

PROVIDING OPPORTUNITIES AND SUPPORT

England & Wales · Charity number 1089951

Details

Other names PROPS

Status Registered

Legal form Charitable company

Company number [04258857](#)

Registered 2002-01-03

Register [View on the Charity Commission register](#)

Contact

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The Vassall Centre
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Activities

Objects: 1. THE ADVANCEMENT OF EDUCATION OF CHILDREN AND ADULTS WITH SPECIAL NEEDS.2. THE PROVISION IN THE INTERESTS OF SOCIAL WELFARE OF FACILITIES FOR RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR CHILDREN AND ADULTS WITH SPECIAL NEEDS.

Activities: The charity provides vocational training and social enterprise for young adults from 19 and over with special needs at our centre in Fishponds Bristol.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Disability, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities

Geography

- Bristol City
- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£1,212,966	£1,339,141	£97,753	57
2023-12-31	£1,149,806	£1,331,881	£223,928	47
2022-12-31	£995,297	£1,059,536	£406,003	42
2021-12-31	£747,804	£729,416	£470,242	38
2020-12-31	£722,075	£612,533	£451,854	33

Trustees

Name	Role	Appointed
KEVIN A SMITH	Chair	2011-07-19
Keith Charles Beattie		2023-10-13
Matthew John Hamilton-James		2023-10-13
Sarah Jane Lewis		2017-09-01
Simon Little		2019-09-20
Tim Dutton		2017-09-01

PROVIDING OPPORTUNITIES AND SUPPORT

England & Wales - Charity number 1089951

Accounts

Charity registration number 1089951 (England and Wales)

Company registration number 04258857

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr K A Smith Mr T M S Dutton Miss S J Lewis Mr S J Little Mr M J Hamilton-James Mr K C Beattie	(Appointed 8 August 2024) (Appointed 8 August 2024)
Senior management	David Hussey	Interim Chief executive officer
Charity number (England and Wales)	1089951	
Company number	04258857	
Registered office	Vassall Centre Gill Avenue Fishponds Bristol BS16 2QQ	
Auditor	Haines Watts Swindon Limited Old Station House Station Approach Swindon Wiltshire SN1 3DU	

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

CONTENTS

	Page
Trustees' report	1 - 5
Independent auditor's report	6 - 8
Statement of financial activities	9
Balance sheet	10
Statement of cash flows	11
Notes to the financial statements	12 - 21

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees who are also directors present their annual report and financial statements for the year ended 31 December 2024.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

Providing Opportunities and Support (Props) is a Registered Charity (Number 1089951), Registered Company (Number 4258857) and is Quality Assured by Bristol City Council. We offer life skills training – as well as vocational skills training, and real-world work experience – to people with learning disabilities in Bristol and South Gloucestershire; helping them to live more autonomous, healthier and happier lives.

Fewer than one in twenty of the UK's 1.5 million people with a learning disability is employed in fulfilling work, and many are not confident enough to live independently. Since 2001, Props has enriched the lives of hundreds of people, consistently growing to improve our outputs and outcomes each year. The people that we support are primarily referred to us by Bristol City or South Gloucestershire Councils, special schools or family members. All have learning disabilities, and many live with additional, multiple and complex needs such as Autism (one in three beneficiaries), Epilepsy (one in three), Downs Syndrome (one in four), Cerebral Palsy (one in six) or other challenges such as visual or hearing impairment, brain injury, ADHD, heart conditions, hemiplegia, dyspraxia, Tourette's, curvature of the spine, diabetes, hydrocephalus, scoliosis and global development delay. We recognise that the individuals we work with have a right to a good quality of life, and the potential to play a valuable role in society.

The objectives and mission of the Charity are:

- Create an inclusive society by empowering adults who have learning disabilities
- Challenge perceptions of what people who have learning disabilities should expect from society
- Foster independence and support people to grow in all aspects of their lives

These objectives are an accurate reflection of the work that the charity has been delivering for over 20 years, and will be incorporated into a new Articles of Association document which is currently in development to supersede the version dated 28 November 2001.

Main activities

Our services are split into two Phases – Training and Enterprises. Training provides practical building blocks for beneficiaries' capabilities in Healthy Living, Creativity, Horticulture and Hospitality; helping them to navigate life while also introducing work aptitudes. For around 40% of Trainees, aptitudes can be taken forward to our tailored employment pathways at our Bakery, Cycle Hub, Design & Print Workshop and two Café Enterprises. Each Enterprise bids for, and delivers, real commercial contracts, providing Trainees with invaluable experiences and transferable skills. Our ultimate objective is for beneficiaries to progress onto paid employment, volunteering or further education, but due to health conditions, the full pathway will never be achievable for every beneficiary – so we offer long-term support, with several people attending for many years; giving everyone a greater sense of community and belonging.

1:1 or 1:3 support is primarily delivered at our Bristol day centre; a safe space comprising kitchens, café, print workshop, social areas, horticultural polytunnel and art room – in which beneficiaries learn, develop and thrive together – and at both our cafés supporting the local community in Bristol's Fishponds suburb and beyond.

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

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

FOR THE YEAR ENDED 31 DECEMBER 2024

Achievements and performance

Significant activities and achievements against objectives

During 2024 Props supported 66 unique individuals.

A new annual self-assessment questionnaire was launched for beneficiaries during the year. All Trainees were asked to complete a short survey by circling relevant Easy Read multi-choice answers to a range of questions related to their experiences at Props, and asked for comments on how safe they feel at the charity, which Training and Enterprise experiences they enjoy, and how comfortable they are communicating with the Props' staff team and other Trainees. Results were collated as follows:

- 91% had learnt new skills
- 91% enjoyed socialising with others at Props
- 88% felt happier as a result of Props
- 86% had better self-esteem
- 84% felt more confident
- 78% had better physical health
- 78% had better mental health
- 76% had better overall wellbeing

Our commercial Enterprises are an ever evolving aspect of our work, significant developments during 2024 included:

Crafted – The Café is now open 6 days a week and to complement the strong meal and snacks offer has created an area where customers can buy creative products made by the Trainees at the Vassall Centre such as Tee Shirts and Tote bags. The Café has also introduced Creative sessions (Crafternoons) for families with young children in the school holidays.

Vassall Centre Café – The Café has extended the hours it is open and the range of meals and snacks on offer. We have also supported a weekly lunch club for elderly people in the local community: cooking and serving the food. These expansions have increased profitability and provided more work skill opportunities for Trainees.

Tapestry – The decision was made to close the Tapestry Brewery in October 24 as it wasn't financially viable.

Bakery – The Bakery now operates 5 days a week with extended hours to meet the increased demand from the Crafted and Vassall Cafes. This has enabled more opportunities for Trainees to develop their baking skills.

Cycle Hub – The Cycle Hub continues to provide bike maintenance learning for Trainees as well as weekly Cycling Opportunities for a number of Trainees. Cycling is an important element of healthy living for some Trainees. 4 of the Trainees participated in the Bristol to Bordeaux charity bike ride. We have increased the number of Trainees who can access bikes by visiting Bikeability who have a range of accessible bikes.

Design & Print Workshop – The Design and Print Shop expanded the range of products they made which has supported the development of the shop space at the Crafted Café. The first Art Auction of Trainees work was held in November which was a successful community event and raised £1800 to support our Creative work. Our Training Support Services have also progressed during 2024.

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

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

FOR THE YEAR ENDED 31 DECEMBER 2024

Life Skills provides the Trainees with important independence and healthy living skills. Food preparation, shopping, understanding healthy living support learning, with opportunities to practise their skills both at the Vassall Centre and out in the community. This learning supports extending their opportunities into work skills in Enterprises such as the Cafes and the Bakery when they are ready.

Horticulture provides a range of opportunities to develop work skills both in the Polytunnel and gardens at the Vassall Centre and on our allotment. Produce is grown for bakes and meals at the Café as well as introducing ground maintenance in other locations. Many Trainees enjoy the physical nature of horticulture and working outside which can provide a pathway into employment in this area of work in the future.

Sports provides the opportunities to explore a range of leisure activities that promote their health and enjoyment. Health and wellbeing are central to our work, supporting Trainees in their life in the community. New funding from a grant have enable Props to offer Yoga and Dance with external leads for the next 2 years.

During the year we also established new fundraising systems and implemented a Grants and Charitable Trusts fundraising strategy to start delivering results in early 2025.

Financial review

The statement of financial activities for 2024 is set out on page 5 and shows a reported deficit for the year of £126,175 (2023 deficit £182,075). The deficit over the prior two years reflects investments in both Tapestry brewery and the Crafted cafe, as we continue to expand our Enterprise provision; we are now well placed to continue to expand our service delivery. Further to these periods of investment in the Props proposition, which enable future Trainee growth, Props will now focus on consolidation and maximising utilisation of these Enterprises for enhanced Trainee provision and, where appropriate, revenue generation.

In order to invest in these growth opportunities, and to protect beneficiaries from the impact of unauthorised material actions taken by a former senior employee – currently subject to a criminal investigation – the Trustees made the decision to reduce Free and Unrestricted reserve levels to below that set out in reserves policy. The focus now is in on returning to a level of reserves commensurate with our reserving policy of three months operating cost coverage.

Reserves policy

The Trustees have committed to re-establishing a reserves level to a minimum of three months' operating costs within the next two years.

To accommodate this, we are undertaking new fundraising initiatives and making the charity's annual income and expenditure more sustainable by increasing the number of beneficiaries we have who's time at Props is funded by Local Authority Adult Social Care packages, and by making the outputs of our commercial Enterprises more profitable .

Free and Unrestricted reserves amounted to £76,788 at 31 December 2024 (2023 £215,107).

Free reserves amounted to £76,788 at 31 December 2024 (2023 £73,087).

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

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

FOR THE YEAR ENDED 31 DECEMBER 2024

Structure, governance and management

Props was established on 27 July 2001 and registered as a charity on 3 January 2002.

The Board of Trustees, who are also directors of the charity for the purposes of the Companies Act, have overall responsibility for the strategy, management and control of Props.

At the end of 2024, the Charity had six Trustees in post, and we aim to increase this number over the coming months and years. New Trustees are recruited by initially identifying the skills and experience gaps present within the current Trustee Board, followed by the development of new role descriptions. Once these descriptions have been approved by the Board, roles are openly advertised and suitable candidates shortlisted and interviewed. The entire recruitment process is undertaken in line with the charity's policies for Recruitment & Selection, and Equality, Equity, Diversity & Inclusion. Prior to appointment, selected candidates are DBS checked, commit to Props' full range of Policies, and agree to undertake any training required in areas including Safeguarding and Health & Safety. When appointed, an induction process is established whereby new Trustees become familiar with every aspect of the charity's operations.

The Trustees are all volunteers, drawn from a range of backgrounds, in order to provide a broad skills base for the charity, and ongoing, regular and appropriate training is provided to assist in fulfilling their roles within the charity and keep on top of policy changes related to the sector.

Policies in Equality, Equity, Diversity & Inclusion, Safeguarding, Health & Safety, IT & GDPR, and Recruitment & Selection are reviewed and approved by the Board annually.

The Chief Executive Officer, working with the senior management team, is responsible for delivering the Board's vision and strategy, and for the day-to-day operations of the charity. Key management remuneration is set with reference to market rates.

Interim Chief Executive Officer, David Hussey, took the helm in June 2024. With 26 years' experience as a Headteacher at schools in Bristol for pupils with learning difficulties, David was involved with Props for many years before taking temporary charge until the end of 2025, when a permanent replacement will be recruited. Expert in safeguarding and disciplinary issues, David oversees a highly experienced Senior Leadership Team comprising Finance Manager, Operations Manager and Operations Lead who manage teams of Senior Project Workers, Project Workers and Support Staff. In total we retain 53 members of staff and 14 specialist volunteers, most of whom are part time. David regularly meets with our Chair of Trustees, and reports to the full Board at bi-monthly meetings.

The Board approves an annual budget, and authorises the Chief Executive Officer to spend money on activities and recruit staff as required and in line with the charity's policies. The charity pays staff the real living wage rate as a minimum.

Props regularly reviews the risks arising from its activities and takes appropriate action to minimise the impact of such risks to the charity. The Trustees have reviewed the major strategic, business and operational risks which the Charity faces, and identified key risks. Actions to address key risk areas have been agreed and progress is reviewed regularly. In addition, strong financial controls are in place to mitigate the risk of financial losses due to theft or fraud, and these controls are also regularly reviewed.

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

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

FOR THE YEAR ENDED 31 DECEMBER 2024

Other matters

TREASURER'S COMMENT

Further to investment in our Enterprise provision over the past two years, we now turn to a position of investment consolidation and Trainee growth. We are currently implementing a new fundraising strategy, welcoming new Trainees, growing reserves, and in the longer-term creating profitable Enterprises to further support the charity's long-term financial sustainability.

Built on a solid base of income from Local Authority Adult Social Care payments, which accounted for £868,786 revenue in 2024 (equivalent to 65% of the charity's total expenditure in the year) Props is in a stable financial position. The continued objective of the Trustees is to preserve the financial sustainability of the charity, while ensuring that the underlying infrastructure of the organisation continues to be fit for purpose and an effective organisation for delivering quality services to our beneficiaries.

Statement of Trustees' responsibilities

The Trustees, who are also the directors of PROVIDING OPPORTUNITIES AND SUPPORT (PROPS) for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

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

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

Auditor

In accordance with the company's articles, a resolution proposing that Haines Watts Swindon Limited be reappointed as auditor of the company will be put at a General Meeting.

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



Mr K A Smith

Trustee

Date: ...30/09/2025.....

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

Opinion

We have audited the financial statements of Providing Opportunities And Support (the 'Charity') for the year ended 31 December 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

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

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

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

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

We obtained an understanding of the legal and regulatory framework applicable to both the company itself and the industry in which it operates. We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our sector experience and through discussion with the directors and other management. The most significant were identified as the Companies Act 2006, UK GAAP (FRS102) and relevant tax legislation.

