

**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

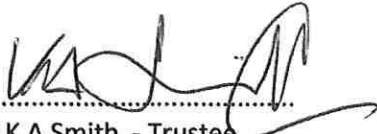
The objective of the charity is not to generate profit per se but to ensure, through our reserves we have financial sustainability and through the strength of our people and processes we have operational sustainability to allow a continued service for our users.

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		<u>70,202</u>	<u>542,331</u>	<u>612,533</u>	<u>526,060</u>
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		<u>310,637</u>	<u>31,867</u>	<u>342,504</u>	<u>248,588</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>327,952</u></u>	<u><u>123,902</u></u>	<u><u>451,854</u></u>	<u><u>342,504</u></u>

The notes form part of these financial statements

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

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

				2020	2019
		Unrestricted	Restricted	Total funds	Total funds
	Notes	fund	funds		
		£	£	£	£
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				
Unrestricted funds				327,952	310,637
Restricted funds				<u>123,902</u>	<u>31,867</u>
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**

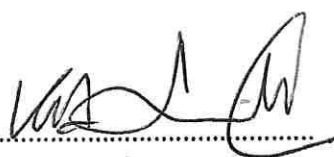
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

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

The notes form part of these financial statements

**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>
		<u> </u>	<u> </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><u>385,902</u></u>	<u><u>277,049</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 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>-</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><u>36,751</u></u>	<u><u>38,085</u></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><u>15,163</u></u>	<u><u>14,413</u></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> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u><u>342,504</u></u>	<u><u>109,350</u></u>	<u><u>-</u></u>	<u><u>451,854</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

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
	644,016	(542,331)	101,685
TOTAL FUNDS	<u>721,883</u>	<u>(612,533)</u>	<u>109,350</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	-	26,000	(13,200)	12,800
	9,922	35,145	(13,200)	31,867
TOTAL FUNDS	<u>248,588</u>	<u>93,916</u>	<u>-</u>	<u>342,504</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> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>619,976</u>	<u>(526,060)</u>	<u>93,916</u>

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
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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.