# FRONTLINE PARTNERSHIP

England & Wales · Charity number 1099813

## Details

| | |
|---|---|
| **Other names** | REALIFE THEATRE COMPANY, CROWN CAFE, HOURSWORTH |
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 04503616 |
| **Registered** | 2003-10-02 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | Montbazon Court<br>Cleves Avenue<br>Brentwood<br>Essex<br>CM14 4WB |
| **Phone** | 01277218902 |
| **Email** | tammy.henry@frontlinepartnership.org |
| **Website** | www.frontlinepartnership.org |

## Activities

**Objects:** PROMOTE THE BENEFIT OF PEOPLE WITH A LEARNING DISABILITY AND/OR OTHER DISABILITIES OR DISADVANTAGES, ESPECIALLY BUT NOT EXCLUSIVELY THROUGH THE PROVISION OF QUALITY SERVICES AND FACILITIES, INCLUDING SUPPORT SERVICES, ADVICE, ADVOCACY, AND FUNDING.

**Activities:** Frontline enables and supports people with a learning disability and high support needs to live full and productive lives through their activie inclusion within the Brentwood Community.

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## Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Disability, Arts/culture/heritage/science, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- Essex

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-09-30 | £265,516 | £248,343 | - | - |
| 2024-09-30 | £228,357 | £235,259 | - | - |
| 2023-09-30 | £205,276 | £199,578 | - | - |
| 2022-09-30 | £206,978 | £176,586 | - | - |
| 2021-09-30 | £235,686 | £173,808 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| Isabella Wellington | | 2024-09-05 |
| Jonathan Ross Clayton | | 2015-09-22 |
| Lisa Walsh | | 2024-12-11 |
| Marian Hayton | | 2020-02-14 |
| Stephen Pitt | | 2024-09-05 |

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**FRONTLINE PARTNERSHIP**

England & Wales - Charity number 1099813

# Accounts

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**Company registration number 04503616 (England and Wales)**

**Charity registration number 1099813 (England and Wales)**

# FRONTLINE PARTNERSHIP

# ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 30 SEPTEMBER 2025

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# FRONTLINE PARTNERSHIP

## LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|---|---|---|
| **Trustees** | Mr Jonathan Clayton<br>Mrs Marian Hayton<br>Mrs Isabella Wellington<br>Mr Stephen Pitt<br>Mrs Lisa Walsh | <br><br><br><br>(Appointed 11 December 2024) |
| **Secretary** | Mrs Isabella Wellington | |
| **Country of incorporation** | United Kingdom<br>(England and Wales) | 04503616 |
| **Charity registration** | England and Wales | 1099813 |
| **Registered office** | Montbazon Court<br>Cleves Avenue<br>Brentwood<br>Essex<br>CM14 4WB | |
| **Independent examiner** | M J Bushell Audit LLP<br>Ground Floor<br>Kings House<br>101-135 Kings Road<br>Brentwood<br>Essex<br>CM14 4DR | |

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# FRONTLINE PARTNERSHIP

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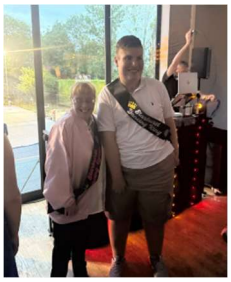
# Report of the Trustees for the year ending 30th September 2025

The Trustees are pleased to present their annual director's report and financial statements of the charity for the year ending September 30th 2025.

We are very grateful to our staff, supporters, volunteers and partners who make it possible for Frontline Partnership to provide so many inclusive community opportunities for adults with learning disabilities. We hope you enjoy reading about our various projects and our achievements over the last twelve months.

## Starburst Dance Nights

Thanks to the generous support of Wipe Away those Tears and the Claire Louise Trust, the relaunch of Starburst Dance Nights has continued to go from strength to strength. Over the reporting period, four highly successful events were held with each showing a steady increase in attendance as the events become more established. The most successful took place during the summer as part of the Summer School programme, attracting over 100 attendees.





## Summer School

Over the summer break, we delivered a total of 10 activities and events, including dance and karaoke sessions, baking workshops, visits to an animal sanctuary, participation in the Music Man Project, a trip to the Mersea Island Festival, summer walks, and a variety of social gatherings.

The summer programme was very well received and enjoyed strong attendance throughout. These activities were designed to promote social inclusion, encourage friendship, and most importantly, provide fun and memorable experiences for all participants.






## HoursWorth

We would like to extend our sincere thanks to the Albert Gubay Foundation for their continued support and funding of the HoursWorth Supported Employment Project.

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It has been a successful year, with 18 individuals currently employed across 19 positions. Over the course of the year, a total of 23 participants have taken part in the project. While some moved on due to personal reasons or relocation, we are pleased to report that some participants progressed into more advanced roles, enabling them to further develop their skills and broaden their experiences.







Notably, we also welcomed back a returning participant who, after significant personal change over the previous year, expressed great enthusiasm about rejoining the HoursWorth project. Their return is a testament to the positive impact and supportive environment the project continues to provide.

**Café Art**

With funding from Essex Community Fund and The Camillia Foundation, the participants have shown meaningful progress in both their creative skills and confidence. Engagement levels have been consistently strong, we are now facilitating a class with 7 extra/new participants.

Participants are demonstrating increased independence, for example one participant is now creating art without the help of his support worker with only instruction and prompting from Frontline art tutor and volunteers. Many learners have developed their communication and decision-making skills through structured activities and choice-making opportunities that we set out in each session. One participant has shown a clearer engagement in making art, showing more expression through mark-making.

Participants have been introduced to professional processes of printmaking, and nature-based arts. This year we have exhibited for the first time in the Brentwood Art Trail and formed a partnership with Chicken & Frog to continue showing the artworks completed in our sessions. This is a 'dream come true' for one participant, who is extremely passionate in their artwork.

A successful exhibition at Brentwood library during August was well received and an opportunity for community engagement.

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**Baking**

The Baking Club offers participants the opportunity to explore a wide range of culinary skills, from baking fresh bread and preparing savoury dishes, to creating delicious cakes and desserts. Throughout the sessions participants also prepare nutritious meals that they can take home to enjoy for dinner, encouraging practical application of the skills they learn.
Each week, the group comes together to discuss recipe ideas, personal preferences, and new techniques they would like to try. These discussions help shape the plan for the following sessions, ensuring that the programme remains engaging, varied, and tailored to individual interests.






Food hygiene and safety are integral components of every session. Participants revisit key hygiene practices weekly, reinforcing good habits and maintaining a high standard of cleanliness and food safety.

A key focus of the Baking Club is promoting independence and confidence in the kitchen. Participants are encouraged to complete as many elements of each task as independently as possible, with staff providing support in the least restrictive and most empowering way. This approach allows individuals to build both practical cooking skills and self-assurance, with a sense of achievement and pride in their progress.

Our Thanks for the private donations which have been a great support to this group.

**The Music Man Project Brentwood**

It has been another successful year for The Music Man Project Brentwood, the number of regular participants in both the morning and afternoon sessions have continued to increase taking us to full capacity in the afternoon session and very near full capacity in the morning sessions. There have been changes to personnel this year which were transitioned seamlessly

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and with excellent support from two volunteers, the sessions have been seen great positive outcomes.

We are truly grateful to the family of Annabelle Panesar who sadly passed away this year. Annie herself and the family wanted part of the money gifted in her memory to be given to The Music Man Project Brentwood. The money was put towards the purchase of more sets of instruments needed for the increase in participants and in the purchase of more PA equipment that is used to amplify the sound in the sessions and at our external performances. The family were invited to attend this summer's Music in The Dell performance where special thanks was given and the opportunity for them to observe the immediate impact of Annie's legacy.

With great thanks also to the Charles French Trust for the support of this project.

We have continued working partnership with venues/organisations in our pursuit of creating performance opportunities for the attendees including involvement in Tuesday Social Club events, performances in-house to Parents/Carers and friends and family members as well as performances to the children attending Bright Sparks nursery.





This summer's Music in The Dell performance was a tremendous success and a real highlight in the calendars of those who attended.



This year, a growing partnership between Havering Music School and the Music Man Project Brentwood has led to mutual referrals between children's and adult sessions. This collaboration is expected to continue expanding, supporting more people across the wider community.