We considered the extent of compliance with those laws and regulations as part of our procedures on the related financial statements. Our audit procedures included:

- making enquires of directors and management as to where they consider there to be a susceptibility to fraud and whether they have any knowledge or suspicion of fraud;
- obtaining an understanding of the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations;
- assessing the design effectiveness of the controls in place to prevent and detect fraud;
- assessing the risk of management override including identifying and testing journal entries;
- challenging the assumptions and judgements made by management in its significant accounting estimates.

Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularity likely involve collusion, forgery, intentional misrepresentations, or the override of internal controls.

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

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)



Martin Gurney FCA (Senior Statutory Auditor)

For and on behalf of Haines Watts Swindon Limited, Statutory Auditor

Chartered Accountants

Old Station House

Station Approach

Swindon

Wiltshire

SN1 3DU

Date:30/12/25.....

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	2	70,859	15,000	85,859	58,802	28,840	87,642
Charitable activities	3	871,159	8,646	879,805	837,481	2,000	839,481
Other trading activities	4	231,536	15,002	246,538	200,827	19,594	220,421
Investments	5	764	-	764	2,262	-	2,262
Total income		<u>1,174,318</u>	<u>38,648</u>	<u>1,212,966</u>	<u>1,099,372</u>	<u>50,434</u>	<u>1,149,806</u>
Expenditure on:							
Raising funds	6	16,273	9,946	26,219	118,661	2,650	121,311
Charitable activities	7	1,296,364	16,558	1,312,922	1,210,570	-	1,210,570
Total expenditure		<u>1,312,637</u>	<u>26,504</u>	<u>1,339,141</u>	<u>1,329,231</u>	<u>2,650</u>	<u>1,331,881</u>
Net income/(expenditure)		(138,319)	12,144	(126,175)	(229,859)	47,784	(182,075)
Transfers between funds		-	-	-	62,160	(62,160)	-
Net movement in funds	9	(138,319)	12,144	(126,175)	(167,699)	(14,376)	(182,075)
Reconciliation of funds:							
Fund balances at 1 January 2024		215,107	8,821	223,928	382,806	23,197	406,003
Fund balances at 31 December 2024		<u>76,788</u>	<u>20,965</u>	<u>97,753</u>	<u>215,107</u>	<u>8,821</u>	<u>223,928</u>

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

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

BALANCE SHEET

AS AT 31 DECEMBER 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	12		107,156		142,020
Current assets					
Stocks	13	1,122		2,910	
Debtors	14	62,469		72,756	
Cash at bank and in hand		42,324		78,060	
		<u>105,915</u>		<u>153,726</u>	
Creditors: amounts falling due within one year	16	<u>(115,318)</u>		<u>(71,818)</u>	
Net current (liabilities)/assets			(9,403)		81,908
Total assets less current liabilities			<u>97,753</u>		<u>223,928</u>
The funds of the Charity					
Restricted income funds	18		20,965		8,821
Unrestricted funds	19		76,788		215,107
			<u>97,753</u>		<u>223,928</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2024.

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

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

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

The financial statements were approved by the Trustees on 30/12/25



Mr K A Smith
Trustee

Company registration number 04258857 (England and Wales)

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash absorbed by operations			(46,634)		(38,073)
Investing activities					
Purchase of tangible fixed assets		(3,099)		(131,611)	
Proceeds from disposal of tangible fixed assets		2,033		-	
Investment income received		764		2,262	
		<u> </u>		<u> </u>	
Net cash used in investing activities			(302)		(129,349)
Financing activities					
Repayment of borrowings		11,200		-	
		<u> </u>		<u> </u>	
Net cash generated from financing activities			11,200		-
			<u> </u>		<u> </u>
Net decrease in cash and cash equivalents			(35,736)		(167,422)
Cash and cash equivalents at beginning of year			78,060		245,482
			<u> </u>		<u> </u>
Cash and cash equivalents at end of year			<u>42,324</u>		<u>78,060</u>

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

Charity information

Providing Opportunities And Support (PROPS) is a private company limited by guarantee incorporated in England and Wales. The registered office is Vassall Centre, Gill Avenue, Fishponds, Bristol, BS16 2QQ.

1.1 Basis of preparation

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

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The charity remains dependent on South Gloucestershire and Bristol City Councils for income relating to service provision. We have a strong relationship with our landlord, Bristol Charities, who continue to demonstrate ongoing engagement and full support. We see no reason for these sources of income and support not to continue in the future.

We project healthy growth in trainee numbers, with continued throughput of successful applications and respective growth in trainees utilising the charity service provision. As we look to the future, we are focused on developing our property footprint to ensure we can maximise space efficiencies and the number of trainees we can safely support.

Fundraising continues to provide incremental income to support supplementary enterprise activity designed to provide best-in-class vocational learning for our trainees.

In addition, the charity benefits from the support of Tour Du Velo Limited, which has previously provided short-term loan facilities when required. Tour Du Velo Limited has confirmed its current intention to continue making such short-term financial support available to Props over the next twelve months, should the need arise, subject to mutually agreed loan terms at the time.

The trustees have considered all relevant information, including budgets, future cash flows, and the ongoing support described above, in making their assessment that the going concern basis remains appropriate in preparing the annual report and accounts.

1.3 Charitable funds

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

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

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

1.4 Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

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

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

Leasehold land and buildings	5 years
Fixtures and fittings	25% on reducing balance
Computers	25% on reducing balance
Motor vehicles	25% on reducing balance

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

1.7 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell.

Costs include all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition.

1.8 Taxation

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

1.9 Retirement benefits

The charity contributes to personal pension arrangements of employees to meet the requirements of auto-enrolment. Contributions payable are charged to the Statement of Financial Activities in the period in which they relate

1.10 Debtors and creditors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

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

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

2 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	38,720	-	38,720	54,813	400	55,213
Grants	29,649	15,000	44,649	1,330	28,440	29,770
Membership fees	2,490	-	2,490	2,659	-	2,659
	<u>70,859</u>	<u>15,000</u>	<u>85,859</u>	<u>58,802</u>	<u>28,840</u>	<u>87,642</u>

3 Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from student fees						
Special needs project	863,140	5,646	868,786	801,583	-	801,583
Income from sales of goods						
Special needs project	-	-	-	10,898	2,000	12,898
Other income						
Special needs project	8,019	3,000	11,019	25,000	-	25,000
	<u>871,159</u>	<u>8,646</u>	<u>879,805</u>	<u>837,481</u>	<u>2,000</u>	<u>839,481</u>

4 Income from other trading activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fundraising events	82,263	15,002	97,265	105,705	19,594	125,299
Shop income	61,890	-	61,890	13,959	-	13,959
Other income	87,383	-	87,383	81,163	-	81,163
Other trading activities	<u>231,536</u>	<u>15,002</u>	<u>246,538</u>	<u>200,827</u>	<u>19,594</u>	<u>220,421</u>

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	764	2,262

6 Expenditure on raising funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fundraising and publicity						
Seeking donations, grants and legacies	-	-	-	27,649	-	27,649
Other fundraising costs	16,273	9,946	26,219	91,012	2,650	93,662
	<u>16,273</u>	<u>9,946</u>	<u>26,219</u>	<u>118,661</u>	<u>2,650</u>	<u>121,311</u>

7 Expenditure on charitable activities

	Special needs project 2024 £	Special needs project 2023 £
Direct costs		
Staff costs	913,249	899,794
Depreciation and impairment	36,102	61,747
Other expenses	290,420	221,605
	<u>1,239,771</u>	<u>1,183,146</u>
Share of support and governance costs (see note 8)		
Support	73,151	27,424
	<u>1,312,922</u>	<u>1,210,570</u>
Analysis by fund		
Unrestricted funds	1,296,364	1,210,570
Restricted funds	16,558	-
	<u>1,312,922</u>	<u>1,210,570</u>

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

8 Support costs allocated to activities

	2024 £	2023 £
Governance costs	73,151	27,424
Analysed between:		
Special needs project	73,151	27,424

9 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	7,875	7,500
Depreciation of owned tangible fixed assets	36,102	42,752
Impairment of owned tangible fixed assets	-	19,000

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

11 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Management	4	4
Programme staff	53	43
Total	57	47

Employment costs

	2024 £	2023 £
Wages and salaries	827,853	812,063
Social security costs	50,335	50,715
Other pension costs	35,061	37,016
	913,249	899,794

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

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

11 Employees

(Continued)

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	104,661	185,210

12 Tangible fixed assets

	Leasehold land and buildings £	Fixtures and fittings £	Computers £	Motor vehicles £	Total £
Cost					
At 1 January 2024	104,042	57,853	47,204	58,328	267,427
Additions	1,320	339	1,440	-	3,099
Disposals	-	(3,820)	-	-	(3,820)
Transfer	-	(1,677)	1,677	-	-
At 31 December 2024	105,362	52,695	50,321	58,328	266,706
Depreciation and impairment					
At 1 January 2024	20,808	24,850	34,614	44,963	125,235
Depreciation charged in the year	21,072	8,322	3,367	3,341	36,102
Eliminated in respect of disposals	-	(1,787)	-	-	(1,787)
Transfer	-	(734)	734	-	-
At 31 December 2024	41,880	30,651	38,715	48,304	159,550
Carrying amount					
At 31 December 2024	63,482	22,044	11,606	10,024	107,156
At 31 December 2023	83,234	32,831	12,590	13,365	142,020

13 Stocks

	2024 £	2023 £
Finished goods and goods for resale	1,122	2,910

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

14 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Trade debtors	28,673	14,215
Other debtors	-	6,984
Prepayments and accrued income	33,796	51,557
	<u>62,469</u>	<u>72,756</u>

15 Loans and overdrafts

	2024	2023
	£	£
Loans from related parties	<u>11,200</u>	<u>-</u>
Payable within one year	<u>11,200</u>	<u>-</u>

The loan is from Tour du Velo Limited. Mr K A Smith is both a trustee of Providing Opportunities and Support (PROPS) and a director of Tour du Velo Limited.

Interest is payable on the unpaid principal at the rate of 0.01% per cent per annum, calculated yearly not in advance, beginning on 25 April 2024.

The loan is unsecured and repayable within 30 days of the date of drawdown of any such loan, unless agreed otherwise in writing by the lender.

16 Creditors: amounts falling due within one year

	2024	2023
	£	£
Borrowings	11,200	-
Other taxation and social security	13,312	12,948
Trade creditors	63,847	39,559
Other creditors	10,241	10,006
Accruals and deferred income	16,718	9,305
	<u>115,318</u>	<u>71,818</u>

Within the Borrowings amount is a loan from Tour du Velo Limited. Mr K A Smith is both a trustee of Providing Opportunities and Support (PROPS) and a director of Tour du Velo Limited. See Note 14 for further details.

17 Retirement benefit schemes

	2024	2023
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>35,061</u>	<u>37,016</u>

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

17 Retirement benefit schemes

(Continued)

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

18 Restricted funds

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

	At 1 January 2024	Incoming resources	Resources expended	Transfers	At 31 December 2024
	£	£	£	£	£
	-	-	-	-	-
St James Place	1,739	-	(241)	-	1,498
Minibus fund	3,150	-	-	-	3,150
Fishponds and Downend					
Rotary	1,671	-	(1,671)	-	-
Quartet Foundation	2,261	-	(2,261)	-	-
Souht Glos Council	-	4,646	(4,646)	-	-
Reach Fund Grant	-	15,000	(10,000)	-	5,000
National Lottery	-	15,002	(5,685)	-	9,317
Cycle hub fund	-	4,000	(2,000)	-	2,000
	<u>8,821</u>	<u>38,648</u>	<u>(26,504)</u>	<u>-</u>	<u>20,965</u>

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

18 Restricted funds (Continued)

Previous year:	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
St James Place	4,170	-	(238)	(2,193)	1,739
Minibus fund	3,150	-	-	-	3,150
Apple Pressing	394	-	-	(394)	-
B&Q	5,000	-	-	(5,000)	-
HSBC SFX Foundation	5,000	-	-	(5,000)	-
Aviva	5,483	-	-	(5,483)	-
LDDF	-	13,940	-	(13,940)	-
Clothworkers	-	10,000	-	(10,000)	-
John James Foundation	-	5,000	-	(5,000)	-
Forbes Foundation	-	1,500	-	(1,500)	-
Chipping Rotary	-	250	-	(250)	-
Percy Bilton	-	3,000	-	(3,000)	-
Warburtons	-	400	-	(400)	-
Quartet Foundation	-	4,344	(2,083)	-	2,261
Fishponds and Downend Rotary	-	2,000	(329)	-	1,671
Bristol City Council	-	10,000	-	(10,000)	-
	<u>23,197</u>	<u>50,434</u>	<u>(2,650)</u>	<u>(62,160)</u>	<u>8,821</u>

St James Place gave a donation towards an employment coach.

Minibus fund - funds raised to purchase two minibuses. One was purchased during 2019, the other was purchased during 2020.

Quartet Foundation - grant towards running of our bike maintenance workshop

Fishponds and Downend Rotary - grant to fund allotment development

South Glos Council - grant to support employment of staff with learning disabilities

Reach Fund Grant - donation for financial modelling and staff restructure review

National Lottery - funds to support yoga and dance sessions for trainees

Cycle hub fund - funds to support cycle and for trainees to attend B2B

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

19 Unrestricted funds

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

	At 1 January 2024	Incoming resources	Resources expended	Transfers	At 31 December 2024
	£	£	£	£	£
General fund	215,107	1,174,318	(1,312,637)	-	76,788
	<u>215,107</u>	<u>1,174,318</u>	<u>(1,312,637)</u>	<u>-</u>	<u>76,788</u>
Previous year:	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
General fund	382,806	1,099,372	(1,329,231)	62,160	215,107
	<u>382,806</u>	<u>1,099,372</u>	<u>(1,329,231)</u>	<u>62,160</u>	<u>215,107</u>

20 Operating lease commitments

Lessee

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

	2024 £	2023 £
Within one year	21,000	66,561
Between two and five years	21,000	51,320
	<u>42,000</u>	<u>117,881</u>

21 Related party transactions

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

22 Limited guarantee

The company is limited by guarantee, having no fixed share capital. The liability of members is limited to £1.

