17	28,784	25,926
Cash at bank and in hand		101,115	16,197
		<u>129,899</u>	<u>42,123</u>
Creditors: amounts falling due within one year	18	14,559	13,328
Net current assets		<u>115,340</u>	<u>28,795</u>
Total assets less current liabilities		<u>127,282</u>	<u>48,495</u>
Net assets		<u>127,282</u>	<u>48,495</u>
Funds of the charity			
Restricted funds		20,433	20,433
Unrestricted funds		106,849	28,062
Total charity funds	21	<u>127,282</u>	<u>48,495</u>

For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

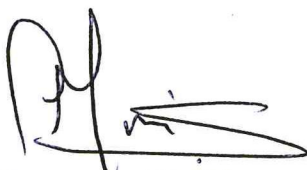
Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 21.12.2021., and are signed on behalf of the board by:

Mr G Morris
Trustee



The notes on pages 14 to 24 form part of these financial statements.

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Routeways Centre Limited, Devonport Park Activity Centre, Devonport Park, Fore Street, Plymouth, PL1 4BU.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities measured at fair value through income or expenditure.

Going concern

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern. The charity's reserves have strengthened over the reporting period and this is expected to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

(a) No cash flow statement has been presented for the company.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome.

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- Other expenditure includes all expenditure that isn't related to charitable activities. All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Short-term leasehold property	-	Over the term of the lease
Motor vehicles	-	25% straight line
Office equipment	-	25% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted. Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Routeways Centre Ltd is a company limited by guarantee and accordingly does not have share capital.

Every member of the company undertakes to contribute such amount as may be required, not exceeding £1, to the assets of the charitable company in the event of it being wound up whilst a member, or within one year after ceasing to be a member.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Donations				
Donations	24,392	24,392	14,717	14,717
Grants				
Government grant income	17,365	17,365	—	—
	<u>41,757</u>	<u>41,757</u>	<u>14,717</u>	<u>14,717</u>

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Contract and grant income	396,623	–	396,623
Other	–	–	–
	<u>396,623</u>	<u>–</u>	<u>396,623</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Contract and grant income	233,032	3,000	236,032
Other	62,132	–	62,132
	<u>295,164</u>	<u>3,000</u>	<u>298,164</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Interest receivable	15	15	83	83
Rental income	9,510	9,510	2,580	2,580
	<u>9,525</u>	<u>9,525</u>	<u>2,663</u>	<u>2,663</u>

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Charitable activities	358,463	–	358,463
	<u>358,463</u>	<u>–</u>	<u>358,463</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Charitable activities	359,987	394	360,381
	<u>359,987</u>	<u>394</u>	<u>360,381</u>

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Charitable activities	<u>314,675</u>	<u>43,788</u>	<u>358,463</u>	<u>360,381</u>

10. Analysis of direct and support costs

Analysis of direct costs

	Analysis of direct costs £	Total 2021 £	Total 2020 £
Staff costs	244,044	244,044	220,381
Depreciation	4,309	4,309	4,241
Direct project expenses	4,744	4,744	17,666
Motor and travel expenses	5,304	5,304	2,438
Computer and software maintenance	3,111	3,111	2,501
Telephone	8,574	8,574	9,286
Printing, postage and stationery	6,084	6,084	10,954
Advertising and marketing	578	578	–
Subscriptions	2,512	2,512	2,448
Sundry	1,838	1,838	3,325
Training	1,537	1,537	3,497
Heating and lighting	2,457	2,457	2,823
Repairs and maintenance	6,973	6,973	1,587
Cleaning	2,052	2,052	1,551
Insurance	7,818	7,818	7,714
Rent, rates and water	12,740	12,740	12,701
	<u>314,675</u>	<u>314,675</u>	<u>303,113</u>

Analysis of support costs

	Analysis of support costs £	Total 2021 £	Total 2020 £
Staff costs	38,359	38,359	48,456
Governance costs	5,429	5,929	8,812
	<u>43,788</u>	<u>43,788</u>	<u>57,268</u>

11. Other expenditure

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Loss on disposal of tangible fixed assets	<u>10,655</u>	<u>10,655</u>	<u>–</u>	<u>–</u>

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

12. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	4,309	4,241
Loss on disposal of tangible fixed assets	10,655	–
	<u>10,655</u>	<u>–</u>

13. Independent examination fees

	2021	2020
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	2,750	3,720
	<u>2,750</u>	<u>3,720</u>

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	258,603	250,623
Social security costs	15,655	10,985
Employer contributions to pension plans	8,145	7,229
	<u>282,403</u>	<u>268,837</u>

All trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the charity are considered to be key management personnel. Total remuneration in respect of these individuals is £84,486 (2020: £81,933).

To promote the cost effective running of the organisation and to ensure the best personnel are available to deliver the service to its recipients, the key management personnel are also involved in the direct delivery of the services. This is across the projects and is separate to time in planning, directing and controlling the activities of the charity but is included in the total remuneration figure above.

The average head count of employees during the year was 53 (2020: 32). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Project Staff	51	30
Management and Administration	2	2
	<u>53</u>	<u>32</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

15. Trustee remuneration and expenses

During the year, no trustees received any remuneration or other benefits (2020: £Nil).