**Football**

We have enjoyed another extraordinarily successful year competing in the Essex Sociability League. The team has continued to develop in both strength and competitiveness, reflected in improved performances, increased goal scoring and a greater number of match victories. It is

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evident that the consistent training and commitment from players and coaches alike are delivering positive results.

This year, we welcomed several new players who have integrated quickly and become valued members of the squad. Team chemistry has continued to strengthen, with a noticeable improvement in team spirit and a powerful sense of belonging across the group. A programme of friendly fixtures was scheduled alongside league matches, including two competitive and respectful fixtures against Hashtag Inclusive. These matches provided valuable game time following training blocks and allowed the team to test techniques and tactics developed during training sessions.





Parents and volunteers have once again played a vital role in the team's success. Their ongoing support whether from the sidelines in all weather conditions, assisting with transport to matches, or contributing to the wider off-pitch culture has been instrumental.
Overall confidence among players increased throughout the year, matches became increasingly competitive, and the positive, inclusive environment surrounding the team remained strong.

We are extremely grateful to the Health Inequalities Fund, Essex Community Foundation and Barclays for their support, which has enabled us to provide these opportunities for our players. We would also like to thank Shell for their generous contribution towards the purchase of matchday tracksuits.

**Meet up Monday Café**

After celebrating the official launch of the new café in September 2024, there has been an array of new customers who have now become regulars, alongside some old faces. At Christmas we celebrated with over forty guests and a big Tombola, which was great fun. There were some staff changes in the new year, a new kitchen lead and kitchen support, but the HoursWorth participants coped really well, continuing to gain new skills and develop.

Experiments with new meals and themed menus have been a remarkable success. Initially starting with a Valentine's meal, followed by lots of baking to celebrate Easter.









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We experimented with innovative ideas and initiatives such as smoothies and milkshakes. Not all items have been as successful as we hoped, but a great opportunity to trial new things and test the demand.






Our International holiday celebration on July 4th was well received, the busiest themed event to date, decorated with flags, balloons and table displays. Guests came dressed for the occasion with Cowboy hats which inevitably led to some impromptu line dancing.

Meet Up Monday's Café collaborated with our horticultural project, The Gates, sourcing participant-grown produce for a September Fork to Plate lunch. Whilst the food was well received, attendance was lower than usual due to the summer holiday period.




In summary the event themed meals are popular and have been well received by everyone, so something we plan to include termly.

**<u>The Gates Project</u>**

We have had another productive year providing a range of different activities for our regular participants, hosting team building and work experience weeks and successfully delivering numerous fundraising events: Two Open Days, a National Garden Scheme (NGS) Day, a wreath making workshop, a dining evening and two music evenings.
Donations and Fundraising we wish to thank the following fundraisers: Ken Freeman, Dereck MacNally, Shenfield Gardening Society and all the friends of the Gates.

- The Site Builds

Maintenance of our site is constant and even our relatively new additions, are subject to weather and 'hard use.' Next on our list is a new kitchen. Whilst our reclaimed effort has served us well, it is no longer fit for our various events. We are in the process of raising funds through events and funding bids.



We would also like to consider a more permanent shelter covering the area between our workshop and outdoor kitchen. This we feel would extend our classroom and woodcraft activities – as well as providing better shelter at our events.

- The Allotments

Having revamped our allotments using ECC funding, we able to more easily maintain them.

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Climate and surrounding trees however, hinder growing activities, so we have made the decision to limit what we grow. This year, instead of harvesting veg for sale at our Summer Event, we have only grown produce to use for our jams and chutneys.



Last year we managed to secure more funding from The King Charles small grants scheme to renew and renovate in Greenhouse 1. We installed a new heated bench in greenhouse 1 and made improvements to Greenhouse 3, including installation of electrical supply. Spring 2026, we hope to be able to use the space more fully as a growing nursery and work area.

- Events

Wreath Making Workshop:
At Christmas we ran another Wreath Making workshop, they are always well received.





Open Days:
Spring and Summer Open Days are very popular and well attended. We are always rethinking our range of homemade produce and craft. This year, the team have excelled!
Following the rain during our last summer event, we decided to push the event back and rebrand it as an Autum/ Winter Warmer. Not only has it added new interest to our Fundraising Calendar, but it has also given us an opportunity to create new ideas for sales.







Music Events:
This year we welcomed The Music Man Project to our site to play a set. This saw lots of participants perform to a packed audience for the first half. After a cheese and biscuit break, The Swinging Ukuleles performed. We always wrap up the year with a packed Christmas partly at Bentley Village Hall. Primarily, it is a great opportunity for the team to relax together and have fun.

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Quiz Night:
A chance for the team to get together and enjoy each other's company without having to work as hard! A fantastic way to raise funds, this year we provided healthy platters and dips.

National Garden Scheme (NGS):
We continue to open once a year to help the NGS raise funds. We donate all entrance proceeds to the charity.



Alfresco Dining Event:
This year we held another French themed Alfresco Dining event. Whilst it provides additional life skills learning for our regular participants, and a great opportunity for people to visit and see the various developments, it is extremely hard work with our current facilities.







Christmas & Autumn Team Building:
In preparation for our new Autumn Event, we crafted a huge variety of decorations and gifts for display and sale in our Christmas grotto area. We have really raised our 'crafting game' and hope to participate in a couple of Christmas markets next year.

What a Christmas! A week of Christmas films followed by a week of games, jumper competitions, a Christmas quiz, and lots of food. We also concluded the year with a staff and volunteer gathering.







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Work Experience:





During the Summer, we hosted another work experience for The Endeavour School. Twenty students joined us for the week. It is a great opportunity for our participants to mentor others.



- Summary

All in all, a very good year. The site is gradually becoming easier to manage as we develop and refurbish areas. However, maintenance is ongoing, and other aspects require renewal and refurbishment.

Our greatest challenge is the limitations of our resources and the ability to expand and keep up with the demand for the service. Most importantly, participants continue to develop skills, forge friendships, connections and continue to enjoy each other's company.

**Financial Review 2024 – 2025**

Frontline Partnership has continued to thrive during 2024/25, recording a net positive movement of funds of £17k. This was particularly encouraging since the Music Man Project, Café Art and relaunched "Meet Up Mondays" Café all moved to new venues and/or session times at the beginning of the year. New venues brought some new staff and new participants, but everyone appears to have settled in well and project attendance has slowly climbed back up to pre-venue transition levels. Some groups have even expanded.

We are now in our second year of the three year funding award from the Albert Gubay Charitable Foundation, focussing on the Hoursworth Supported Employment initiative. Critical core support functions have also benefitted from short term grants from Bailey Thomas and Garfield Weston. Most projects were able to end the year in a positive financial position and as always we look forward to engaging with both existing and new funders in 2025/26, in order to maintain our forward momentum in the future.

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

Signed by:
Isabella Wellington
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Mrs Isabella Wellington

Date: 10 March 2026

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# FRONTLINE PARTNERSHIP

## INDEPENDENT EXAMINER'S REPORT

## TO THE TRUSTEES OF FRONTLINE PARTNERSHIP

I report to the trustees on my examination of the financial statements of Frontline Partnership (the charity) for the year ended 30 September 2025.

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

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

**Independent examiner's statement**
Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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 that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
2 the financial statements do not accord with those records; or
3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements 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 financial statements to be reached.