PROVIDING OPPORTUNITIES AND SUPPORT

England & Wales - Charity number 1089951

Accounts

REGISTERED COMPANY NUMBER: 04258857 (England and Wales)
REGISTERED CHARITY NUMBER: 1089951

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2023

Haines Watts
Chartered Accountants & Statutory Auditors
Old Station House
Station Approach
Swindon
Wiltshire
SN1 3DU

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 5
Report of the Independent Auditors	6 to 8
Statement of Financial Activities	9
Statement of Financial Position	10
Statement of Cash Flows	11
Notes to the Statement of Cash Flows	12
Notes to the Financial Statements	13 to 22

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2023**

TRUSTEES	Mr K A Smith Mr T M S Dutton Mr J Jenkins Ms S J Lewis Mr S Little Mrs K G Driscoll (resigned 8.8.24) Mr M J Hamilton-James (appointed 8.8.24) Mr K C Beattie (appointed 8.8.24)
COMPANY SECRETARY	Mrs K G Driscoll
REGISTERED OFFICE	Vassall Centre Gill Avenue Fishponds Bristol BS16 2QQ
REGISTERED COMPANY NUMBER	04258857 (England and Wales)
REGISTERED CHARITY NUMBER	1089951
AUDITORS	Haines Watts Chartered Accountants & Statutory Auditors Old Station House Station Approach Swindon Wiltshire SN1 3DU

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives and mission of the Charity are:

To create an inclusive society by empowering adults who have learning disabilities to achieve purposeful and rewarding work opportunities.

Our work is deeply integrated within the wider community to challenge perceptions of what people who have learning disabilities should expect from society.

At Props we foster independence and support people to grow in all aspects of their lives.

Achievement and performance

Charitable activities

2023 has been a challenging period for Props.

As part of the preparation and approval of these accounts a number of financial management issues came to light, most notably a significant fraud perpetrated by a senior member of staff which is the subject of an ongoing criminal investigation.

Trainee numbers have remained strong in 2023 as Props continues to develop the number of activities and work focussed learning opportunities for Trainees. To support that additional provision and to ensure that Props continues to provide quality services that are reflective of Trainees' wishes and aspirations, the staffing levels have remained fairly constant, to ensure a consistent and safe provision of services.

For several years, the Props strategic plan has focussed on growth and the ability to support more learning-disabled people to be involved in meaningful work and to be able to participate in work-based opportunities.

In September 2023, the charity achieved its primary strategic objective for the year, with the opening of our Café, 'Crafted' located in Fishponds high street. Following a period of significant redevelopment, Crafted now provides a community centred café, workshop and retail space open 6 days per week. This has provided additional community focussed work-based opportunities for our Trainees, who have been engaged across the entire enterprise.

Our café at the Vassall centre has continued to thrive providing a daily catering service to all workers and visitors to the Vassall centre. We continue to provide a catering service for conferences and meetings at the centre and we are currently developing a 'food club' which will create and deliver hot meals to those in need in the local community.

The charity remains focused on the provision of its social enterprises, and we continue to develop sustainable activities that can deliver meaningful activities and employment opportunities for learning disabled people, while engaging with the wider community.

Fundraising and donation totals for the period were slightly down on last year at £88k with £59k being unrestricted and £29k being restricted. The unrestricted funds being exclusively due to another very successful Bristol to Bordeaux cycle event which took place in early July.

The trustees have due regard to the Charity Commission guidance on public benefit.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023**

Financial review

Financial position

The statement of financial activities for 2023 is set out on page 9 and shows a reported deficit for the year of £182,075 (2022 deficit £64,239). The deficit over the prior 2 years reflects investments in both Tapestry brewery and the Crafted coffee shop, as we continue to expand our enterprise provision. The 2023 deficit position is more pronounced as a result of fraudulent activity during the year.

Investment in the enterprises through 2022 and 2023 has ensured that Props is now well placed to continue to expand its provision. Further to these periods of investment in the Props proposition, enabling future trainee growth, Props will now focus on consolidation and maximising utilisation of these enterprises for enhanced trainee provision and where appropriate revenue generation.

In order to invest in growth opportunities, the trustees made the decision to reduce reserve levels to below that set out in reserves policy. The focus now is on returning to a level of reserves commensurate with our reserving policy of 3 months operating cost coverage.

Reserves policy

Further to the agreed investment in enterprises and unfortunate fraudulent activity in the year, reserves are below the targeted position. The reserves at the close of 2023 were £223,928 (2022: £406,003), which is £45k below the targeted position.

The Trustees have committed to re-establishing a reserves level to a minimum of three months' operating costs within the next three years.

To accommodate this, we will be undertaking new fundraising initiatives to return reserves to desired levels; at the same time the charity's annual income and expenditure will become more sustainable.

Free reserves amounted to £73,087 at 31 December 2023 (2022 £310,645).

Future plans

Props will continue its policy of sustainable growth over the next few years. We are constantly seeking new opportunities for additional funding, new initiatives and increasing our fundraising and grant income. The new enterprise space we have created at Crafted and the VC café will allow us to continue to increase the level of trainees we are able to support.

We continue to build strong relationships within the community and are actively working with other charities and not for profit organisations. While providing the best possible service to our trainees is our key focus, we are also able to have a positive impact on the community around us.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

PROPS was established on 27 July 2001 and registered as a charity on 3 January 2002.

The board of trustees, who are also directors of the charity for the purposes of the Companies Act, have overall responsibility for the strategy, management and control of PROPS.

The Chief Executive Officer, working with the senior management team, is responsible for delivering the Board's vision and strategy and for the day-to-day operations of the charity. Key management remuneration is set with reference to market rates.

The Trustees are all volunteers, drawn from a range of backgrounds, in order to provide a broad skills base for the Charity, and appropriate training is provided to assist in fulfilling their roles within the charity.

The Charity regularly reviews the risks arising from its activities and takes appropriate action to minimise the impact of such risks to the charity. The Trustees have reviewed the major strategic, business and operational risks which the Charity faces, and identified key risks.

Actions to address key risk areas have been agreed and progress is reviewed regularly. In addition, strong financial controls are in place to mitigate the risk of financial losses due to theft or fraud, and these controls are also regularly reviewed.

TREASURER'S COMMENT

Further to investment in our enterprise provision over the past 2 years, we now turn to a position of investment consolidation and trainee growth. We are currently implementing a new fundraising strategy, welcoming new trainees, growing reserves and longer term creating profitable Enterprises to further support the charities long term financial sustainability.

The continued objective of the trustees is to preserve sustainability of Props, while ensuring that the underlying infrastructure of the organisation continues to be fit for purpose and an effective organisation for delivering quality services.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Providing Opportunities And Support (PROPS) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023**

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

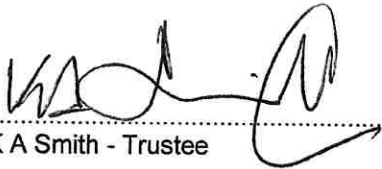
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Haines Watts, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 23.12.2024 and signed on the board's behalf by:


.....
Mr K A Smith - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

Opinion

We have audited the financial statements of Providing Opportunities And Support (PROPS) (the 'charitable company') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Comparative Figures

The comparative figures for 2022 are unaudited.

Opinions on other matters prescribed by the Companies Act 2006

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

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

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

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

Our responsibilities for the audit of the financial statements

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We obtained an understanding of the legal and regulatory framework applicable to both the charity itself and the environment in which it operates. We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our sector experience and through discussion with the directors and other management. The most significant were identified as the Companies Act 2006, UK GAAP (FRS102), Charities Act 2011 and relevant tax legislation.

We considered the extent of compliance with those laws and regulations as part of our procedures on the related financial statements. Our audit procedures included:

- making enquires of trustees and management as to where they consider there to be a susceptibility to fraud and whether they have any knowledge or suspicion of fraud;
- obtaining an understanding of the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations;
- assessing the risk of management override including identifying and testing journal entries;
- challenging the assumptions and judgements made by management in its significant accounting estimates.

Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularity likely involve collusion, forgery, intentional misrepresentations, or the override of internal controls.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

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

S Plumb ACA

Susan Plumb (Senior Statutory Auditor)
for and on behalf of Haines Watts
Chartered Accountants & Statutory Auditors
Old Station House
Station Approach
Swindon
Wiltshire
SN1 3DU

Date: 23/12/2024

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	58,802	28,840	87,642	101,662
Charitable activities					
Special Needs projects	5	837,481	2,000	839,481	728,424
Other trading activities	3	200,827	19,594	220,421	164,125
Investment income	4	<u>2,262</u>	<u>-</u>	<u>2,262</u>	<u>1,086</u>
Total		<u>1,099,372</u>	<u>50,434</u>	<u>1,149,806</u>	<u>995,297</u>
EXPENDITURE ON					
Raising funds	6	118,661	2,650	121,311	130,600
Charitable activities					
Special Needs projects	7	<u>1,210,570</u>	<u>-</u>	<u>1,210,570</u>	<u>928,936</u>
Total		<u>1,329,231</u>	<u>2,650</u>	<u>1,331,881</u>	<u>1,059,536</u>
NET INCOME/(EXPENDITURE)					
Transfers between funds	17	(229,859) <u>62,160</u>	47,784 <u>(62,160)</u>	(182,075) <u>-</u>	(64,239) <u>-</u>
Net movement in funds		(167,699)	(14,376)	(182,075)	(64,239)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>382,806</u>	<u>23,197</u>	<u>406,003</u>	<u>470,242</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>215,107</u></u>	<u><u>8,821</u></u>	<u><u>223,928</u></u>	<u><u>406,003</u></u>

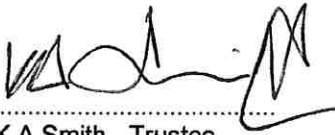
The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2023**

	Notes	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	12	142,020	-	142,020	72,161
CURRENT ASSETS					
Stocks	13	2,910	-	2,910	-
Debtors	14	72,756	-	72,756	109,823
Cash at bank and in hand		<u>69,239</u>	<u>8,821</u>	<u>78,060</u>	<u>245,482</u>
		144,905	8,821	153,726	355,305
CREDITORS					
Amounts falling due within one year	15	(71,818)	-	(71,818)	(21,463)
NET CURRENT ASSETS					
		<u>73,087</u>	<u>8,821</u>	<u>81,908</u>	<u>333,842</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>215,107</u>	<u>8,821</u>	<u>223,928</u>	<u>406,003</u>
NET ASSETS					
		<u>215,107</u>	<u>8,821</u>	<u>223,928</u>	<u>406,003</u>
FUNDS					
	17			215,107	382,806
Unrestricted funds				<u>8,821</u>	<u>23,197</u>
Restricted funds					
TOTAL FUNDS					
				<u>223,928</u>	<u>406,003</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 23.12.2024..... and were signed on its behalf by:


.....
Mr K A Smith - Trustee

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	2023 £	2022 £
Cash flows from operating activities			
Cash generated from operations	1	<u>(38,073)</u>	<u>(74,345)</u>
Net cash used in operating activities		<u>(38,073)</u>	<u>(74,345)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(131,611)	(52,265)
Interest received		<u>2,262</u>	<u>1,086</u>
Net cash used in investing activities		<u>(129,349)</u>	<u>(51,179)</u>
Change in cash and cash equivalents in the reporting period		(167,422)	(125,524)
Cash and cash equivalents at the beginning of the reporting period		<u>245,482</u>	<u>371,006</u>
Cash and cash equivalents at the end of the reporting period		<u>78,060</u>	<u>245,482</u>

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2023**

1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2023 £	2022 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(182,075)	(64,239)
Adjustments for:		
Depreciation charges	61,747	17,488
Interest received	(2,262)	(1,086)
Increase in stocks	(2,910)	-
Decrease/(increase) in debtors	37,067	(30,776)
Increase in creditors	<u>50,360</u>	<u>4,268</u>
Net cash used in operations	<u>(38,073)</u>	<u>(74,345)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/1/23 £	Cash flow £	At 31/12/23 £
Net cash			
Cash at bank and in hand	<u>245,482</u>	<u>(167,422)</u>	<u>78,060</u>
	<u>245,482</u>	<u>(167,422)</u>	<u>78,060</u>
Total	<u>245,482</u>	<u>(167,422)</u>	<u>78,060</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charity is 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 Vassall Centre, Gill Avenue, Fishponds, Bristol, BS16 2QQ.

The financial statements are prepared in sterling, which is the functional currency of the entity and rounded to the nearest £.

Going concern

The charity remains dependant on South Gloucestershire and Bristol City councils for income relating to service provision. We have a strong relationship with our landlord, Bristol Charities, who continue to demonstrate ongoing engagement and full support. We see no reason for these sources of income and support not to continue in the future. We project healthy growth in trainee numbers, with continued throughput of successful applications and respective growth in trainees utilising the Props service provision. As we look to the future, we are focused on developing our property footprint to ensure we can maximise space efficiencies and the number of trainees we can safely support.

Fundraising continues to provide incremental income to support supplementary enterprise activity designed to provide best in class vocational learning for our trainees. We are in the process of organising our annual Bristol to Bordeaux bike ride for 2025, with expectations that we will generate £80-£100k of fundraising from the event alone. We have also invested in a part time fundraising manager, to increase our presence with, and deliver incremental funding from, a broad range of grant giving trusts.

The trustees have considered all relevant information, including budgets and future cash flows in making their assessment, that the going concern basis can continue to be adopted in preparing the annual report and accounts.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on reducing balance
Leasehold improvements	- 5 years

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

1. ACCOUNTING POLICIES - continued

Stocks & work in progress

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell.

Costs include all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition.

Work in progress is valued on the basis of direct costs plus attributable overheads based on normal level of activity. Provision is made for any foreseeable losses where appropriate. An element of profit is included where the outcome of the project may reasonably be determined.

Taxation

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

Fund accounting

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

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

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

Pension costs and other post-retirement benefits

The charity contributes to personal pension arrangements of employees to meet the requirements of auto-enrolment. Contributions payable are charged to the Statement of Financial Activities in the period in which they relate.