During the year ended 31 March 2021, no trustee expenses were incurred or reimbursed (2020: £Nil).

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

16. Tangible fixed assets

	Long leasehold property £	Motor vehicles £	Equipment £	Total £
Cost				
At 1 April 2020	10,655	16,964	82,170	109,789
Additions	–	–	7,206	7,206
Disposals	(10,655)	–	–	(10,655)
At 31 March 2021	<u>–</u>	<u>16,964</u>	<u>89,376</u>	<u>106,340</u>
Depreciation				
At 1 April 2020	–	11,092	78,997	90,089
Charge for the year	–	2,430	1,879	4,309
At 31 March 2021	<u>–</u>	<u>13,522</u>	<u>80,876</u>	<u>94,398</u>
Carrying amount At 31 March 2021	<u>–</u>	<u>3,442</u>	<u>8,500</u>	<u>11,942</u>
At 31 March 2020	<u>10,655</u>	<u>5,872</u>	<u>3,173</u>	<u>19,700</u>

17. Debtors

	2021 £	2020 £
Trade debtors	28,705	25,526
Other debtors	79	400
	<u>28,784</u>	<u>25,926</u>

18. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	3,527	3,991
Accruals and deferred income	2,750	4,920
Social security and other taxes	6,344	4,359
Other creditors	1,938	58
	<u>14,559</u>	<u>13,328</u>

19. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £8,145 (2020: £7,229).

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

20. Government grants

The amounts recognised in the financial statements for government grants are as follows:

	2021	2020
	£	£
Recognised in income from donations and legacies:		
Government grants income	17,365	–

21. Analysis of charitable funds

Unrestricted funds

	At 1 Apr 20	Income	Expenditure	Transfers	At 31 Mar 21
	£	£	£	£	£
General funds	8,362	447,905	(369,118)	19,700	106,849
Designated Funds	19,700	–	–	(19,700)	–
	<u>28,062</u>	<u>447,905</u>	<u>(369,118)</u>	<u>–</u>	<u>106,849</u>

	At 1 Apr 19	Income	Expenditure	Transfers	At 31 Mar 20
	£	£	£	£	£
General funds	60,374	312,544	(359,987)	(8,810)	4,121
Designated Funds	7,476	–	–	16,465	23,941
	<u>67,850</u>	<u>312,544</u>	<u>(359,987)</u>	<u>7,655</u>	<u>28,062</u>

Restricted funds

	At 1 Apr 20	Income	Expenditure	Transfers	At 31 Mar 21
	£	£	£	£	£
Beckly Centre	17,827	–	–	–	17,827
Mayflower Sparks	2,606	–	–	–	2,606
	<u>20,433</u>	<u>–</u>	<u>–</u>	<u>–</u>	<u>20,433</u>

	At 1 Apr 19	Income	Expenditure	Transfers	At 31 Mar 20
	£	£	£	£	£
Beckly Centre	25,482	–	–	(7,655)	17,827
Mayflower Sparks	–	3,000	(394)	–	2,606
	<u>25,482</u>	<u>3,000</u>	<u>(394)</u>	<u>(7,655)</u>	<u>20,433</u>

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

21. Analysis of charitable funds *(continued)*

Designated Funds

Fixed Assets

The net book value of fixed assets has been reflected in the designated fund above. This has been transferred back to the general funds in the year.

Restricted Funds

Beckly Centre

The Beckly Centre supports children and young people with disabilities. Children and young people come together at Beckly to experience a range of social and play opportunities. Beckly provides a caring social environment where participants can socialise, meet and make new friends. There are plans to spend this money on capital projects in the coming year.

Mayflower Sparks

A grant for a project as part of the Mayflower 400 celebrations in Plymouth.

22. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	11,942	–	11,942
Current assets	109,466	20,433	129,899
Creditors less than 1 year	(14,559)	–	(14,559)
Net assets	<u>106,849</u>	<u>20,433</u>	<u>127,282</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	19,700	–	19,700
Current assets	21,690	20,433	42,123
Creditors less than 1 year	(13,328)	–	(13,328)
Net assets	<u>28,062</u>	<u>20,433</u>	<u>48,495</u>

23. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Not later than 1 year	–	<u>12,176</u>

Routeways Centre Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

24. Post balance sheet events

At the end of the financial year, the country was still in the middle of the response to the COVID-19 global pandemic. There remained uncertainty around the full impact of the pandemic and the country remained in lockdown.

Whilst we do not feel that these events and the lockdowns which have subsequently followed triggers any adjustments to the financial statements either based upon the position at the year-end or due to events that have transpired since, it is not possible to exclude significant impacts on the international and UK economy, which could impact the future performance of the charity.

Routeways Centre Ltd have and will continue to evaluate the management actions to mitigate the impact on the charity. The charity has adopted initiatives to safeguard the health of its people and actions aimed at maintaining operational activity.

25. Related parties

There have been no related party transactions in the year.

26. Controlling party

The charitable company is controlled by its trustees.