Signed by:
Corné von Wielligh
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**M J Bushell Audit LLP**
Ground Floor
Kings House
101-135 Kings Road
Brentwood
Essex
CM14 4DR
Date: 12 March 2026

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# FRONTLINE PARTNERSHIP

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

### *FOR THE YEAR ENDED 30 SEPTEMBER 2025*

| | Notes | Unrestricted funds 2025 £ | Designated funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ | Designated funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---|---|---|---|---|---|---|---|---|---|
| **Income from:** | | | | | | | | | |
| Donations and legacies | **3** | 64,502 | - | 8,084 | 72,586 | 9,887 | - | 4,536 | 14,423 |
| Incoming resources from charitable activities | **4** | 9,591 | - | 181,195 | 190,786 | 12,149 | - | 196,992 | 209,141 |
| Fundraising events | **5** | - | - | - | - | 2,234 | - | - | 2,234 |
| Investment income | **6** | 2,144 | - | - | 2,144 | 2,559 | - | - | 2,559 |
| **Total income** | | 76,237 | - | 189,279 | 265,516 | 26,829 | - | 201,528 | 228,357 |
| **Expenditure on:** | | | | | | | | | |
| Charitable activities | **7** | 46,307 | - | 202,036 | 248,343 | 6,708 | - | 228,551 | 235,259 |
| **Total expenditure** | | 46,307 | - | 202,036 | 248,343 | 6,708 | - | 228,551 | 235,259 |
| **Net income/(expenditure)** | | 29,930 | - | (12,757) | 17,173 | 20,121 | - | (27,023) | (6,902) |
| Transfers between funds | | (46,430) | - | 46,430 | - | (14,233) | - | 14,233 | - |
| **Net movement in funds** | | (16,500) | - | 33,673 | 17,173 | 5,888 | - | (12,790) | (6,902) |
| **Reconciliation of funds:** | | | | | | | | | |
| Fund balances at 1 October 2024 | | 113,226 | 34,494 | 102,679 | 250,399 | 107,338 | 34,494 | 115,469 | 257,301 |
| **Fund balances at 30 September 2025** | | 96,726 | 34,494 | 136,352 | 267,572 | 113,226 | 34,494 | 102,679 | 250,399 |

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

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# FRONTLINE PARTNERSHIP

## BALANCE SHEET

### *AS AT 30 SEPTEMBER 2025*

| | Notes | 2025 £ | £ | 2024 £ | £ |
|---|---|---|---|---|---|
| **Current assets** | | | | | |
| Debtors | **11** | 2,703 | | 336 | |
| Cash at bank and in hand | | 269,129 | | 254,698 | |
| | | 271,832 | | 255,034 | |
| **Creditors: amounts falling due within one year** | **12** | (4,260) | | (4,635) | |
| **Net current assets** | | | 267,572 | | 250,399 |
| **The funds of the charity** | | | | | |
| Designated funds | **16** | | 34,494 | | 34,494 |
| Restricted income funds | **15** | | 136,352 | | 102,679 |
| Unrestricted funds | **17** | | 96,726 | | 113,226 |
| | | | 267,572 | | 250,399 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 2025.

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 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 10 March 2026

Signed by:

Isabella Wellington

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Mrs Isabella Wellington

Company registration number 04503616 (England and Wales)

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# FRONTLINE PARTNERSHIP

## NOTES TO THE FINANCIAL STATEMENTS

## *FOR THE YEAR ENDED 30 SEPTEMBER 2025*

### 1 Accounting policies

**Charity information**

Frontline Partnership is a private company limited by guarantee incorporated in England and Wales. The registered office is Montbazon Court, Cleves Avenue, Brentwood, Essex, CM14 4WB.

### 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 charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

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

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

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### 1 Accounting policies

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

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**1 Accounting policies**

**1.8 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.9 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**3 Income from donations and legacies**

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---|---|---|---|---|---|---|
| Donations and gifts | 15,271 | 8,084 | 23,355 | 4,887 | 4,536 | 9,423 |
| Grants | 49,231 | - | 49,231 | 5,000 | - | 5,000 |
| | 64,502 | 8,084 | 72,586 | 9,887 | 4,536 | 14,423 |

**4 Income from charitable activities**

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---|---|---|---|---|---|---|
| **Charitable activities** | | | | | | |
| Activity fees | 1,093 | 22,434 | 23,527 | - | 20,031 | 20,031 |
| Café Sales | 8,498 | 25 | 8,523 | 10,498 | - | 10,498 |
| Other Sales & Income | - | 491 | 491 | 1,651 | 743 | 2,394 |
| The Gates | - | 88,774 | 88,774 | - | 83,828 | 83,828 |
| Other Grants | - | 69,471 | 69,471 | - | 92,390 | 92,390 |
| | 9,591 | 181,195 | 190,786 | 12,149 | 196,992 | 209,141 |

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## 5 Income from fundraising events

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---|---|---|
| Fundraising events | - | 2,234 |

## 6 Income from investment income

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---|---|---|
| Interest receivable | 2,144 | 2,559 |

## 7 Expenditure on charitable activities

| | Charitable activities 2025 £ | Charitable activities 2024 £ |
|---|---|---|
| **Direct costs** | | |
| Staff, tutors and other costs | 193,780 | 180,542 |
| Staff training | 1,836 | 1,770 |
| Rental payments | 12,457 | 12,363 |
| Insurance and travel | 2,111 | 3,050 |
| Print, postage & stationery | 1,093 | 1,081 |
| Telephone | 2,180 | 2,366 |
| Minor equipment | 3,161 | 2,779 |
| Professional fees | 10,708 | 9,297 |
| IT costs | 3,947 | 2,945 |
| Advertising | 239 | - |
| Other expenses | 1,227 | 754 |
| Event costs | 15,604 | 18,312 |
| | 248,343 | 235,259 |
| **Analysis by fund** | | |
| Unrestricted funds | 46,307 | 6,708 |
| Restricted funds | 202,036 | 228,551 |
| | 248,343 | 235,259 |

Docusign Envelope ID: 014D63B0-AAD1-486C-B796-7A4156505938



**8 Trustees**

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

**9 Employees**

The average monthly number of employees during the year was:

| | 2025 Number | 2024 Number |
|---|---|---|
| | 31 | 29 |

| Employment costs | 2025 £ | 2024 £ |
|---|---|---|
| Wages and salaries | 188,108 | 176,125 |
| Social security costs | 2,854 | 1,793 |
| Other pension costs | 2,816 | 2,623 |
| | 193,778 | 180,541 |

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

**Remuneration of key management personnel**

The remuneration of key management personnel was as follows:

| | 2025 £ | 2024 £ |
|---|---|---|
| Aggregate compensation | 66,421 | 62,079 |

**10 Taxation**

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

**11 Debtors**

| Amounts falling due within one year: | 2025 £ | 2024 £ |
|---|---|---|
| Trade debtors | - | 336 |
| Gift aid recoverable | 2,703 | - |
| | 2,703 | 336 |

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## 12 Creditors: amounts falling due within one year

| | Notes | 2025 £ | 2024 £ |
|---|---|---|---|
| Deferred income | 13 | 1,380 | 1,580 |
| Other creditors | | - | 175 |
| Accruals | | 2,880 | 2,880 |
| | | 4,260 | 4,635 |

## 13 Government grants

Deferred income is included in the financial statements as follows:

| | 2025 £ | 2024 £ |
|---|---|---|
| Deferred income is included within: | | |
| Current liabilities | 1,380 | 1,580 |
| Movements in the year: | | |
| Deferred income at 1 October 2024 | 1,580 | 1,020 |
| Released from previous periods | - | 560 |
| Resources deferred in the year | (200) | - |
| Deferred income at 30 September 2025 | 1,380 | 1,580 |

## 14 Retirement benefit schemes

| **Defined contribution schemes** | 2025 £ | 2024 £ |
|---|---|---|
| Charge to profit or loss in respect of defined contribution schemes | 2,816 | 2,623 |

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.

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**15 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 October 2024 | Incoming resources | Resources expended | Transfers | At 30 September 2025 |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| | - | - | - | - | - |
| The Gates | 43,047 | 89,238 | (94,588) | - | 37,697 |
| Starburst Dance Nights | 927 | 4,370 | (1,939) | - | 3,358 |
| Summer School | 3,915 | 1,522 | (4,081) | - | 1,355 |
| Café Art | 638 | 9,459 | (8,161) | 2,184 | 4,120 |
| Baking | 876 | 8,225 | (7,366) | 880 | 2,615 |
| Sawyers Church | 4,275 | - | (4,275) | - | - |
| BCF Football | 1,574 | 5,000 | (5,135) | 1,903 | 3,342 |
| New Training Kitchen | 5,000 | - | - | (5,000) | - |
| Hoursworth | 28,393 | 56,770 | (58,101) | 3,227 | 30,289 |
| Health Inequality Fund | 290 | - | - | (290) | - |
| Music Man | 13,744 | 14,695 | (18,389) | - | 10,051 |
| Core Support | - | - | - | 43,526 | 43,526 |
| | 102,679 | 189,279 | (202,036) | 46,430 | 136,352 |

| Previous year: | At 1 October 2023 | Incoming resources | Resources expended | Transfers | At 30 September 2024 |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| | - | - | - | - | - |
| The Gates | 46,137 | 89,529 | (92,619) | - | 43,047 |
| Starburst Dance Nights | 917 | 10 | - | - | 927 |
| Summer School | 3,083 | 7,844 | (7,012) | - | 3,915 |
| Café Art | 1,777 | 9,038 | (12,030) | 1,853 | 638 |
| Baking | - | 11,385 | (10,509) | - | 876 |
| Sawyers Church | 30,545 | - | (26,270) | - | 4,275 |
| BCF Football | 937 | 5,191 | (4,435) | (120) | 1,574 |
| New Training Kitchen | 5,000 | - | - | - | 5,000 |
| Hoursworth | 27,072 | 54,067 | (52,746) | - | 28,393 |
| Health Inequality Fund | - | 11,624 | (11,334) | - | 290 |
| Music Man | - | 12,839 | (11,595) | 12,500 | 13,744 |
| | 115,469 | 201,528 | (228,551) | 14,233 | 102,679 |