Debtors and creditors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

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

2. DONATIONS AND LEGACIES

	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Donations	54,813	400	55,213	95,559
Grants	1,330	28,440	29,770	3,293
Membership	<u>2,659</u>	<u>-</u>	<u>2,659</u>	<u>2,810</u>
	<u>58,802</u>	<u>28,840</u>	<u>87,642</u>	<u>101,662</u>

Of the above £23,896 represented restricted income in 2022.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

2. DONATIONS AND LEGACIES - continued

Grants received, included in the above, are as follows:

	2023 £	2022 £
Council grant - Covid support	-	3,293
South Gloucestershire Council	13,940	-
Forbes Foundation	1,500	-
Percy Bilton	3,000	-
Bristol City Council	10,000	-
Other grants	<u>1,330</u>	<u>-</u>
	<u>29,770</u>	<u>3,293</u>

3. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Fundraising events	105,705	19,594	125,299	130,170
VC Café income	46,263	-	46,263	18,621
Brewery income	34,900	-	34,900	15,334
Shop income	<u>13,959</u>	<u>-</u>	<u>13,959</u>	<u>-</u>
	<u>200,827</u>	<u>19,594</u>	<u>220,421</u>	<u>164,125</u>

Of the above £23,482 represented restricted income in 2022.

4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Deposit account interest	<u>2,262</u>	<u>-</u>	<u>2,262</u>	<u>1,086</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	2023 £	2022 £
Income from student fees	801,583	713,154
Income from sales of goods	12,898	15,023
Other income	<u>25,000</u>	<u>247</u>
	<u>839,481</u>	<u>728,424</u>

All 2022 income was unrestricted.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

6. RAISING FUNDS

Raising donations and legacies

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Travelling	1,863	-	1,863	209
Other office costs	5,436	-	5,436	5,996
Postage, stationery and telephone	9,093	-	9,093	7,425
Website costs	9,725	-	9,725	14,489
Entertaining	847	-	847	2,035
Bad debts written off	<u>685</u>	<u>-</u>	<u>685</u>	<u>5</u>
	<u>27,649</u>	<u>-</u>	<u>27,649</u>	<u>30,159</u>

Other trading activities

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
Purchases	<u>91,012</u>	<u>2,650</u>	<u>93,662</u>	<u>100,441</u>
Aggregate amounts	<u>118,661</u>	<u>2,650</u>	<u>121,311</u>	<u>130,600</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Special Needs projects	<u>1,183,146</u>	<u>27,424</u>	<u>1,210,570</u>

8. SUPPORT COSTS

	Governance costs £
Special Needs projects	<u>27,424</u>

9. NET INCOME/(EXPENDITURE)

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

	2023 £	2022 £
Auditors' remuneration	7,500	-
Depreciation/impairment - owned assets	42,752	17,486
Independent Examination fee	<u>-</u>	<u>1,600</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2023 nor for the year ended 31 December 2022.

11. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	812,063	662,183
Social security costs	50,715	43,142
Other pension costs	<u>37,016</u>	<u>26,545</u>
	<u><u>899,794</u></u>	<u><u>731,870</u></u>

The average monthly number of employees during the year was as follows:

	2023	2022
Management	4	4
Programme staff	<u>43</u>	<u>38</u>
	<u><u>47</u></u>	<u><u>42</u></u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2023	2022
£60,001 - £70,000	<u>1</u>	<u>1</u>

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £185,210 (2022 £167,836).

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

12. TANGIBLE FIXED ASSETS

	Leasehold Imp £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST					
At 1 January 2023	-	60,882	58,328	43,649	162,859
Additions	104,042	24,014	-	3,555	131,611
Impairments	-	(19,000)	-	-	(19,000)
	<u>104,042</u>	<u>65,896</u>	<u>58,328</u>	<u>47,204</u>	<u>275,470</u>
DEPRECIATION					
At 1 January 2023	-	19,193	40,508	30,997	90,698
Charge for year	20,808	13,872	4,455	3,617	42,752
	<u>20,808</u>	<u>33,065</u>	<u>44,963</u>	<u>34,614</u>	<u>133,450</u>
NET BOOK VALUE					
At 31 December 2023	<u>83,234</u>	<u>32,831</u>	<u>13,365</u>	<u>12,590</u>	<u>142,020</u>
At 31 December 2022	<u>-</u>	<u>41,689</u>	<u>17,820</u>	<u>12,652</u>	<u>72,161</u>

13. STOCKS

	2023 £	2022 £
Stock	<u>2,910</u>	<u>-</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	14,215	40,213
Other debtors	51,557	69,610
VAT	6,984	-
	<u>72,756</u>	<u>109,823</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	39,559	16,326
Social security and other taxes	12,948	(963)
Other creditors	10,006	4,174
Accruals and deferred income	<u>9,305</u>	<u>1,926</u>
	<u>71,818</u>	<u>21,463</u>

16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2023	2022
	£	£
Within one year	66,561	31,876
Between one and five years	<u>51,320</u>	<u>67,419</u>
	<u>117,881</u>	<u>99,295</u>

17. MOVEMENT IN FUNDS

	At 1/1/23	Net movement	Transfers	At
	£	in funds	between	31/12/23
		£	funds	£
			£	
Unrestricted funds				
General fund	382,806	(229,859)	62,160	215,107
Restricted funds				
St James Place	4,170	(238)	(2,193)	1,739
Minibus fund	3,150	-	-	3,150
Apple Pressing	394	-	(394)	-
B&Q	5,000	-	(5,000)	-
HSBC SFX Foundation	5,000	-	(5,000)	-
Aviva	5,483	-	(5,483)	-
LDDF	-	13,940	(13,940)	-
Clothworkers	-	10,000	(10,000)	-
John James Foundation	-	5,000	(5,000)	-
Forbes Foundation	-	1,500	(1,500)	-
Chipping Rotary	-	250	(250)	-
Percy Bilton	-	3,000	(3,000)	-
Warburtons	-	400	(400)	-
Quartet Foundation	-	2,261	-	2,261
Fishponds and Downend Rotary	-	1,671	-	1,671
Bristol City Council	-	<u>10,000</u>	<u>(10,000)</u>	-
	<u>23,197</u>	<u>47,784</u>	<u>(62,160)</u>	<u>8,821</u>
TOTAL FUNDS	<u>406,003</u>	<u>(182,075)</u>	<u>-</u>	<u>223,928</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,099,372	(1,329,231)	(229,859)
Restricted funds			
St James Place	-	(238)	(238)
LDDF	13,940	-	13,940
Clothworkers	10,000	-	10,000
John James Foundation	5,000	-	5,000
Forbes Foundation	1,500	-	1,500
Chipping Rotary	250	-	250
Percy Bilton	3,000	-	3,000
Warburtons	400	-	400
Quartet Foundation	4,344	(2,083)	2,261
Fishponds and Downend Rotary	2,000	(329)	1,671
Bristol City Council	10,000	-	10,000
	<u>50,434</u>	<u>(2,650)</u>	<u>47,784</u>
TOTAL FUNDS	<u>1,149,806</u>	<u>(1,331,881)</u>	<u>(182,075)</u>

Comparatives for movement in funds

	At 1/1/22 £	Net movement in funds £	Transfers between funds £	At 31/12/22 £
Unrestricted funds				
General fund	354,857	(66,162)	94,111	382,806
Restricted funds				
Vassall Centre	107,671	-	(107,671)	-
St James Place	4,170	-	-	4,170
Minibus fund	3,150	-	-	3,150
Apple Pressing	394	-	-	394
B&Q	-	5,000	-	5,000
HSBC SFX Foundation	-	5,000	-	5,000
Aviva	-	5,483	-	5,483
Calvert Trust	-	(13,560)	13,560	-
	<u>115,385</u>	<u>1,923</u>	<u>(94,111)</u>	<u>23,197</u>
TOTAL FUNDS	<u>470,242</u>	<u>(64,239)</u>	<u>-</u>	<u>406,003</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	947,919	(1,014,081)	(66,162)
Restricted funds			
Medlock Trust	5,000	(5,000)	-
Sport England	3,091	(3,091)	-
Quartet Stoke Park	2,941	(2,941)	-
Nisbets	7,450	(7,450)	-
B&Q	5,000	-	5,000
Mrs Milson	1,000	(1,000)	-
HSBC SFX Foundation	5,000	-	5,000
Aviva	5,483	-	5,483
Calvert Trust	<u>12,413</u>	<u>(25,973)</u>	<u>(13,560)</u>
	<u>47,378</u>	<u>(45,455)</u>	<u>1,923</u>
TOTAL FUNDS	<u>995,297</u>	<u>(1,059,536)</u>	<u>(64,239)</u>

St James Place gave a donation towards an employment coach.

Minibus fund - funds raised to purchase two minibuses. One was purchased during 2019, the other was purchased during 2020.

Apple Pressing - funds received to support apple pressing activities.

Medlock Trust - grant to be used towards equipment for our new shop/cafe

Sport England - grant to be used towards our sports programme

Quartet Stoke Park - grant to be used towards our sports programme

Nisbets - grant to be used to purchase kitchen equipment for our new shop/cafe

B&Q - grant to be used to purchase equipment/furnishings for our new shop/cafe

Mrs Milsom - to be used to help support our stay at The Calvert Trust

HSBC SFX Foundation - grant to be used towards works/professional services/material for our new cafe/shop

Aviva - grant to be used for our new shop/cafe

Calvert Trust - income to support our residential stay.

LDDF - grant to fund refurbishment of our new shop.

Clothworkers - grant to fund refurbishment of our new shop.

John James Foundation - grant to fund refurbishment of our new shop.

Forbes Foundation - grant to fund refurbishment of our new shop.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

17. MOVEMENT IN FUNDS - continued

Chipping Rotary - grant to fund refurbishment of our new shop.

Bristol City Council - grant to fund refurbishment of our new shop.

Percey Bilton - grant to fund refurbishment of our new shop.

Warburton - grant towards running of our bike maintenance workshop

Quartet Foundation - grant towards running of our bike maintenance workshop

Fishponds and Downend Rotary - grant to fund allotment development

Transfers between funds

Transfers are made from unrestricted funds to restricted funds to cover any restricted funds in deficit.

Where restricted income has been given for capital projects and spent in the year the income has been transferred to unrestricted funds at the year end to reflect the general use of the asset financed going forward.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

19. LIMITED BY GUARANTEE

The company is limited by guarantee, having no fixed share capital. The liability of members is limited to £1.

PROVIDING OPPORTUNITIES AND SUPPORT

England & Wales - Charity number 1089951

Accounts

REGISTERED COMPANY NUMBER: 04258857 (England and Wales)
REGISTERED CHARITY NUMBER: 1089951

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

Haines Watts
Chartered Accountants
Old Station House
Station Approach
Swindon
Wiltshire
SN1 3DU

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Statement of Financial Position	8
Statement of Cash Flows	9
Notes to the Statement of Cash Flows	10
Notes to the Financial Statements	11 to 19

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2022**

TRUSTEES	Mr K A Smith Mr T M S Dutton Mr J Jenkins Ms S J Lewis Mr S Little Mrs K G Driscoll
COMPANY SECRETARY	Mrs K G Driscoll
REGISTERED OFFICE	Vassall Centre Gill Avenue Fishponds Bristol BS16 2QQ
REGISTERED COMPANY NUMBER	04258857 (England and Wales)
REGISTERED CHARITY NUMBER	1089951
INDEPENDENT EXAMINER	Haines Watts Chartered Accountants Old Station House Station Approach Swindon Wiltshire SN1 3DU

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives and mission of the Charity are:

To create an inclusive society by empowering adults who have learning disabilities to achieve purposeful and rewarding work opportunities.

Our work is deeply integrated within the wider community to challenge perceptions of what people who have learning disabilities should expect from society.

At Props we foster independence and support people to grow in all aspects of their lives.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

STRATEGIC REPORT

Achievement and performance

Charitable activities

Following the difficulties of the pandemic years, and although the charity ended the year with a modest loss, 2022 has been a strong and progressive period for PROPS.

Numbers of Trainees attending PROPS continues to grow alongside the number of activities and work focussed learning opportunities for Trainees. To support that additional provision and to ensure that PROPS continues to provide quality services that are reflective of Trainees' wishes and aspirations, the staff team has also had to increase in number.

For several years, the PROPS strategic plan has focussed on growth and the ability to support more learning disabled people to be involved in meaningful work and to be able to participate in work-based opportunities.

In September 2022, the charity realised one of its primary strategic objectives, to open a local brewery and tap room. The aim of which is to create additional work opportunities for Trainees, so individuals have enjoyed working in the tap room serving customers, being part of the beer brewing team, creating recipes, ordering ingredients, receiving deliveries, naming beers, designing labels, together with all the back office administrative roles, such as stock control, invoicing and organising events.

Alongside the brewery, we have also agreed a long-term lease for a retail shop along Fishponds high street. The premises is in need of some internal redevelopment, but in the fulness of time, we aim to open a café, workshop and shop, creating significantly more community focussed work-based opportunities for the individuals we support.

Finally, the third significant addition to the PROPS enterprise portfolio, was the acquisition of the café within the Vassall Centre. The primary customer base are those workers located within the centre, however increasingly we are seeing members of the local community coming into the centre and choosing to spend some time at the café. A significant element of cafés workload involves catering for conferences and meetings, held at the centre and also a contract with a local partner delivering lunches to local families during school holidays when school meals are unavailable.

The notion of all these new social enterprises, catapults learning disabled people into the mainstream with individuals being an integral part of the customer experience at all levels. Clearly demonstrating that everyone has a valuable contribution to make.

As well as new services, the year saw the highest levels of income in the charity's history, approaching £1m, reflecting the period of growth and demonstrating the strong levels of demand for PROPS services from individual's, their families and local authorities.

Fundraising and donation totals for the period were pleasing at £102k with £78k being unrestricted and £24k being restricted. The unrestricted funds being exclusively due to another very successful Bristol to Bordeaux cycle event which took place in early July.

The trustees have due regard to the Charity Commission guidance on public benefit.

Financial review

Financial position

The statement of financial activities for 2022 is set out on page 7 and shows a reported deficit for the year of £64,239 (2021 surplus £18,388). The deficit is a result of increased investment in services, strengthening the management team and increasing staffing levels in order to be able to offer quality, safe services for new Trainees. The financial position of the charity at the year-end is set out on page 8.

Long term sustainability continues to be the key focus underpinning everything we do at PROPS, ensuring we are here for Trainees, well into the future. The financial results of 2022 reflect strong growth, and investment in organisational structure and management to ensure we are fit and robust for the future.

