

**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
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SN1 3DU

**PROVIDING OPPORTUNITIES AND SUPPORT
(PROPS)**

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FOR THE YEAR ENDED 31 DECEMBER 2021**

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**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	7				
Special Needs projects		<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		327,952	123,902	451,854	342,504
 TOTAL FUNDS CARRIED FORWARD		<u>354,857</u>	<u>115,385</u>	<u>470,242</u>	<u>451,854</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)
NET CURRENT ASSETS		<u>317,475</u>	<u>115,385</u>	<u>432,860</u>	<u>407,490</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<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 18/10/2022 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>
	<hr/>	<hr/>
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>

The notes form part of these financial statements

**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>-</u>	<u>41,484</u>	<u>-</u>
	<u>109,370</u>	<u>-</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>-</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>-</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	<u>-</u>	<u>-</u>	<u>5,489</u>	<u>5,489</u>
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	<u>1,073</u>	<u>7,921</u>	<u>3,477</u>	<u>12,471</u>
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
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**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

	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	<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	574,629	(583,146)	(8,517)
	<u>747,804</u>	<u>(729,416)</u>	<u>18,388</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><u>1,469,687</u></u>	<u><u>(1,341,949)</u></u>	<u><u>127,738</u></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.