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**16 Designated funds -**

These are designated funds funds which are material to the charity's activities.

| | At 1 October 2024 | At 30 September 2025 |
|---|---|---|
| | £ | £ |
| | 34,494 | 34,494 |

| Previous year: | At 1 October 2023 | At 30 September 2024 |
|---|---|---|
| | £ | £ |
| Personnel reserve | 34,494 | 34,494 |

**17 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 October 2024 | Incoming resources | Resources expended | Transfers | At 30 September 2025 |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| General | 71,571 | 66,356 | (34,177) | (50,861) | 52,888 |
| Operating reserve | 34,000 | - | - | 2,000 | 36,000 |
| Montbazon | - | 3,609 | (5,030) | 5,000 | 3,580 |
| Crown/ Meet Up Mondays Café | 5,086 | 6,272 | (7,100) | - | 4,258 |
| Football (Non BBC) | 2,569 | - | - | (2,569) | - |
| | 113,226 | 76,237 | (46,307) | (46,430) | 96,726 |

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### 17 Unrestricted funds

| Previous year: | At 1 October 2023 | Incoming resources | Resources expended | Transfers | At 30 September 2024 |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| General | 52,232 | 16,131 | 5,170 | (1,962) | 71,571 |
| Operating reserve | 34,000 | - | - | - | 34,000 |
| Montbazon | 1,690 | 2,530 | (4,449) | 229 | - |
| Crown/ Meet Up Mondays Café | 4,347 | 8,168 | (7,429) | - | 5,086 |
| Football (Non BBC) | 2,569 | - | - | - | 2,569 |
| Music Man | 12,500 | - | - | (12,500) | - |
| General funds | - | - | - | - | - |
| | 107,338 | 26,829 | (6,708) | (14,233) | 113,226 |

### 18 Analysis of net assets between funds

| | Unrestricted funds | Designated funds | Restricted funds | Total |
|---|---|---|---|---|
| | 2025 | 2025 | 2025 | 2025 |
| | £ | £ | £ | £ |
| **At 30 September 2025:** | | | | |
| Current assets/(liabilities) | 96,726 | 34,494 | 136,352 | 267,572 |
| | 96,726 | 34,494 | 136,352 | 267,572 |

| | Unrestricted funds | Designated funds | Restricted funds | Total |
|---|---|---|---|---|
| | 2024 | 2024 | 2024 | 2024 |
| | £ | £ | £ | £ |
| **At 30 September 2024:** | | | | |
| Current assets/(liabilities) | 113,226 | 34,494 | 102,679 | 250,399 |
| | 113,226 | 34,494 | 102,679 | 250,399 |

### 19 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

**FRONTLINE PARTNERSHIP**

England & Wales - Charity number 1099813

# Accounts

Docusign Envelope ID: 0CC8D9D1-8DE2-4B71-94A2-373A906263F5

**Charity registration number 1099813 (England and Wales)**

**Company registration number 04503616**

# FRONTLINE PARTNERSHIP

# ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 30 SEPTEMBER 2024

Docusign Envelope ID: 0CC8D9D1-8DE2-4B71-94A2-373A906263F5

# FRONTLINE PARTNERSHIP

## LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|---|---|---|
| **Trustees** | Mr Jonathan Clayton | |
| | Mrs Marian Hayton | |
| | Mrs Isabella Wellington | (Appointed 5 September 2024) |
| | Mr Stephen Pitt | (Appointed 5 September 2024) |
| | Mr Peter Jordon | |
| | Mrs Lisa Walsh | (Appointed 11 December 2024) |
| **Secretary** | Mrs Isabella Wellington | |
| **Charity number (England and Wales)** | 1099813 | |
| **Company number** | 04503616 | |
| **Registered office** | Montbazon Court<br>Cleves Avenue<br>Brentwood<br>Essex<br>CM14 4WB | |
| **Independent examiner** | M J Bushell Audit LLP<br>8 High Street<br>Brentwood<br>Essex<br>CM14 4AB | |

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# FRONTLINE PARTNERSHIP

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# Report of the Trustees for the year ending 30th September 2024

The Trustees are pleased to present their annual director's report and financial statements of the charity for the year ending September 30th 2024.

We are very grateful to our staff, supporters, volunteers and partners who make it possible for Frontline Partnership to provide so many inclusive community opportunities for adults with learning disabilities. We hope you enjoy reading about our various projects and our achievements over the last twelve months.

## Frontline and Great Danes Inclusivity Football Team 2023 – 2024

We've had another brilliant year in the Essex Soccability League! The team is getting stronger and more competitive, winning more games and scoring more goals. It's clear that all the hard work and teamwork are really paying off.



We've also welcomed several new players this year, and they've slotted right in like they've been here for years. The team chemistry keeps improving, and the bond between everyone is stronger than ever. Players are growing in confidence and trying out different positions, goalkeepers are playing outfield, and vice versa! This willingness to adapt has really helped the team develop overall.

The league itself has also grown, which has been great for everyone. With more teams involved, there's been even more opportunity to form friendships and build connections. The atmosphere is better than ever, and the sense of community within the league keeps getting stronger.



One of the standout moments this year was our friendly match at Disability for Sport's home ground in Billericay. It was a fantastic day, including a close, competitive game that brought both teams even closer together. It was great to see the friendships between players from different teams growing further.

Off the pitch, we've had some brilliant social events too. One of the highlights was a day out at the park, where we had a fun kickabout before heading to a pub on the High Street for lunch. Our Christmas meal was another fantastic occasion, as always.



But one of the biggest moments of the year was a special visit from West Ham. Lukasz Fabianski came down, and the players got the chance to take penalties against him! Jacob Knightsbridge, who volunteers with Frontline, also joined in. West Ham brought us two signed shirts, and we were featured in their programme, which was an amazing experience. The players were very excited, as it meant a lot to be recognised by professionals at such a high level, and it's exciting to see our relationship with West Ham continue to grow.

All in all, it's been another fantastic year. We've made great progress, strengthened our bonds, and had some unforgettable experiences. We're all looking forward to seeing how much more we can achieve next season! A HUGE thank you to the Health Inequalities Fund for awarding a grant to support the running of this project. We really couldn't have done it without you!!

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## The Music Man Project Brentwood 2023 – 2024



It has been a highly successful first year for The Music Man Project, Brentwood. The number of regular participants in both the morning and afternoon sessions have increased since the start, and the group are fully established in their residency at The Eagle Hall. The Music Man Project staff have worked hard to create a positive environment which encourages musicians of all abilities to respond, develop, rehearse, and perform music both internally within the group and also to a wider external audience. The music activities within the sessions incorporate a mixture of singing, responding to sound, playing tuned and untuned percussion instruments, performing from a variety of forms of notation, performing as an individual and performing as part of an ensemble.



Already in the first year, the group have performed two concerts to the nursery children, one concert to Parents & Carers, they have performed in Music at The Dell, and the group also took part in the Sawyer's Church Tuesday Club Christmas Service.

A HUGE thank you to the Charles S French Trust for awarding a grant to support the running of this group. We couldn't have done it without you!!

## Baking Group 2023 - 2024

What a delicious year we have had, producing delectable sweet and savoury delights. The groups have worked so hard and the peer mentoring has once again been a joy to witness. We have enjoyed the tasty and sociable lunches we have prepared and shared together, inviting family and support colleagues to join us.

Towards the end of the summer we relocated, due to rising rent costs, and unfortunately lost a number of participants as they were unable to attend on the new day or time of the sessions. We are currently running one session, but looking forward to extending to a second soon.

A HUGE thank you to the Hedley Foundation and to Fowler Smith and Jones for awarding grants to support the running of these groups. We couldn't have done it without you!!