The charity continues to protect its stable financial position. We continue to maintain stringent oversight of financial management to ensure the ongoing viability of the charity.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

STRATEGIC REPORT

Financial review

Reserves policy

PROPS currently holds c.£400k in reserves at the year end. £23,000 were restricted and the remaining were unrestricted reserves.

The retained earnings position is designed to ensure the sustainability of the charity. For 2022 PROPS generated £102k from donations, grants and membership. A significant proportion of this coming from one event - the B2B bike ride.

The reserves we hold allows us to operate for full year should there be a fall in fundraised income. The enduring ambition is to hold capital in excess of our existing reserves policy, to ensure any shock in the year can be absorbed without erosion of our desired 100% capital sufficiency.

The goal for FY2022 is to continue to drive growth through awareness and opportunity. Funds will continue to be reinvested for the benefit of our trainees and the longevity of the charity

Free reserves amounted to £310,645 at 31 December 2022 (2021 £317,475).

Future plans

PROPS is keen to continue its policy of sustainable growth over the next few years. We are constantly seeking new opportunities for additional funding, new initiatives and increasing our fundraising and grant income.

We are currently considering additional avenues for growth and collaboration opportunities with other charities for the creation of exciting new activities which expand upon our existing offerings. Our continued expansion is providing challenges to the limited space available in our existing base at the Vassall centre and we continue to monitor and review this situation.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

PROPS was established on 27 July 2001 and registered as a charity on 3 January 2002.

The board of trustees, who are also directors of the charity for the purposes of the Companies Act, have overall responsibility for the strategy, management and control of PROPS.

The Chief Executive Officer, working with the senior management team, is responsible for delivering the Board's vision and strategy and for the day-to-day operations of the charity. Key management remuneration is set with reference to market rates.

The Trustees are all volunteers, drawn from a range of backgrounds, in order to provide a broad skills base for the Charity, and appropriate training is provided to assist in fulfilling their roles within the charity.

The Charity regularly reviews the risks arising from its activities and takes appropriate action to minimise the impact of such risks to the charity. The Trustees have reviewed the major strategic, business and operational risks which the Charity faces, and identified key risks.

Actions to address key risk areas have been agreed and progress is reviewed regularly. In addition, strong financial controls are in place to mitigate the risk of financial losses due to theft or fraud, and these controls are also regularly reviewed.

TREASURER'S COMMENT

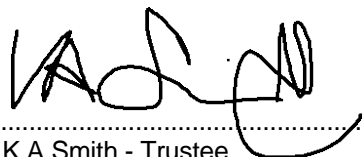
The financial year, 2022 although generated a loss, saw increased income from local authority fees, fundraising and increased sales from its social enterprises.

In the future, we seek to reduce the current situation, whereby operational performance (excluding fundraising) continues to be loss making with fundraising subsidising day to day activity.

As a group of trustees and management team, we are comfortable with this position. The service provided is over and above the standard requirements, through both resource and the enterprises offered. In the unlikely event fundraising ceases, service could be pared back temporarily to a breakeven position

The continued objective of the trustees is to preserve sustainability of PROPS, while ensuring that the underlying infrastructure of the organisation continues to be fit for purpose and an effective organisation for delivering quality services.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on and signed on the board's behalf by:



.....
Mr K A Smith - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

Independent examiner's report to the trustees of Providing Opportunities And Support (PROPS) ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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

Susan Plumb
The Institute of Chartered Accountants in England and Wales

Haines Watts
Chartered Accountants
Old Station House
Station Approach
Swindon
Wiltshire
SN1 3DU

Date:

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	77,766	23,896	101,662	109,370
Charitable activities					
Special Needs projects	5	728,424	-	728,424	577,895
Other trading activities	3	140,643	23,482	164,125	60,506
Investment income	4	1,086	-	1,086	33
Total		<u>947,919</u>	<u>47,378</u>	<u>995,297</u>	<u>747,804</u>
EXPENDITURE ON					
Raising funds	6	85,145	45,455	130,600	103,622
Charitable activities					
Special Needs projects	7	928,936	-	928,936	625,794
Total		<u>1,014,081</u>	<u>45,455</u>	<u>1,059,536</u>	<u>729,416</u>
NET INCOME/(EXPENDITURE)					
Transfers between funds	16	(66,162) <u>94,111</u>	1,923 <u>(94,111)</u>	(64,239) <u>-</u>	18,388 <u>-</u>
Net movement in funds		27,949	(92,188)	(64,239)	18,388
RECONCILIATION OF FUNDS					
Total funds brought forward		354,857	115,385	470,242	451,854
TOTAL FUNDS CARRIED FORWARD		<u><u>382,806</u></u>	<u><u>23,197</u></u>	<u><u>406,003</u></u>	<u><u>470,242</u></u>

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2022**

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	12	72,161	-	72,161	37,382
CURRENT ASSETS					
Debtors	13	109,823	-	109,823	79,049
Cash at bank		222,285	23,197	245,482	371,006
		<u>332,108</u>	<u>23,197</u>	<u>355,305</u>	<u>450,055</u>
CREDITORS					
Amounts falling due within one year	14	(21,463)	-	(21,463)	(17,195)
		<u>310,645</u>	<u>23,197</u>	<u>333,842</u>	<u>432,860</u>
NET CURRENT ASSETS					
		<u>382,806</u>	<u>23,197</u>	<u>406,003</u>	<u>470,242</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>382,806</u>	<u>23,197</u>	<u>406,003</u>	<u>470,242</u>
NET ASSETS					
		<u>382,806</u>	<u>23,197</u>	<u>406,003</u>	<u>470,242</u>
FUNDS					
	16			382,806	354,857
Unrestricted funds				23,197	115,385
Restricted funds				<u>406,003</u>	<u>470,242</u>
TOTAL FUNDS					

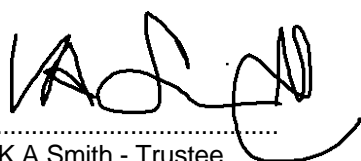
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

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

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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



.....
Mr K A Smith - Trustee

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	(74,345)	(9,440)
Net cash used in operating activities		<u>(74,345)</u>	<u>(9,440)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(52,265)	(5,489)
Interest received		1,086	33
Net cash used in investing activities		<u>(51,179)</u>	<u>(5,456)</u>
Change in cash and cash equivalents in the reporting period			
		(125,524)	(14,896)
Cash and cash equivalents at the beginning of the reporting period		<u>371,006</u>	<u>385,902</u>
Cash and cash equivalents at the end of the reporting period		<u><u>245,482</u></u>	<u><u>371,006</u></u>

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2022**

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

	2022 £	2021 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(64,239)	18,388
Adjustments for:		
Depreciation charges	17,488	12,471
Interest received	(1,086)	(33)
Increase in debtors	(30,776)	(42,298)
Increase in creditors	4,268	2,032
	(74,345)	(9,440)
Net cash used in operations	(74,345)	(9,440)

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/1/22 £	Cash flow £	At 31/12/22 £
Net cash			
Cash at bank	371,006	(125,524)	245,482
	371,006	(125,524)	245,482
Total	371,006	(125,524)	245,482

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charity is 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 Vassall Centre, Gill Avenue, Fishponds, Bristol, BS16 2QQ.

The financial statements are prepared in sterling, which is the functional currency of the entity and rounded to the nearest £.

Going concern

There are no uncertainties about the charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

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

Fund accounting

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

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

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

Pension costs and other post-retirement benefits

The charity contributes to personal pension arrangements of employees to meet the requirements of auto-enrolment. Contributions payable are charged to the Statement of Financial Activities in the period in which they relate.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

1. ACCOUNTING POLICIES - continued

Debtors and creditors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

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

2. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Donations	71,663	23,896	95,559	16,858
Grants	3,293	-	3,293	48,121
Membership	2,810	-	2,810	2,907
Conference	-	-	-	41,484
	<u>77,766</u>	<u>23,896</u>	<u>101,662</u>	<u>109,370</u>

All 2021 income above was unrestricted.

Grants received, included in the above, are as follows:

	2022 £	2021 £
Government grant - furlough support	-	40,621
Council grant	3,293	7,500
	<u>3,293</u>	<u>48,121</u>

3. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fundraising events	106,688	23,482	130,170	60,506
VC Café income	18,621	-	18,621	-
Brewery income	15,334	-	15,334	-
	<u>140,643</u>	<u>23,482</u>	<u>164,125</u>	<u>60,506</u>

All 2021 income above was unrestricted.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Deposit account interest	1,086	-	1,086	33
	<u>1,086</u>	<u>-</u>	<u>1,086</u>	<u>33</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2022 £	2021 £
Income from student fees	Special Needs projects	713,154	560,755
Income from sales of goods	Special Needs projects	15,023	14,924
Other income	Special Needs projects	247	2,216
		<u>728,424</u>	<u>577,895</u>

Of the 2021 income £574,629 was restricted.

6. RAISING FUNDS

Raising donations and legacies

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Travelling	209	-	209	242
Other office costs	5,996	-	5,996	4,526
Postage, stationary and telephone	7,425	-	7,425	9,562
Website costs	14,489	-	14,489	4,141
Entertaining	2,035	-	2,035	3,328
Bad debts written off	5	-	5	673
	<u>30,159</u>	<u>-</u>	<u>30,159</u>	<u>22,472</u>

Other trading activities

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Purchases	54,986	45,455	100,441	81,150
	<u>54,986</u>	<u>45,455</u>	<u>100,441</u>	<u>81,150</u>
Aggregate amounts	<u>85,145</u>	<u>45,455</u>	<u>130,600</u>	<u>103,622</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Special Needs projects	898,551	30,385	928,936

8. SUPPORT COSTS

	Governance costs £
Special Needs projects	30,385

9. NET INCOME/(EXPENDITURE)

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

	2022 £	2021 £
Depreciation - owned assets	17,486	12,471
Independent Examination fee	1,600	1,400

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

11. STAFF COSTS

	2022 £	2021 £
Wages and salaries	662,183	466,805
Social security costs	43,142	25,232
Other pension costs	26,545	18,344
	<u>731,870</u>	<u>510,381</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Management	4	1
Programme staff	38	36
	<u>42</u>	<u>37</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

11. STAFF COSTS - continued

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022	2021
£60,001 - £70,000	1	-
	<u>1</u>	<u>-</u>

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £167,836 (2021 £110,986).

12. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 January 2022	12,862	58,328	39,404	110,594
Additions	48,020	-	4,245	52,265
	<u>60,882</u>	<u>58,328</u>	<u>43,649</u>	<u>162,859</u>
DEPRECIATION				
At 1 January 2022	11,084	34,568	27,560	73,212
Charge for year	8,109	5,940	3,437	17,486
	<u>19,193</u>	<u>40,508</u>	<u>30,997</u>	<u>90,698</u>
NET BOOK VALUE				
At 31 December 2022	<u>41,689</u>	<u>17,820</u>	<u>12,652</u>	<u>72,161</u>
At 31 December 2021	<u>1,778</u>	<u>23,760</u>	<u>11,844</u>	<u>37,382</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade debtors	40,213	37,973
Other debtors	69,610	41,076
	<u>109,823</u>	<u>79,049</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	16,326	2,532
Social security and other taxes	(963)	8,717
Other creditors	4,174	2,689
Accruals and deferred income	1,926	3,257
	<u>21,463</u>	<u>17,195</u>
	<u>21,463</u>	<u>17,195</u>

15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022	2021
	£	£
Within one year	30,876	-
Between one and five years	61,419	-
	<u>92,295</u>	<u>-</u>
	<u>92,295</u>	<u>-</u>

16. MOVEMENT IN FUNDS

	At 1/1/22	Net movement in funds	Transfers between funds	At 31/12/22
	£	£	£	£
Unrestricted funds				
General fund	354,857	(66,162)	94,111	382,806
Restricted funds				
Vassall Centre	107,671	-	(107,671)	-
St James Place	4,170	-	-	4,170
Minibus fund	3,150	-	-	3,150
Apple Pressing	394	-	-	394
B&Q	-	5,000	-	5,000
HSBC SFX Foundation	-	5,000	-	5,000
Aviva	-	5,483	-	5,483
Calvert Trust	-	(13,560)	13,560	-
	<u>115,385</u>	<u>1,923</u>	<u>(94,111)</u>	<u>23,197</u>
TOTAL FUNDS	<u>470,242</u>	<u>(64,239)</u>	<u>-</u>	<u>406,003</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	947,919	(1,014,081)	(66,162)
Restricted funds			
Medlock Trust	5,000	(5,000)	-
Sport England	3,091	(3,091)	-
Quartete Stoke Park	2,941	(2,941)	-
Nisbets	7,450	(7,450)	-
B&Q	5,000	-	5,000
Mrs Milson	1,000	(1,000)	-
HSBC SFX Foundation	5,000	-	5,000
Aviva	5,483	-	5,483
Calvert Trust	12,413	(25,973)	(13,560)
	<u>47,378</u>	<u>(45,455)</u>	<u>1,923</u>
TOTAL FUNDS	<u>995,297</u>	<u>(1,059,536)</u>	<u>(64,239)</u>

Comparatives for movement in funds

	At 1/1/21 £	Net movement in funds £	At 31/12/21 £
Unrestricted funds			
General fund	327,952	26,905	354,857
Restricted funds			
Vassall Centre	116,188	(8,517)	107,671
St James Place	4,170	-	4,170
Minibus fund	3,150	-	3,150
Apple Pressing	394	-	394
	<u>123,902</u>	<u>(8,517)</u>	<u>115,385</u>
TOTAL FUNDS	<u>451,854</u>	<u>18,388</u>	<u>470,242</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	173,175	(146,270)	26,905
Restricted funds			
Vassall Centre	574,629	(583,146)	(8,517)
TOTAL FUNDS	<u>747,804</u>	<u>(729,416)</u>	<u>18,388</u>

The Vassall Centre provides facilities aimed at advancing the life skills and work place experience of its attendees.

St James Place gave a donation towards an employment coach.

Minibus fund - funds raised to purchase two minibuses. One was purchased during 2019, the other was purchased during 2020.

