

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

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Trustees	Mr K A Smith	
	Mr T M S Dutton	
	Miss S J Lewis	
	Mr S J Little	
	Mr M J Hamilton-James	(Appointed 8 August 2024)
	Mr K C Beattie	(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	

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# PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

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# PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 DECEMBER 2024

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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

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#### 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

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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

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#### **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**

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### *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)

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#### 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)

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#### **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)

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**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: .....30/9/25.....

# 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						
<b>Income from:</b>							
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
<b>Total income</b>		<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>
<b>Expenditure on:</b>							
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
<b>Total expenditure</b>		<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>
<b>Net income/(expenditure)</b>		(138,319)	12,144	(126,175)	(229,859)	47,784	(182,075)
Transfers between funds		-	-	-	62,160	(62,160)	-
<b>Net movement in funds</b>	9	(138,319)	12,144	(126,175)	(167,699)	(14,376)	(182,075)
<b>Reconciliation of funds:</b>							
Fund balances at 1 January 2024		215,107	8,821	223,928	382,806	23,197	406,003
<b>Fund balances at 31 December 2024</b>		<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

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

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 30/1/25



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

# PROVIDING OPPORTUNITIES AND SUPPORT (PROPS)

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2024

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#### 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**

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### **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 £
<b>Income from student fees</b>						
Special needs project	863,140	5,646	868,786	801,583	-	801,583
<b>Income from sales of goods</b>						
Special needs project	-	-	-	10,898	2,000	12,898
<b>Other income</b>						
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 £
<b>Fundraising and publicity</b>						
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 £
<b>Direct costs</b>		
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>
<b>Share of support and governance costs (see note 8)</b>		
Support	73,151	27,424
	<u>1,312,922</u>	<u>1,210,570</u>
<b>Analysis by fund</b>		
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
<b>Analysed between:</b>		
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 £
<b>Cost</b>					
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
<b>Depreciation and impairment</b>					
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
<b>Carrying amount</b>					
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
	£	£
<b>Amounts falling due within one year:</b>		
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
	£	£
<b>Defined contribution schemes</b>		
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>
<b>Previous year:</b>	<b>At 1 January 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 December 2023</b>
	£	£	£	£	£
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.