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## Tuesday Club 2023 – 2024



Tuesday Club enjoyed a year of varied activities. This year is the last year that Frontline Partnership and Sawyers Church will work together on this project.

The summer walks were a great success and featured as part of our Summer Programme. We enjoyed trips to Southend for fish and chips, a trip to the pantomime, various trips to the local pubs and many fun filled club nights.

## HoursWorth Supported Employment 2023 – 2024

At the beginning of 2023 our funding from the National Lottery came to an end and we received a short-term grant from the Health Inequality Fund. This bridged the gap until we were awarded new funding from the Albert Gubay Foundation. These funding awards enabled us to continue offering employment opportunities to adults with complex and profound needs and we are hugely grateful for the stability that the generosity of our funders provided.



It has been a challenging year with both venue and staff changes. However, everyone rose to the challenge and the dedicated team of skilled job coaches managed to enable 19 people to thrive in their paid roles.

We appreciated the feedback and assistance that we received from families; this helped us shape the way we support people and informed our training and forward planning. This feedback wasn't exclusively about the work role, but also about the holistic benefits of being part of a wider community.



The project offered opportunities to adults with complex needs, through carved posts within our café and through working with local employers, to gain transferable life skills and become active participants within their local community. The increase in confidence we see as people settle into their role continues to be an encouragement to us.



The opportunity to work is something most members of society take for granted, for the majority it isn't a struggle to find the support they need to enable them to fulfil their aspirations - for adults with a learning disability, the minority, it is a very different story, which makes projects like HoursWorth so very valuable.

## Summer School 2024

Wow!! what a summer programme we ran this year. A HUGE thank you to SAIL, Brentwood Borough Council and Seven Arches Investments Ltd – we could not have done it without you!!

We ran 17 events not including the Art exhibition which ran for 5 months at Brentwood Library. We interacted with 70+ people over the course of the summer.

Highlights of the summer programme included:

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- Mersea Island Festival
  This is a firm favourite for all. A day by the sea in the very capable hands of the wonderful people running the festival. We swam, got creative in the art tent and tried our hand at bushcraft to mention but a few. We finished off the day with a disco before starting our journey home.





- Art Trip to the Tate Modern
  Travel training mixed with art appreciation, a great day for everyone, we finished by having lunch in the café before going home.





- Hopefield Animal Sanctuary

Who can resist the appeal of our furry friends. It is fabulous to have the Sanctuary on our doorstep making this an environmentally friendly visit in more ways than one.

## Café Art 2023 – 2024

Café Art has had a wonderful year. The two groups worked together with the art tutor to produce work that would later be exhibited in the Art Exhibition in Brentwood Library. This work was based on the artwork the group saw during the previous year's trip to a London art gallery. The group used this visit to choose their themes for the following year.

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Using a variety of mediums, the groups have explored various techniques with often surprising and stunning results. The collaborative pieces have shown how cohesively the groups work and we are thankful for the support workers who come alongside the group members without taking over the artwork – this is a real skill!

Towards the end of the summer, due to rising rent costs, we relocated and unfortunately our numbers reduced as a number of participants were unable to attend on the new day or time of the sessions. We are currently running one session but looking forward to extending to a second session soon.

A HUGE thank you to the Essex Community Foundation for awarding a grant to support the running of this project. We really couldn't have done it without you!!

## Crown Café 2023 – 2024



Crown Café experienced a difficult year, with falling numbers and uncertainty about the future which led to a huge amount of stress.

Despite these challenges the staff team worked hard and served many people. The café continued to offer a warm and welcoming environment to meet in, reducing isolation and loneliness and ensuring a hot meal was available.



Towards the end of the summer, due to rising rent costs, we relocated and rebranded as **Meet Up Mondays Cafe**. Numbers are still low but we are working hard to ensure that we continue to provide good nutritous food and delicious sweet treats at a reasonable price. The café also provides employment opportunities, through the HoursWorth Project, for adults with complex needs.

Watch this space!

Our Grand Re-opening went well and it was lovely to see so many Frontline supporters there.

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## The Gates Project 2023 – 2024

Since our last report we have welcomed two new participants on a Tuesday and two new volunteers on a Tuesday and Thursday. We have had our most productive year in terms of fundraising - successfully delivering numerous fundraising events: Two Open Days, a National Garden Scheme (NGS) Day, a wreath making workshop, a dining evening and two music evenings.

Attendees

| Day | Clients | Staff | Supported Participant | Volunteers | Total on Site |
|---|---|---|---|---|---|
| Tuesday | 10 | 3 | | 1 | 14 |
| Wednesday | 10 | 3 | | 1 | 14 |
| Thursday | 10 | 3 | 1 | 3 | 17 |

The Site

The site needs constant maintenance. Over the years we have modified and revamped various areas, making them more accessible and easier to manage.

Funding from Essex County Council Allotments enabled us to revamp our allotment space…



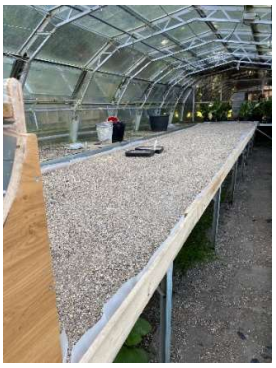




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and funding from The King Charles small grants scheme enabled us to renew and renovate some of our Greenhouses. We installed a new heated bench in Greenhouse 1 and made improvements to Greenhouse 3, including an electrical supply.





Donations and Fundraising

We wish to thank the following fundraisers: Andy Nippress, Essex County Council Allotments, Howard Masonic Lodge, M.Powell, New Elizabethan Lodge, Howard Madgwick, Hatch ladies, Neville Brown, Brentwood Community Fund, King Charles Small grants, 41 club and Ken Freeman

Fundraising Events
Our many events included:

- Wreath Making (Nov 2023)







- Open Days

Spring and Summer Open Days always prove popular. We are constantly rethinking our homemade produce for sale. Despite the rain, our Summer event was still a success. However, we have decided to push the event back this year and rebrand it as an Autum/ Winter Warmer. Not only does it add new interest to our Fundraising Calendar, we hope that this will give us an opportunity to sell our Christmas craft.







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- Music Events
  This year we welcomed The Music Man Project to our site (The Dell) to play a set. Numerous clients performed to a packed audience for the first half. After a cheese and biscuit break, The Swinging Ukuleles performed.



- Bentley Christmas Party/Music Night
  We always wrap up the year with a packed Christmas partly at Bentley Village Hall. It's a great opportunity for the team to relax together and have fun.





- National Garden Scheme(NGS)
  We were awarded £1900 from the NGS. We continue to open once a year to help them raise funds.
- Alfresco Dining Event

Our first dining event on site was very well received. It is another great opportunity for people to visit and see the various developments and ongoing projects. It is provides additional life skills learning for our regular participants.





<u>In Other News</u>

- The Classroom

Our classroom continues to allow us to explore more 'life skills learning' and continues to provide a warm and comfortable area in the Winter months.



- Christmas

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What a Christmas! We made a huge variety of rustic Christmas decorations to sell at our Christmas Music Event and online. We have really raised our 'crafting game' and hope to participate in a couple of Christmas markets next year.






A week of Christmas films was then followed by a week of games, jumper competitions, a Christmas quiz and lots of food. We also concluded the year with a staff and volunteer gathering.






- The Endeavour School Visit

It's a great opportunity for our participants to mentor those visiting from school.



- Arts and Crafts

We are constantly thinking up new craft ideas.....







<u>Looking forward at The Gates</u>

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We have an action-packed fundraising year for 2025. We will include the tried and tested favourites and potentially include some additional workshops, a return of our quiz night and a new Autumn open event. This year we hope to install a temporary roof over our courtyard and as our events expand, we feel that we need to improve our kitchen area, in order to cope better with our needs..



We have had another busy year but continue to develop the site, learn new skills, improve old skills, try new things and learn from failures, but most importantly, we make new friends and connections and continue to enjoy each other's company.

**Financial Review 2023-2024**

Frontline Partnership recorded a net loss for the twelve months of £6,900 (incomes of £228.4k matched against expenditures of £235.3k), compared to a small positive movement last year of £5,698. The main challenge for the year was the transition of a number of projects to new venues (and new session times), following unexpected rental increases. This was largely mitigated by the securing of approximately fourteen new grants of various sizes, but specifically a three year award from the Albert Gubay Charitable Foundation which helped stabilize our Hoursworth Supported Employment project. Looking forward, we have now settled into our new homes and the client base is starting to rebuild. We expect to continue to benefit from this stability and look towards growing our opportunities in 2024/25.