Apple Pressing - funds received to support apple pressing activities.

Medlock Trust - £5,000 grant to be used towards equipment for our new shop/cafe

Sport England - £3,091 grant to be used towards our sports programme

Quartet Stoke Park - £2,941 grant to be used towards our sports programme

Nisbets - £7,450 grant to be used to purchase kitchen equipment for our new shop/cafe

B&Q - £5,000 grant to be used to purchase equipment/furnishings for our new shop/cafe

Mrs Milsom - £1,000 to be used to help support our stay at The Calvert Trust

HSBC SFX Foundation - £5,000 grant to be used towards works/professional services/material for our new cafe/shop

Aviva - £5488 grant to be used for our new shop/cafe

Calvert Trust - income to support our residential stay.

Transfers between funds

Transfers are made from unrestricted funds to restricted funds to cover any restricted funds in deficit.

The operations of the Vassall Centre are considered to be unrestricted in nature. As a result the balance of these funds has been transferred to unrestricted funds at the year end.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

18. LIMITED BY GUARANTEE

The company is limited by guarantee, having no fixed share capital. The liability of members is limited to £1.

PROVIDING OPPORTUNITIES AND SUPPORT

England & Wales - Charity number 1089951

Accounts

REGISTERED COMPANY NUMBER: 04258857 (England and Wales)
REGISTERED CHARITY NUMBER: 1089951

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

Haines Watts
Chartered Accountants
Old Station House
Station Approach
Newport Street
Swindon
Wiltshire
SN1 3DU

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Statement of Financial Position	7
Statement of Cash Flows	8
Notes to the Statement of Cash Flows	9
Notes to the Financial Statements	10 to 17

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2021**

TRUSTEES	Mr K A Smith Mr T M S Dutton Mr J Jenkins Ms S J Lewis Mr S Little Mrs K G Driscoll
COMPANY SECRETARY	Mrs K G Driscoll
REGISTERED OFFICE	Vassall Centre Gill Avenue Fishponds Bristol BS16 2QQ
REGISTERED COMPANY NUMBER	04258857 (England and Wales)
REGISTERED CHARITY NUMBER	1089951
INDEPENDENT EXAMINER	Haines Watts Chartered Accountants Old Station House Station Approach Newport Street Swindon Wiltshire SN1 3DU

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Charity are:

1. The provision of vocational training and work opportunities for adults with a learning disability.
2. The provision in the interests of social welfare of facilities for recreation and leisure time occupation with the object of improving the conditions of life for adults with special needs.

STRATEGIC REPORT

Achievement and performance

Charitable activities

2021 was a far more satisfactory year for PROPS as we saw the return of all Trainees back to the service at the end of 2020 following the coronavirus closure. Although we had to operate services with very robust corona virus preventative measures and solid risk assessments, we were pleased to be able to offer good quality services at both resource centres located at the Vassall Centre in Fishponds and The Park in Knowle West once again.

Due to the extreme resilience, dedication and creativity of the staff team, PROPS offered the full range of training opportunities throughout the year in what were very challenging circumstances.

During the year we managed to extend our offering, including an increased number of additional activities, a greater number of times particular activities were offered during the week and importantly an increase in the number of places available to new Trainees.

In 2020 we introduced a completely new way in which the service timetable is delivered. It is pleasing to report that this new innovative format whereby 'teams' of Trainees are grouped together to form working groups has proved extremely beneficial. Both in terms of the more personalised manner in which services can be tailored to the needs of each person, but also in forming 'bubbles' to ensure everyone is working in a safe environment. This format continued throughout 2021 and continues to grow in strength.

Fundraising has continued to be challenging, with the vast majority of events still having to be cancelled due to covid restrictions. Unfortunately, we had yet again to cancel our largest fundraising event, the Bristol to Bordeaux Cycle Ride, which has been a very important fundraiser for the charity.

However, in its place, we were able to provide a cycle event consisting of small groups, which started and finished in Bristol, with various routes covering several different distances throughout the day. A successful event in the circumstances, which raised a very much needed £20k.

Financial review

Financial position

The statement of financial activities for 2021 is set out on page 6 and shows a reported surplus for the year of £18,388 (2020 £109,350) The financial position of the charity at the year-end is set out on page 7.

Sustainability continues to be the key focus underpinning everything we do at PROPS, ensuring we are here for our trainees today and tomorrow. The financial results of 2021 reflect a year of managing costs, an increase in Trainee numbers, a more efficient operating model and fundraised monies gained from the cycle ride.

The charity continues to protect its financial position. We continue to maintain stringent oversight of financial management to ensure the ongoing viability of the charity.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2021**

STRATEGIC REPORT

Financial review

Reserves policy

PROPS currently holds £470,242 in reserves at the year end. Of which £115,385 were restricted and the remaining were unrestricted reserves. The retained earnings position is designed to ensure the sustainability of the charity. For 2021 PROPS generated £109,370 from donations, grants and membership. Previously the Bristol2Bordeaux cycle challenge has resulted in significant unrestricted fundraised income, often in excess of £100k, however due to the pandemic this was cancelled and a virtual ride was held in its place, raising approximately £35,000

The reserves we hold allows us to operate for a full year should there be a fall in the fundraised income for the year. Should that situation arise, we would, over the next year, gradually wind down the service, find new service providers to accommodate our present service users and allow staff members opportunity to find alternate employment. The enduring ambition is to hold capital in excess of our existing reserves policy, to ensure any shock in the year can be absorbed without erosion of our desired 100% capital sufficiency.

The goal for 2022 is to continue to drive growth through awareness and opportunity, alongside the aspiration to open further community based services. Funds will continue to be reinvested for the benefit of our trainees and the longevity of the charity.

Free reserves (unrestricted funds less functional fixed assets) at 31 December 2021 amounted to £317,475 (2020 £283,588).

Future plans

PROPS is keen to continue its policy of sustainable growth over the next few years. We are constantly seeking new opportunities for funding, new initiatives and leveraging our fundraising and grant income. We are considering collaboration opportunities with other organisations for the creation of exciting new activities which expand upon our existing offerings.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

PROPS was established on 27 July 2001 and registered as a charity on 3 January 2002.

The board of trustees, who are also directors of the charity for the purposes of the Companies Act, have overall responsibility for the strategy, management and control of PROPS.

The Chief Executive Officer, working with the management team, is responsible for delivering the board's vision and strategy and for the day-to-day operations of the charity.

PROPS has eleven full-time members of staff, thirty two part-time members of staff and a number of other staff on temporary as required bank staff contracts. The Trustees are all volunteers, drawn from a range of backgrounds so as to provide a broad skills base for the Charity, and appropriate training is provided to assist in fulfilling their roles within the charity.

In addition to employee costs, there are other significant overheads, such is the on-going insurance and maintenance of our fleet of specially adapted minibuses and the rental cost at the Vassall Centre. The Charity aims to keep in reserves sufficient funds to cover these costs for at least one year.

The Charity regularly reviews the risks arising from its activities and takes appropriate action to minimise the impact of such risks to the charity. The Trustees have reviewed the major strategic, business and operational risks which the Charity faces, and identified key risks.

Actions to address key risk areas have been agreed and progress is reviewed regularly. In addition, strong financial controls are in place to mitigate the risk of financial losses due to theft or fraud, and these controls are also regularly reviewed.

Actions to address key risk areas have been agreed and progress is reviewed regularly. In addition, strong financial controls are in place to mitigate the risk of financial losses due to theft or fraud, and these controls are also regularly reviewed.


TREASURER'S COMMENT

The financial year, 2021 generated a modest amount profit, achieved mainly from cost savings during the year, operational income from service delivery and some fundraising. As a group of trustees and management team, we are comfortable with fundraising income supplementing that achieved from fees, our view is that this adds value to the service and enhances the experiences of the beneficiaries. The service provided is over and above the standard requirements, through both resource and the enterprises offered. In the unlikely event fundraising ceases, service could be pared back temporarily to a breakeven position.

The objective of the charity is not to generate profit per se but to ensure, through our reserves we have financial sustainability and through the strength of our people and processes we have operational sustainability to allow a continued service for our users.

The continued objective of the trustees is to preserve the long term sustainability of PROPS, while ensuring that the underlying infrastructure of the organisation continues to be fit for purpose and an effective engine for delivering best in class services.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 18.11.22 and signed on the board's behalf by:



Mr K A Smith - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

Independent examiner's report to the trustees of Providing Opportunities And Support (PROPS) ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

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

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

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



Susan Plumb
Institute of Chartered Accountants in England and Wales
Haines Watts
Chartered Accountants
Old Station House
Station Approach
Newport Street
Swindon
Wiltshire
SN1 3DU

Date: 29/11/22

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	109,370	-	109,370	229,127
Charitable activities					
Special Needs projects		3,266	574,629	577,895	487,595
Other trading activities	3	60,506	-	60,506	4,969
Investment income	4	<u>33</u>	<u>-</u>	<u>33</u>	<u>192</u>
Total		<u>173,175</u>	<u>574,629</u>	<u>747,804</u>	<u>721,883</u>
EXPENDITURE ON					
Raising funds	6	88,797	14,825	103,622	29,928
Charitable activities					
Special Needs projects	7	<u>57,473</u>	<u>568,321</u>	<u>625,794</u>	<u>582,605</u>
Total		<u>146,270</u>	<u>583,146</u>	<u>729,416</u>	<u>612,533</u>
NET INCOME/(EXPENDITURE)		26,905	(8,517)	18,388	109,350
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>327,952</u>	<u>123,902</u>	<u>451,854</u>	<u>342,504</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>354,857</u></u>	<u><u>115,385</u></u>	<u><u>470,242</u></u>	<u><u>451,854</u></u>

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2021**

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	13	37,382	-	37,382	44,364
CURRENT ASSETS					
Debtors	14	79,049	-	79,049	36,751
Cash at bank		<u>255,621</u>	<u>115,385</u>	<u>371,006</u>	<u>385,902</u>
		334,670	115,385	450,055	422,653
CREDITORS					
Amounts falling due within one year	15	(17,195)	-	(17,195)	(15,163)
		<u>317,475</u>	<u>115,385</u>	<u>432,860</u>	<u>407,490</u>
NET CURRENT ASSETS					
		<u>317,475</u>	<u>115,385</u>	<u>432,860</u>	<u>407,490</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		354,857	115,385	470,242	451,854
		<u>354,857</u>	<u>115,385</u>	<u>470,242</u>	<u>451,854</u>
NET ASSETS					
		<u>354,857</u>	<u>115,385</u>	<u>470,242</u>	<u>451,854</u>
FUNDS	16				
Unrestricted funds				354,857	327,952
Restricted funds				<u>115,385</u>	<u>123,902</u>
TOTAL FUNDS				<u>470,242</u>	<u>451,854</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 18/11/2022 and were signed on its behalf by:



Mr K A Smith - Trustee

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	<u>(9,440)</u>	<u>124,689</u>
Net cash (used in)/provided by operating activities		<u>(9,440)</u>	<u>124,689</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(5,489)	(16,218)
Sale of tangible fixed assets		-	190
Interest received		<u>33</u>	<u>192</u>
Net cash used in investing activities		<u>(5,456)</u>	<u>(15,836)</u>
Change in cash and cash equivalents in the reporting period		(14,896)	108,853
Cash and cash equivalents at the beginning of the reporting period		<u>385,902</u>	<u>277,049</u>
Cash and cash equivalents at the end of the reporting period		<u><u>371,006</u></u>	<u><u>385,902</u></u>

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2021**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net income for the reporting period (as per the Statement of Financial Activities)	18,388	109,350
Adjustments for:		
Depreciation charges	12,471	13,638
Profit on disposal of fixed assets	-	(190)
Interest received	(33)	(192)
(Increase)/decrease in debtors	(42,298)	1,333
Increase in creditors	<u>2,032</u>	<u>750</u>
Net cash (used in)/provided by operations	<u>(9,440)</u>	<u>124,689</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/1/21 £	Cash flow £	At 31/12/21 £
Net cash			
Cash at bank	<u>385,902</u>	<u>(14,896)</u>	<u>371,006</u>
	<u>385,902</u>	<u>(14,896)</u>	<u>371,006</u>
Total	<u>385,902</u>	<u>(14,896)</u>	<u>371,006</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charity is 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 Vassall Centre, Gill Avenue, Fishponds, Bristol, BS16 2QQ.

The financial statements are prepared in sterling, which is the functional currency of the entity and rounded to the nearest £.

Going concern

The COVID-19 viral pandemic is one of the most significant economic events for the UK with unprecedented levels of uncertainty of outcomes. It is therefore difficult to evaluate all of the potential implications on the charity's operations, funding, suppliers and wider economy. The Trustees' view on the impact of COVID-19 is that, given the measures that could be undertaken to mitigate the current adverse conditions and the current resources available, they can continue to adopt the going concern basis in preparing the financial statements.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

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

Fund accounting

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

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

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

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The charity contributes to personal pension arrangements of employees to meet the requirements of auto-enrolment. Contributions payable are charged to the Statement of Financial Activities in the period in which they relate.

Debtors and creditors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

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

2. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Donations	16,858	-	16,858	66,263
Grants	48,121	-	48,121	159,848
Membership	2,907	-	2,907	3,016
Conference	<u>41,484</u>	-	<u>41,484</u>	-
	<u>109,370</u>	-	<u>109,370</u>	<u>229,127</u>

Of the 2020 income £160,348 was restricted.

Grants received, included in the above, are as follows:

	2021 £	2020 £
Government grant - furlough support	40,621	159,848
Council grant	<u>7,500</u>	-
	<u>48,121</u>	<u>159,848</u>

3. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fundraising events	<u>60,506</u>	-	<u>60,506</u>	<u>4,969</u>

Of the 2020 income £483,668 was restricted.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Deposit account interest	<u>33</u>	<u>-</u>	<u>33</u>	<u>192</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2021 £	2020 £
Income from student fees	Special Needs projects	560,755	474,132
Income from sales of goods	Special Needs projects	14,924	9,935
Other income	Special Needs projects	<u>2,216</u>	<u>3,528</u>
		<u>577,895</u>	<u>487,595</u>

Of the 2020 income £483,668 was restricted.

6. RAISING FUNDS

Raising donations and legacies

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Travelling	242	-	242	166
Other office costs	4,526	-	4,526	3,655
Postage, stationary and telephone	9,562	-	9,562	4,410
Website costs	4,141	-	4,141	3,464
Entertaining	3,328	-	3,328	2,341
Bad debts written off	<u>673</u>	<u>-</u>	<u>673</u>	<u>987</u>
	<u>22,472</u>	<u>-</u>	<u>22,472</u>	<u>15,023</u>

Other trading activities

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Purchases	<u>66,325</u>	<u>14,825</u>	<u>81,150</u>	<u>14,905</u>
Aggregate amounts	<u>88,797</u>	<u>14,825</u>	<u>103,622</u>	<u>29,928</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Special Needs projects	<u>614,927</u>	<u>10,867</u>	<u>625,794</u>

8. SUPPORT COSTS

	Governance costs £
Special Needs projects	<u>10,867</u>

9. NET INCOME/(EXPENDITURE)

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

	2021 £	2020 £
Depreciation - owned assets	12,471	13,637
Surplus on disposal of fixed assets	-	(190)
Independent Examination fee	<u>1,400</u>	<u>1,300</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

11. STAFF COSTS

	2021 £	2020 £
Wages and salaries	466,805	433,946
Social security costs	25,232	21,131
Other pension costs	<u>18,344</u>	<u>15,835</u>
	<u>510,381</u>	<u>470,912</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Administrative staff	1	1
Vassell Centre programme staff	<u>36</u>	<u>32</u>
	<u>37</u>	<u>33</u>

No employees received emoluments in excess of £60,000.

Key Management Personnel

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

11. STAFF COSTS - continued

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £110,986 (2020 £103,837).

12. EXPENDITURE FOR THE YEAR

	2021	2020
	£	£
Depreciation of equipment	6,741	4,200
Depreciation of minibuses	8,147	6,393
Business insurance	2,017	1,497
Accountancy	1,333	1,230
Minibus running costs	28,472	24,970
Web site costs	2,904	1,283
Training costs	2,281	1,626
Telephone and other office costs	12,331	9,498
Salaries	470,912	390,955
Vassall Centre expenses	41,448	39,513
Professional fees	100	48
Purchases including PROPs clothing	11,471	23,082
Recruitment expenses	11,576	4,917
COVID expenses	7,164	-
Bad debts written off	987	146
	<u>607,884</u>	<u>526,060</u>

13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 January 2021	12,862	58,328	33,915	105,105
Additions	-	-	5,489	5,489
At 31 December 2021	<u>12,862</u>	<u>58,328</u>	<u>39,404</u>	<u>110,594</u>
DEPRECIATION				
At 1 January 2021	10,011	26,647	24,083	60,741
Charge for year	1,073	7,921	3,477	12,471
At 31 December 2021	<u>11,084</u>	<u>34,568</u>	<u>27,560</u>	<u>73,212</u>
NET BOOK VALUE				
At 31 December 2021	<u>1,778</u>	<u>23,760</u>	<u>11,844</u>	<u>37,382</u>
At 31 December 2020	<u>2,851</u>	<u>31,681</u>	<u>9,832</u>	<u>44,364</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2021	2020
	£	£
Trade debtors	37,973	21,104
Other debtors	<u>41,076</u>	<u>15,647</u>
	<u>79,049</u>	<u>36,751</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2021	2020
	£	£
Trade creditors	2,532	1,448
Social security and other taxes	8,717	7,214
Other creditors	2,689	4,213
Accruals and deferred income	<u>3,257</u>	<u>2,288</u>
	<u>17,195</u>	<u>15,163</u>

16. MOVEMENT IN FUNDS		Net movement	
	At 1/1/21	in funds	At
	£	£	31/12/21
			£
Unrestricted funds			
General fund	327,952	26,905	354,857
Restricted funds			
Vassall Centre	116,188	(8,517)	107,671
St James Place	4,170	-	4,170
Minibus fund	3,150	-	3,150
Apple Pressing	<u>394</u>	<u>-</u>	<u>394</u>
	<u>123,902</u>	<u>(8,517)</u>	<u>115,385</u>
TOTAL FUNDS	<u>451,854</u>	<u>18,388</u>	<u>470,242</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	173,175	(146,270)	26,905
Restricted funds			
Vassall Centre	<u>574,629</u>	<u>(583,146)</u>	<u>(8,517)</u>
TOTAL FUNDS	<u>747,804</u>	<u>(729,416)</u>	<u>18,388</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/1/20 £	Net movement in funds £	Transfers between funds £	At 31/12/20 £
Unrestricted funds				
General fund	310,637	7,665	9,650	327,952
Restricted funds				
Vassall Centre	9,067	107,121	-	116,188
St James Place	10,000	(5,830)	-	4,170
Minibus fund	12,800	-	(9,650)	3,150
Apple Pressing	-	394	-	394
	<u>31,867</u>	<u>101,685</u>	<u>(9,650)</u>	<u>123,902</u>
TOTAL FUNDS	<u>342,504</u>	<u>109,350</u>	<u>-</u>	<u>451,854</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	77,867	(70,202)	7,665
Restricted funds			
Vassall Centre	643,516	(536,395)	107,121
St James Place	-	(5,830)	(5,830)
Apple Pressing	500	(106)	394
	<u>644,016</u>	<u>(542,331)</u>	<u>101,685</u>
TOTAL FUNDS	<u>721,883</u>	<u>(612,533)</u>	<u>109,350</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/1/20 £	Net movement in funds £	Transfers between funds £	At 31/12/21 £
Unrestricted funds				
General fund	310,637	34,570	9,650	354,857
Restricted funds				
Vassall Centre	9,067	98,604	-	107,671
St James Place	10,000	(5,830)	-	4,170
Minibus fund	12,800	-	(9,650)	3,150
Apple Pressing	-	394	-	394
	<u>31,867</u>	<u>93,168</u>	<u>(9,650)</u>	<u>115,385</u>
TOTAL FUNDS	<u>342,504</u>	<u>127,738</u>	<u>-</u>	<u>470,242</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	251,042	(216,472)	34,570
Restricted funds			
Vassall Centre	1,218,145	(1,119,541)	98,604
St James Place	-	(5,830)	(5,830)
Apple Pressing	<u>500</u>	<u>(106)</u>	<u>394</u>
	<u>1,218,645</u>	<u>(1,125,477)</u>	<u>93,168</u>
TOTAL FUNDS	<u>1,469,687</u>	<u>(1,341,949)</u>	<u>127,738</u>

The Vassall Centre provides facilities aimed at advancing the life skills and work place experience of its attendees.

St James Place gave a donation towards an employment coach.

Minibus fund - funds raised to purchase two minibuses. One was purchased during 2019, the other was purchased during 2020.

Apple Pressing - funds received to support apple pressing activities.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

18. LIMITED BY GUARANTEE

The company is limited by guarantee, having no fixed share capital. The liability of members is limited to £1.

PROVIDING OPPORTUNITIES AND SUPPORT

England & Wales - Charity number 1089951

Accounts

REGISTERED COMPANY NUMBER: 04258857 (England and Wales)
REGISTERED CHARITY NUMBER: 1089951

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)
(A COMPANY LIMITED BY GUARANTEE)
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 DECEMBER 2020**

Haines Watts
Chartered Accountants
Old Station House
Station Approach
Newport Street
Swindon
Wiltshire
SN1 3DU

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 5
Independent Examiner's Report	6 to 7
Statement of Financial Activities	8
Statement of Financial Position	9 to 10
Statement of Cash Flows	11
Notes to the Statement of Cash Flows	12
Notes to the Financial Statements	13 to 23

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2020**

TRUSTEES	Mr K A Smith Mrs K G Driscoll Mr T M S Dutton Mr J Jenkins Ms S J Lewis Mr S Little
COMPANY SECRETARY	Mrs K G Driscoll
REGISTERED OFFICE	Vassall Centre Gill Avenue Fishponds Bristol BS16 2QQ
REGISTERED COMPANY NUMBER	04258857 (England and Wales)
REGISTERED CHARITY NUMBER	1089951
INDEPENDENT EXAMINER	Haines Watts Chartered Accountants Old Station House Station Approach Newport Street Swindon Wiltshire SN1 3DU

PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Charity are:

1. The provision of vocational training and work opportunities for adults with a learning disability.
2. The provision in the interests of social welfare of facilities for recreation and leisure time occupation with the object of improving the conditions of life for adults with special needs.

The Charity retains its firm links to the rugby community in the South West and the broader business community.

STRATEGIC REPORT

Achievement and performance

Charitable activities

2020 has been a challenging year for PROPS, primarily due to the coronavirus pandemic. Unfortunately, having to close its buildings based services from late March until the 10th of August.

However, it is pleasing to report that all Trainees continued to be supported by PROPS staff remotely. A range of virtual online sessions were provided, as well as socially distanced 'garden gate' meetings with Trainees and welfare telephone and video calls for both Trainees and their parents and carers. Fortunately, there were no cases of covid infections for any of the Trainees or staff throughout the year.

The staff have shown extreme resilience, dedication and creativity throughout the year to provide quality services for the charity's beneficiaries in very difficult circumstances.

In the latter part of the year, we have managed to extend our offering to include a number of additional activities, as well as create a different approach to the way in which the service timetable is delivered. Work groups are now formulated into 'project groups', whereby teams of Trainees and staff members are managed by a specific Project Lead. This provides greater understanding of the individual Trainees needs, skills and abilities. It also provides stronger management structure for Project Assistants, being in a smaller team and having streamlined responsibilities.

By the autumn of 2020, all Trainees had returned back to the service at the Vassall Centre, together with a new operational venue at The Park, in Knowle West, Bristol.

Fundraising has been particularly difficult this year, with several fundraising opportunities having to be cancelled, including the annual Bristol to Bordeaux cycle ride. However, in its place was a 'virtual ride' whereby cyclists were asked to cycle the same distance but either at home or in their local area.

Financial review

Financial position

The statement of financial activities for 2020 is set out on page 8 and shows a reported surplus for the year of £109,350 (2019 £93,916) The financial position of the charity at the year-end is set out on page 9.

Sustainability continues to be the key focus underpinning everything we do at PROPS, ensuring we are here for our trainees today and tomorrow. The financial results of 2020 reflect a year of cost saving, a more

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

efficient operating model and a pleasing total of fundraised monies gained from the virtual cycle ride.

The charity continues to protect its financial position. We continue to maintain stringent oversight of financial management to ensure the ongoing viability of the charity.

Financial review

Reserves policy

PROPS currently holds c.£451,854 in reserves at the year end. £123,902 were restricted and the remaining were unrestricted reserves. The retained earnings position is designed to ensure the sustainability of the charity. For 2020 PROPS generated £229,127 from donations, grants and membership. Previously the Bristol2Bordeaux cycle challenge has resulted in significant unrestricted fundraised income, often in excess of £100k, however due to the pandemic this was cancelled and a virtual ride was held in its place, raising approximately £35k, providing approximately half of all donation for the year.

The grants total was significantly higher than in previous years, due to £159,848 being received from the Government's Job Retention Scheme

The reserves we hold allows us to operate for a full year should there be a fall in the fundraised income for the year. Should that situation arise, we would, over the next year, gradually wind down the service, find new service providers to accommodate our present service users and allow staff members opportunity to find alternate employment. The enduring ambition is to hold capital in excess of our existing reserves policy, to ensure any shock in the year can be absorbed without erosion of our desired 100% capital sufficiency.

The goal for FY2021 is to continue to drive growth through awareness and opportunity. Funds will continue to be reinvested for the benefit of our trainees and the longevity of the charity

Free reserves (unrestricted funds less functional fixed assets) at 31 December 2020 amounted to £283,588 (2019 £268,854).

Future plans

PROPS is keen to continue its policy of sustainable growth over the next few years.

The resolution of our funding position has opened up new opportunities for funding of new initiatives leveraging our fundraising and grant income. We are currently considering collaboration opportunities with other organisations for the creation of exciting new activities which expand upon our existing offerings. Our continued expansion is providing challenges to the limited space available in our existing base at the Vassall centre and so hence the addition of the space at The Park. However, this is a temporary arrangement and so we continue to search for additional operational space.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

PROPS was established on 27 July 2001 and registered as a charity on 3 January 2002.

The board of trustees, who are also directors of the charity for the purposes of the Companies Act, have overall responsibility for the strategy, management and control of PROPS.

The Chief Executive Officer, working with the management team, is responsible for delivering the board's vision and strategy and for the day-to-day operations of the charity.

PROPS has nine full-time members of staff, twenty two part-time members of staff and a number of other staff on temporary as required bank staff contracts. The Trustees are all volunteers, drawn from a range of backgrounds so as to provide a broad skills base for the Charity, and appropriate training is provided to assist in fulfilling their roles within the charity.

In addition to employee costs, the only significant overhead is the on-going insurance and maintenance of our fleet of specially adapted minibuses and the rental cost at the Vassall Centre. The Charity aims to keep in reserves sufficient funds to cover these costs for at least one year.

The Charity regularly reviews the risks arising from its activities, and takes appropriate action to minimise the impact of such risks to the charity. The Trustees have reviewed the major strategic, business and operational risks which the Charity faces, and identified key risks.

Actions to address key risk areas have been agreed and progress is reviewed regularly. In addition, strong financial controls are in place to mitigate the risk of financial losses due to theft or fraud, and these controls are also regularly reviewed.

Actions to address key risk areas have been agreed and progress is reviewed regularly. In addition, strong financial controls are in place to mitigate the risk of financial losses due to theft or fraud, and these controls are also regularly reviewed.

TREASURER'S COMMENT

The financial year, 2020 generated some profit, achieved mainly from cost savings during closure, operational income from service delivery and some fundraising. As a group of trustees and management team, we are comfortable with fundraising income supplementing that achieved from fees, our view is that this adds value to the service and enhances the experiences of the beneficiaries. The service provided is over and above the standard requirements, through both resource and the enterprises offered. In the unlikely event fundraising ceases, service could be pared back temporarily to a breakeven position

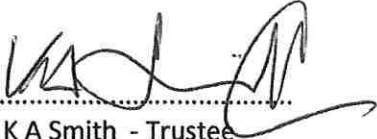
The objective of the charity is not to generate profit per se but to ensure, through our reserves we have financial sustainability and through the strength of our people and processes we have operational sustainability to allow a continued service for our users.