Signed by:
Isabella Wellington
Mrs Isabella Wellington
**Trustee**

21 March 2025

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# FRONTLINE PARTNERSHIP

## INDEPENDENT EXAMINER'S REPORT

## TO THE TRUSTEES OF FRONTLINE PARTNERSHIP

I report to the trustees on my examination of the financial statements of Frontline Partnership (the charity) for the year ended 30 September 2024.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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 that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or

4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements 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 financial statements to be reached.

DocuSigned by:
Corne von Wielligh
929FC8BB5E544CB...

**M J Bushell Audit LLP**
Ground Floor
Kings House
101-135 Kings Road
Brentwood
Essex
CM14 4DR
1 April 2025

Docusign Envelope ID: 0CC8D9D1-8DE2-4B71-94A2-373A906263F5

# FRONTLINE PARTNERSHIP

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

### *FOR THE YEAR ENDED 30 SEPTEMBER 2024*

| | Notes | Unrestricted funds 2024 £ | Designated funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Unrestricted funds 2023 £ | Designated funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ |
|---|---|---|---|---|---|---|---|---|---|
| **Income from:** | | | | | | | | | |
| Donations and legacies | **3** | 9,887 | - | 4,536 | 14,423 | 19,476 | - | 5,266 | 24,742 |
| Incoming resources from charitable activities | **4** | 12,149 | - | 196,992 | 209,141 | 11,931 | - | 167,200 | 179,131 |
| Fundraising events | **5** | 2,234 | - | - | 2,234 | - | - | - | - |
| Investment income | **6** | 2,559 | - | - | 2,559 | 1,403 | - | - | 1,403 |
| **Total income** | | 26,829 | - | 201,528 | 228,357 | 32,810 | - | 172,466 | 205,276 |
| **Expenditure on:** | | | | | | | | | |
| Raising funds | **7** | - | - | - | - | 4,413 | - | 1,659 | 6,072 |
| Charitable activities | **8** | 6,708 | - | 228,551 | 235,259 | 1,209 | - | 192,297 | 193,506 |
| **Total expenditure** | | 6,708 | - | 228,551 | 235,259 | 5,622 | - | 193,956 | 199,578 |
| **Net income/(expenditure)** | | 20,121 | - | (27,023) | (6,902) | 27,188 | - | (21,490) | 5,698 |
| Transfers between funds | | (14,233) | - | 14,233 | - | (9,761) | 9,612 | 149 | - |
| **Net movement in funds** | | 5,888 | - | (12,790) | (6,902) | 17,427 | 9,612 | (21,341) | 5,698 |
| **Reconciliation of funds:** | | | | | | | | | |
| Fund balances at 1 October 2023 | | 107,338 | 34,494 | 115,469 | 257,301 | 89,911 | 24,882 | 136,810 | 251,603 |
| **Fund balances at 30 September 2024** | | 113,226 | 34,494 | 102,679 | 250,399 | 107,338 | 34,494 | 115,469 | 257,301 |

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# FRONTLINE PARTNERSHIP

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

### *FOR THE YEAR ENDED 30 SEPTEMBER 2024*

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

Docusign Envelope ID: 0CC8D9D1-8DE2-4B71-94A2-373A906263F5

# FRONTLINE PARTNERSHIP

## BALANCE SHEET

### *AS AT 30 SEPTEMBER 2024*

| | Notes | 2024 £ | £ | 2023 £ | £ |
|---|---|---|---|---|---|
| **Current assets** | | | | | |
| Debtors | **12** | 161 | | 4,077 | |
| Cash at bank and in hand | | 254,698 | | 255,018 | |
| | | 254,859 | | 259,095 | |
| **Creditors: amounts falling due within one year** | **13** | (4,460) | | (1,794) | |
| **Net current assets** | | | 250,399 | | 257,301 |
| **The funds of the charity** | | | | | |
| Designated funds | **17** | | 34,494 | | 34,494 |
| Restricted income funds | **16** | | 102,679 | | 115,469 |
| Unrestricted funds | **18** | | 113,226 | | 107,338 |
| | | | 250,399 | | 257,301 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 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 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 21 March 2025

Signed by:

Isabella Wellington

F3EFBFEA30C14B0...

Mrs Isabella Wellington

Company registration number 04503616 (England and Wales)

Docusign Envelope ID: 0CC8D9D1-8DE2-4B71-94A2-373A906263F5

# FRONTLINE PARTNERSHIP

## NOTES TO THE FINANCIAL STATEMENTS

## *FOR THE YEAR ENDED 30 SEPTEMBER 2024*

### 1 Accounting policies

**Charity information**

Frontline Partnership is a private company limited by guarantee incorporated in England and Wales. The registered office is Montbazon Court, Cleves Avenue, Brentwood, Essex, CM14 4WB.

### 1.1 Accounting convention

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 charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

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

At the time of approving the financial statements, the trustees has a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

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**1 Accounting policies** **(Continued)**

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

**1.6 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.7 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

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**1 Accounting policies** **(Continued)**

**1.8 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.9 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**3 Income from donations and legacies**

| | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ |
|---|---|---|---|---|---|---|
| Donations and gifts | 4,887 | 4,536 | 9,423 | 15,487 | 5,266 | 20,753 |
| Grants | 5,000 | - | 5,000 | 3,989 | - | 3,989 |
| | 9,887 | 4,536 | 14,423 | 19,476 | 5,266 | 24,742 |

**4 Income from charitable activities**

| | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ |
|---|---|---|---|---|---|---|
| **Charitable activities** | | | | | | |
| Activity fees | - | 20,031 | 20,031 | 1,590 | 7,311 | 8,901 |
| Café Sales | 10,498 | - | 10,498 | 10,341 | 4,202 | 14,543 |
| Other Sales & Income | 1,651 | 743 | 2,394 | - | 1,188 | 1,188 |
| The Gates | - | 83,828 | 83,828 | - | 85,947 | 85,947 |
| Other Grants | - | 92,390 | 92,390 | - | 68,552 | 68,552 |
| | 12,149 | 196,992 | 209,141 | 11,931 | 167,200 | 179,131 |

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## 5 Income from fundraising events

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---|---|---|
| Fundraising events | 2,234 | - |

## 6 Income from investments

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---|---|---|
| Interest receivable | 2,559 | 1,403 |

## 7 Expenditure on raising funds

| | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ |
|---|---|---|---|---|---|---|
| **Fundraising and publicity** | | | | | | |
| Other café & project costs | - | - | - | 4,413 | 1,659 | 6,072 |

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## 8 Expenditure on charitable activities

| | Charitable activities 2024 | Charitable activities 2023 |
|---|---|---|
| | £ | £ |
| **Direct costs** | | |
| Staff, tutors and other costs | 180,542 | 158,003 |
| Staff training | 1,770 | 1,871 |
| Rental payments | 12,363 | 7,660 |
| Insurance and travel | 3,050 | 2,101 |
| Print, postage & stationery | 1,081 | 931 |
| Telephone | 2,366 | 2,058 |
| Minor equipment | 2,779 | 1,186 |
| Professional fees | 9,297 | 6,822 |
| IT costs | 2,945 | 3,734 |
| Other expenses | 754 | 168 |
| Event costs | 18,312 | 8,972 |
| | 235,259 | 193,506 |
| **Analysis by fund** | | |
| Unrestricted funds | 6,708 | 1,209 |
| Restricted funds | 228,551 | 192,297 |
| | 235,259 | 193,506 |

## 9 Trustees

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

## 10 Employees

The average monthly number of employees during the year was:

| | 2024 Number | 2023 Number |
|---|---|---|
| | 29 | 27 |

| **Employment costs** | 2024 £ | 2023 £ |
|---|---|---|
| Wages and salaries | 176,125 | 155,378 |
| Social security costs | 1,793 | 339 |
| Other pension costs | 2,623 | 2,286 |
| | 180,541 | 158,003 |

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**10 Employees** **(Continued)**

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

**Remuneration of key management personnel**

The remuneration of key management personnel was as follows:

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Aggregate compensation | 62,079 | 58,473 |

**11 Taxation**

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

**12 Debtors**

| | 2024 | 2023 |
|---|---|---|
| **Amounts falling due within one year:** | £ | £ |
| Trade debtors | 336 | 4,077 |
| Wages control account | (175) | - |
| | 161 | 4,077 |

**13 Creditors: amounts falling due within one year**

| | Notes | 2024 | 2023 |
|---|---|---|---|
| | | £ | £ |
| Deferred income | 14 | 1,580 | 1,020 |
| Accruals | | 2,880 | 774 |
| | | 4,460 | 1,794 |

**14 Government grants**

Deferred income is included in the financial statements as follows:

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Deferred income is included within: | | |
| Current liabilities | 1,580 | 1,020 |
| Movements in the year: | | |
| Deferred income at 1 October 2023 | 1,020 | - |
| Released from previous periods | 560 | - |
| Resources deferred in the year | - | 1,020 |
| Deferred income at 30 September 2024 | 1,580 | 1,020 |

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**15 Retirement benefit schemes**

| **Defined contribution schemes** | **2024** **£** | **2023** **£** |
|---|---|---|
| Charge to profit or loss in respect of defined contribution schemes | 2,623 | - |

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.