The continued objective of the trustees is to preserve the long term sustainability of PROPS, while ensuring that the underlying infrastructure of the organisation continues to be fit for purpose and an effective engine for delivering best in class services.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on12 Aug 2021..... and signed on the board's behalf by:



Mr K A Smith - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

Independent examiner's report to the trustees of Providing Opportunities And Support (PROPS) ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies

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

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

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

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)



Susan Plumb
Institute of Chartered Accountants in England and Wales
Haines Watts
Chartered Accountants
Old Station House
Station Approach
Newport Street
Swindon
Wiltshire
SN1 3DU

Date: 16 Aug 2021

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

		Unrestricted fund	Restricted funds	2020 Total funds	2019 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	68,779	160,348	229,127	119,908
Charitable activities	5				
Special Needs projects		3,927	483,668	487,595	461,347
Other trading activities	3	4,969	-	4,969	38,416
Investment income	4	<u>192</u>	<u>-</u>	<u>192</u>	<u>305</u>
Total		77,867	644,016	721,883	619,976
EXPENDITURE ON					
Raising funds	6	18,801	11,127	29,928	57,502
Charitable activities	7				
Special Needs projects		<u>51,401</u>	<u>531,204</u>	<u>582,605</u>	<u>468,558</u>
Total		70,202	542,331	612,533	526,060
NET INCOME					
		7,665	101,685	109,350	93,916
Transfers between funds	16	<u>9,650</u>	<u>(9,650)</u>	<u>-</u>	<u>-</u>
Net movement in funds		17,315	92,035	109,350	93,916
RECONCILIATION OF FUNDS					
Total funds brought forward		310,637	31,867	342,504	248,588
TOTAL FUNDS CARRIED FORWARD		<u>327,952</u>	<u>123,902</u>	<u>451,854</u>	<u>342,504</u>

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF FINANCIAL POSITION
AT 31 DECEMBER 2020**

		Unrestricted fund	Restricted funds	2020 Total funds	2019 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	13	44,364	-	44,364	41,783
CURRENT ASSETS					
Debtors	14	36,751	-	36,751	38,085
Cash at bank		<u>262,000</u>	<u>123,902</u>	<u>385,902</u>	<u>277,049</u>
		298,751	123,902	422,653	315,134
CREDITORS					
Amounts falling due within one year	15	(15,163)	-	(15,163)	(14,413)
		<u>283,588</u>	<u>123,902</u>	<u>407,490</u>	<u>300,721</u>
NET CURRENT ASSETS					
		327,952	123,902	451,854	342,504
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>327,952</u>	<u>123,902</u>	<u>451,854</u>	<u>342,504</u>
NET ASSETS					
FUNDS					
	16			327,952	310,637
Unrestricted funds				<u>123,902</u>	<u>31,867</u>
Restricted funds					
TOTAL FUNDS					
				<u>451,854</u>	<u>342,504</u>

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF FINANCIAL POSITION - CONTINUED
AT 31 DECEMBER 2020**

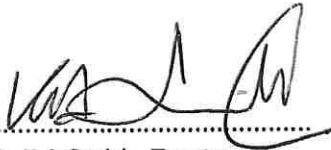
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees on12 Aug 2021..... and were signed on its behalf by:



.....
Mr K A Smith -Trustee

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>124,689</u>	<u>87,150</u>
Net cash provided by (used in) operating activities		<u>124,689</u>	<u>87,150</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(16,218)	(31,863)
Sale of tangible fixed assets		190	-
Interest received		<u>192</u>	<u>305</u>
Net cash provided by (used in) investing activities		<u>(15,836)</u>	<u>(31,558)</u>
Change in cash and cash equivalents in the reporting period		108,853	55,592
Cash and cash equivalents at the beginning of the reporting period		<u>277,049</u>	<u>221,457</u>
Cash and cash equivalents at the end of the reporting period		<u>385,902</u>	<u>277,049</u>

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020	2019
	£	£
Net income for the reporting period (as per the statement of financial activities)	109,350	93,916
Adjustments for:		
Depreciation charges	13,638	10,593
Profit on disposal of fixed assets	(190)	-
Interest received	(192)	(305)
Decrease/(increase) in debtors	1,333	(881)
Increase/(decrease) in creditors	<u>750</u>	<u>(16,173)</u>
Net cash provided by (used in) operating activities	<u><u>124,689</u></u>	<u><u>87,150</u></u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/1/20	Cash flow	At 31/12/20
	£	£	£
Net cash			
Cash at bank	277,049	108,853	385,902
	<u> </u>	<u> </u>	<u> </u>
Total	<u><u>277,049</u></u>	<u><u>108,853</u></u>	<u><u>385,902</u></u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charity is 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 Vassall Centre, Gill Avenue, Fishponds, Bristol, BS16 2QQ.

The financial statements are prepared in sterling, which is the functional currency of the entity and rounded to the nearest £.

Going concern

The COVID-19 viral pandemic is one of the most significant economic events for the UK with unprecedented levels of uncertainty of outcomes. It is therefore difficult to evaluate all of the potential implications on the charity's operations, funding, suppliers and wider economy. The Trustees' view on the impact of COVID-19 is that, given the measures that could be undertaken to mitigate the current adverse conditions and the current resources available, they can continue to adopt the going concern basis in preparing the financial statements.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Tangible fixed assets

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

Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. ACCOUNTING POLICIES - continued

Taxation

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

Fund accounting

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

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

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

Pension costs and other post-retirement benefits

The charity contributes to personal pension arrangements of employees to meet the requirements of auto-enrolment. Contributions payable are charged to the Statement of Financial Activities in the period in which they relate.

Debtors and creditors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

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

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

2. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Donations	65,763	500	66,263	116,718
Grants	-	159,848	159,848	-
Membership	<u>3,016</u>	<u>-</u>	<u>3,016</u>	<u>3,190</u>
	<u>68,779</u>	<u>160,348</u>	<u>229,127</u>	<u>119,908</u>

Of the 2019 income £10,000 was restricted.

Grants received, included in the above, are as follows:

	2020 £	2019 £
Government grant - furlough support	<u>159,848</u>	<u>-</u>

3. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Fundraising events	<u>4,969</u>	<u>-</u>	<u>4,969</u>	<u>38,416</u>

Of the 2019 income £26,000 was restricted.

4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Deposit account interest	<u>192</u>	<u>-</u>	<u>192</u>	<u>305</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2020 £	2019 £
Income from student fees	Special Needs projects	474,132	435,363
Income from sales of goods	Special Needs projects	9,935	19,699
Other income	Special Needs projects	<u>3,528</u>	<u>6,285</u>
		<u>487,595</u>	<u>461,347</u>

Of the 2019 income £455,778 was restricted.

6. RAISING FUNDS

Raising donations and legacies

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Travelling	166	-	166	-
Other office costs	3,655	-	3,655	2,884
Postage, stationary and telephone	4,410	-	4,410	6,681
Website costs	3,464	-	3,464	841
Entertaining	2,341	-	2,341	1,167
Bad debts written off	<u>987</u>	-	<u>987</u>	<u>146</u>
	<u>15,023</u>	<u>-</u>	<u>15,023</u>	<u>11,719</u>

Other trading activities

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Purchases	<u>3,778</u>	<u>11,127</u>	<u>14,905</u>	<u>45,783</u>
Aggregate amounts	<u>18,801</u>	<u>11,127</u>	<u>29,928</u>	<u>57,502</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

7. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 8)	Totals
	£	£	£
Special Needs projects	<u>574,455</u>	<u>8,150</u>	<u>582,605</u>

8. SUPPORT COSTS

	Governance costs £
Special Needs projects	<u>8,150</u>

9. NET INCOME/(EXPENDITURE)

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

	2020	2019
	£	£
Depreciation - owned assets	13,637	10,593
Surplus on disposal of fixed asset	(190)	-
Independent Examination fee	<u>1,300</u>	<u>1,300</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

11. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	433,946	364,367
Social security costs	21,131	15,148
Other pension costs	<u>15,835</u>	<u>11,440</u>
	<u>470,912</u>	<u>390,955</u>

The average monthly number of employees during the year was as follows:

	2020	2019
Administrative staff	1	1
Vassell Centre programme staff	<u>32</u>	<u>18</u>
	<u>33</u>	<u>19</u>

No employees received emoluments in excess of £60,000.

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £103,837 (2019 £140,546).

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

12. EXPENDITURE FOR THE YEAR

	2020	2019
	£	£
Depreciation of equipment	5,491	4,200
Depreciation of minibuses	8,147	6,393
Business insurance	2,017	1,497
Accountancy	1,333	1,230
Minibus running costs	28,472	24,970
Web site costs	2,904	1,283
Training costs	2,281	1,626
Telephone and other office costs	13,232	9,498
Salaries	470,912	390,955
Vassall Centre expenses	41,448	39,513
Professional fees	100	48
Purchases including PROPs clothing	11,471	23,082
Recruitment expenses	11,576	4,917
COVID expenses	12,162	-
Bad debts written off	987	146
	<u>612,533</u>	<u>526,060</u>

13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 January 2020	11,960	48,678	28,249	88,887
Additions	<u>902</u>	<u>9,650</u>	<u>5,666</u>	<u>16,218</u>
At 31 December 2020	<u>12,862</u>	<u>58,328</u>	<u>33,915</u>	<u>105,105</u>
DEPRECIATION				
At 1 January 2020	7,452	18,500	21,152	47,104
Charge for year	<u>2,559</u>	<u>8,147</u>	<u>2,931</u>	<u>13,637</u>
At 31 December 2020	<u>10,011</u>	<u>26,647</u>	<u>24,083</u>	<u>60,741</u>
NET BOOK VALUE				
At 31 December 2020	<u>2,851</u>	<u>31,681</u>	<u>9,832</u>	<u>44,364</u>
At 31 December 2019	<u>4,508</u>	<u>30,178</u>	<u>7,097</u>	<u>41,783</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade debtors	21,104	27,462
Other debtors	<u>15,647</u>	<u>10,623</u>
	<u>36,751</u>	<u>38,085</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	1,448	5,299
Social security and other taxes	7,214	5,936
Other creditors	4,213	1,734
Accruals and deferred income	<u>2,288</u>	<u>1,444</u>
	<u>15,163</u>	<u>14,413</u>

16. MOVEMENT IN FUNDS

	At 1/1/20	Net movement in funds	Transfers between funds	At 31/12/20
	£	£	£	£
Unrestricted funds				
General fund	310,637	7,665	9,650	327,952
Restricted funds				
Vassall Centre	9,067	107,121	-	116,188
St James Place	10,000	(5,830)	-	4,170
Minibus fund	12,800	-	(9,650)	3,150
Apple Pressing	<u>-</u>	<u>394</u>	<u>-</u>	<u>394</u>
	31,867	101,685	(9,650)	123,902
	<u>342,504</u>	<u>109,350</u>	<u>-</u>	<u>451,854</u>
TOTAL FUNDS				

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	77,867	(70,202)	7,665
Restricted funds			
Vassall Centre	643,516	(536,395)	107,121
St James Place	-	(5,830)	(5,830)
Apple Pressing	<u>500</u>	<u>(106)</u>	<u>394</u>
	644,016	(542,331)	101,685
	-----	-----	-----
TOTAL FUNDS	<u><u>721,883</u></u>	<u><u>(612,533)</u></u>	<u><u>109,350</u></u>

Comparatives for movement in funds

	At 1/1/19 £	Net movement in funds £	Transfers between funds £	At 31/12/19 £
Unrestricted Funds				
General fund	238,666	58,771	13,200	310,637
Restricted Funds				
Vassall Centre	9,922	(855)	-	9,067
St James Place	-	10,000	-	10,000
Minibus fund	<u>-</u>	<u>26,000</u>	<u>(13,200)</u>	<u>12,800</u>
	9,922	35,145	(13,200)	31,867
	-----	-----	-----	-----
TOTAL FUNDS	<u><u>248,588</u></u>	<u><u>93,916</u></u>	<u><u>-</u></u>	<u><u>342,504</u></u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	128,198	(69,427)	58,771
Restricted funds			
Vassall Centre	455,778	(456,633)	(855)
St James Place	10,000	-	10,000
Minibus fund	<u>26,000</u>	<u>-</u>	<u>26,000</u>
	491,778	(456,633)	35,145
	<u>619,976</u>	<u>(526,060)</u>	<u>93,916</u>
TOTAL FUNDS			

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/1/19 £	Net movement in funds £	Transfers between funds £	At 31/12/20 £
Unrestricted funds				
General fund	238,666	66,436	22,850	327,952
Restricted funds				
Vassall Centre	9,922	106,266	-	116,188
St James Place	-	4,170	-	4,170
Minibus fund	-	26,000	(22,850)	3,150
Apple Pressing	<u>-</u>	<u>394</u>	<u>-</u>	<u>394</u>
	9,922	136,830	(22,850)	123,902
TOTAL FUNDS	<u>248,588</u>	<u>203,266</u>	<u>-</u>	<u>451,854</u>

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2020**

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	206,065	(139,629)	66,436
Restricted funds			
Vassall Centre	1,099,294	(993,028)	106,266
St James Place	10,000	(5,830)	4,170
Minibus fund	26,000	-	26,000
Apple Pressing	500	(106)	394
	<u>1,135,794</u>	<u>(998,964)</u>	<u>136,830</u>
TOTAL FUNDS	<u>1,341,859</u>	<u>(1,138,593)</u>	<u>203,266</u>

The Vassall Centre provides facilities aimed at advancing the life skills and work place experience of its attendees.

St James Place gave a donation towards an employment coach.

Minibus fund - funds raised to purchase two minibuses. One was purchased during 2019, the other was purchased during 2020.

Apple Pressing - funds received to support apple pressing activities.

Transfers between funds

£9,650 has been transferred from restricted funds to unrestricted funds during the year to cover the purchase of a minibus.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

18. LIMITED BY GUARANTEE

The company is limited by guarantee, having no fixed share capital. The liability of members is limited to £1.