**16 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 October 2023** | **Incoming resources** | **Resources expended** | **Transfers** | **At 30 September 2024** |
|---|---|---|---|---|---|
| | **£** | **£** | **£** | **£** | **£** |
| The Gates | 46,137 | 89,529 | (92,619) | - | 43,047 |
| Starburst Dance Nights | 917 | 10 | - | - | 927 |
| Summer School | 3,083 | 7,844 | (7,012) | - | 3,915 |
| Café Art | 1,777 | 9,038 | (12,030) | 1,853 | 638 |
| Baking | - | 11,385 | (10,509) | - | 876 |
| Sawyers Church | 30,545 | - | (26,270) | - | 4,275 |
| BCF Football | 937 | 5,191 | (4,435) | (120) | 1,574 |
| New Training Kitchen | 5,000 | - | - | - | 5,000 |
| Hoursworth | 27,072 | 54,067 | (52,746) | - | 28,393 |
| Health Inequality Fund | - | 11,624 | (11,334) | - | 290 |
| Music Man | - | 12,839 | (11,595) | 12,500 | 13,744 |
| | 115,469 | 201,528 | (228,551) | 14,233 | 102,679 |

| **Previous year:** | **At 1 October 2022** | **Incoming resources** | **Resources expended** | **Transfers** | **At 30 September 2023** |
|---|---|---|---|---|---|
| | **£** | **£** | **£** | **£** | **£** |
| | 136,810 | 172,466 | (193,956) | 149 | 115,469 |

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**17 Designated funds -**

These are designated funds funds which are material to the charity's activities.

| | At 1 October 2023 | Transfers | At 30 September 2024 |
|---|---|---|---|
| | £ | £ | £ |
| Personnel reserve | 34,494 | - | 34,494 |

| Previous year: | At 1 October 2022 | Transfers | At 30 September 2023 |
|---|---|---|---|
| | £ | £ | £ |
| | 24,882 | 9,612 | 34,494 |

**18 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 October 2023 | Incoming resources | Resources expended | Transfers | At 30 September 2024 |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| General | 52,232 | 16,131 | 5,170 | (1,962) | 71,571 |
| Operating reserve | 34,000 | - | - | - | 34,000 |
| Montbazon | 1,690 | 2,530 | (4,449) | 229 | - |
| Crown/ Meet Up Mondays Café | 4,347 | 8,168 | (7,429) | - | 5,086 |
| Football (Non BBC) | 2,569 | - | - | - | 2,569 |
| Music Man | 12,500 | - | - | (12,500) | - |
| | 107,338 | 26,829 | (6,708) | (14,233) | 113,226 |

| Previous year: | At 1 October 2022 | Incoming resources | Resources expended | Transfers | At 30 September 2023 |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| General funds | 89,911 | 32,810 | (5,622) | (9,761) | 107,338 |

Docusign Envelope ID: 0CC8D9D1-8DE2-4B71-94A2-373A906263F5



**19 Analysis of net assets between funds**

| | Unrestricted funds | Designated funds | Restricted funds | Total |
|---|---|---|---|---|
| | 2024 | 2024 | 2024 | 2024 |
| | £ | £ | £ | £ |
| **At 30 September 2024:** | | | | |
| Current assets/(liabilities) | 113,226 | 34,494 | 102,679 | 250,399 |
| | 113,226 | 34,494 | 102,679 | 250,399 |

| | Unrestricted funds | Designated funds | Restricted funds | Total |
|---|---|---|---|---|
| | 2023 | 2023 | 2023 | 2023 |
| | £ | £ | £ | £ |
| **At 30 September 2023:** | | | | |
| Current assets/(liabilities) | 107,338 | 34,494 | 115,469 | 257,301 |
| | 107,338 | 34,494 | 115,469 | 257,301 |

**20 Related party transactions**

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

**FRONTLINE PARTNERSHIP**

England & Wales - Charity number 1099813

# Accounts

# FRONTLINE PARTNERSHIP

**Company number 04503616**

**Charity number 1099813**

## FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 30 SEPTEMBER 2023

COMMUNITY 360

*Community Accounts Service*

**FRONTLINE PARTNERSHIP**

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**FOR THE YEAR ENDED 30 SEPTEMBER 2023**


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# FRONTLINE PARTNERSHIP

## LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 30 SEPTEMBER 2023

| | |
|---|---|
| **Registered company number** | 04503616 |
| **Registered charity number** | 1099813 |
| **Registered Address** | Montbazon Court<br>Cleves Avenue<br>Brentwood<br>CM14 4WB |
| **Trustees** | K Bickford<br>J Clayton<br>P Jordan<br>M Hill<br>P Burfield<br>L Newton<br>M Hayton |
| **Company Secretary** | G Soper |
| **Bankers** | Santander<br>Birmingham<br>B16 8PE |
| **Independent Examiner** | Community360<br>Winsley's House<br>High Street<br>Colchester<br>Essex<br>CO1 1UG |

## HoursWorth Supported Employment 2022-2023

At the beginning of 2022 we were awarded funding from the National Lottery and were able to increase the number of people we could assist into employment, this funding continued through to 2023 and we are grateful for the stability this has given to the adults with complex and profound needs who are employed through the HoursWorth Project.
We have enjoyed strengthening relationships with employers in the local community and promoting the many benefits that being part of the project brings.



We have seen 18 people either enter or thrive in the world of paid work, supported by a team of dedicated job coaches. Once again, we have had tremendous feedback from the participants and their support network. This feedback hasn't been exclusively about the work role but also about the holistic benefits of being part of a wider community. The opportunity to work is something most members of society take for granted, for the majority it isn't a struggle to find the support they need to enable them to fulfil their aspirations - for adults with a learning disability, the minority, it is a very different story, which makes projects like HoursWorth so very valuable.

## Crown Café 2022-2023

This café has been fully open in this accounting period which is wonderful! We have continued to be made welcome at our temporary home in the Sion Centre. There have been some challenges with parking and difficulty accessing the building which has led to a small decrease in customers.

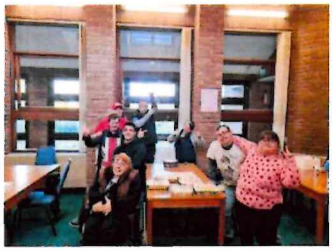


The atmosphere within the café has been happy, relaxed and vibrant, thanks in no small part to having an amazing team and lovely customers.
Due to limited space we changed the way we served Christmas this year at Crown Café. Although the change was well received, the idea of having a Christmas dinner choice on the normal menu for the weeks in December was not an overall success, so this year we will return to our original exclusively Christmas dinner!

## Baking Group 2022-23

Both morning and afternoon sessions were increased to 8 participants due to demand and we have some new faces join us and this worked well allowing for regular teamwork. The participants have a diplomatic vote on what will be made in each session and this year the very special Bakewell and the homemade Christmas cakes were a big hit . The guys are growing in confidence and giving much more input into recipes, shopping lists and leading sessions.





## Summer Schools 2022-23




This year summer schools were full capacity and lovely to see people returning from last year because they had so much fun . Picnic and carnival day were paired with art and these sessions enabled participants to enjoy both activities. Sweet making was a huge hit Frontline bake off had the theme of colour and brought out everyone's competitive side . Unfortunately the BBQ had to be moved indoors due to the Great British weather but we rustled up a quiz and found out the favourite thing about summer school for all who attended is eating and making friends 😋

## Frontline and Great Danes Inclusivity Football Team 2022-23



This year has seen the football program go from strength to strength. With a dedicated coach, each member of the team has continued to develop in line with specifically tailored goals which focus not just on their football skills, but also personal growth. Growth has been a consistent theme, pleasingly we have seen the group grow by approximately 50% and now have around 15 committed players attending training each Monday and competing monthly in league games. The team proudly belongs to the Essex Soccability League which is hosted in Colchester each month for a day of competitive, friendly, and fun matches against other inclusive teams from around Essex. This year saw the team secure their first victories in the league, a reflection of the fantastic year-on-year progress we have made together. These great steps forward were recognised in an end of season awards dinner and ceremony.






Post-season, the team were privileged to be invited to both the Lions Cup tournament in Southend and Maldon's very own Summer Football Festival throughout the summer. These were fantastic opportunities to play against teams we had not previously met, but also strengthen relationships with those we see more regularly in the Colchester league.



There were also multiple social outings together as a team throughout the year, encouraging and solidifying the truly remarkable bonds characterising the group. Perhaps most notable was the team's visit to West Ham United, whereby we were hosted by the club and invited to enjoy watching the under 21's team compete against Southampton and VIP facilities tours. We move optimistically into a new year, which no doubt promises further flourishing for our exceptional group.



## Tuesday Club 2022-23

Although the Tuesday Club comes under Sawyers Church as one of its activities it is included here as it is extensively supported by Frontline resources. Currently meeting at the SION centre while we wait for the completion of the new church facility, Tuesday Club continues to be a bright, lively social club frequented by people from varying backgrounds and abilities and extensively supported by volunteers. Tuesday club continues to offer opportunities for craft, tabletop games and football or just to sit and chat with a drink and snack from the in-house café. Additionally, Tuesday club likes to celebrate birthdays and there are evenings out at venues chosen by the club members, crazy golf, bowling, and cinema to name but a few, and not forgetting our annual trip to the panto at Christmas. During the summer breaks the club meets for weekly walks through the many local countryside trails that, of course, conclude with a visit to a local hostelry.



## Café Art 2022-23

The Café Art has been on Wednesdays for morning and afternoon art sessions at the SION Centre. The main concept is to give the opportunity to clients to enjoy the art making process, to promote motor and visual stimulation and improve confidence.

The interaction between carers and clients during the art making process has evolved towards less help and more confidence from the clients. Those with more complex physical and mental disabilities have been able to concentrate and engage with the art making for the whole session, which are amazing achievements. Overall it has been felt joyful to all clients and we have had more new people coming to join the groups.





The Summer School in August 2023 was also within Sion Centre's premises. The groups stayed from 9:30am till 2:30pm for art and cooking sessions. Indoors we created mixed media tree pictures and outdoors while having a picnic, clients created greeting cards depicting lavender fields.

In August 2023 we had our third Art Exhibition at the Brentwood Library, which was a great success again. Clients had the opportunity to sell their artwork and donations were given to

Frontline in appreciation of the amazing work they do for the community. The beauty of the artworks in these annual exhibitions have brought much attention for Funding Organisations and in November 2022 Café Art was giving a substantial amount of funds to cover its costs.





Café Art also participated in an Art Competition in London and won the second prize! All Café Art clients created together (Community Work) a beautiful vase of flowers. It was an exercise implementing the seven elements of art, which they learnt throughout the year.

## The Gates Project 2022-23

Since our last report in we have welcomed a couple of new participants and volunteers, successfully delivered numerous fundraising events, workshops, several music evenings and a couple of workplace experience weeks. We received numerous donations throughout 2022-2023 and send a big thank you to everyone who has supported us.

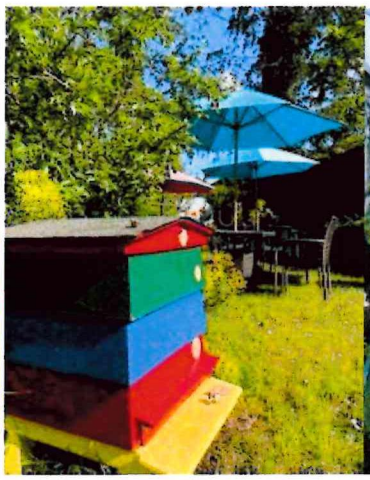
### Wreath Making Workshop:

Last Christmas we ran another Wreath Making workshop.



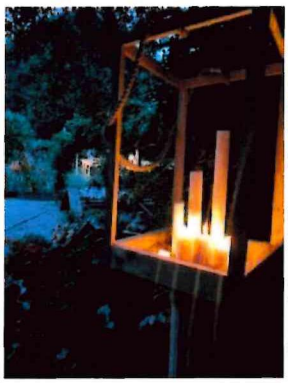
## Open Days:

Spring and Summer Open Days always prove popular. We are always rethinking homemade produce for sale


## Music Events:

Music from "The Swinging Gates" this year, with one of our talented staff and one of our participants also performing.




## National Garden Scheme(NGS):

We were awarded £1900 from the NGS. We continue to open once a year to help them raise funds.




## The Site:

Our classroom continues to allow us to explore more ' life skills learning' which this year included preparing Christmas dinner, complete with jumper competition and quiz.



We received funding from Essex County Council to build a new garden, pergola and Moroccan planter. Left over wood became a banqueting table.



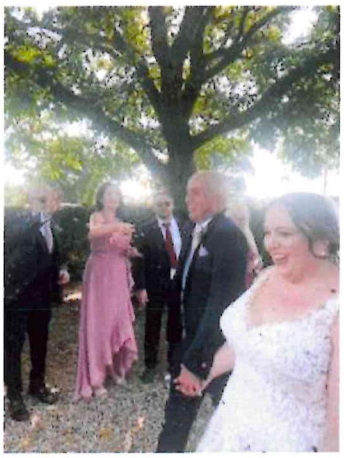
## Other News:

House of Lords: Emma and Mary went to the House of Lords for lunch and networking.



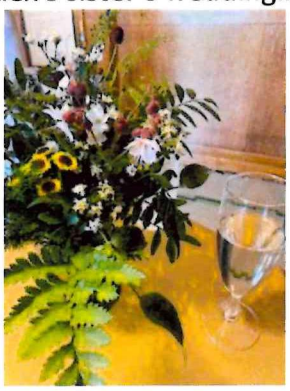
## Weddings:

Ollie (A participant who we then employed got married).

The Gates were asked to do the flowers for Alex's sister's wedding...



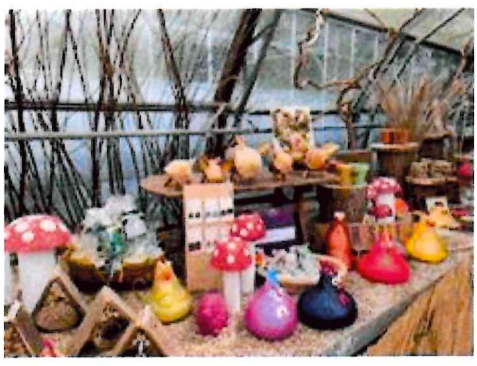



The Endeavour School: It's a great opportunity for our participants to mentor the local school kids.



## Arts and Crafts:

We are constantly thinking up new craft ideas.....












And it's never too early to start preparing for Christmas.....



## Looking forward:

We have an action-packed fundraising year for 2024. We will include the tried and tested favourites and potentially include some additional workshops. Planned changes to the site include a revamp of the allotments, the bee gardens and the Dell.

## Financial Review

Income for the year of £205,276 was a similar level to the prior year with the ending of the Essex County Council Wellbeing project offset by an additional cost of living adjustment gratefully received from the National Lottery Fund (Hoursworth scheme) and increased donations. Resources expended saw a 13% year on year uplift to £199,578 primarily driven by rising staff rates, but also by a full year of operation of the Hoursworth scheme (part year 21/22). Minor increases in per client activity fees charged helped net movement of funds remain positive at £5,698. Client fee invoicing has now been automated onto our Xero accounting platform, enabling more efficient and transparent debt management. Total funding is marginally up at £257,301 which includes an update to the Personal Reserve (to reflect current staff numbers and costs) and advanced grants for transition to the new building.

## FRONTLINE PARTNERSHIP

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2023

I report on the accounts of Frontline Partnership for the year ended 30 September 2023 which are set out on pages 11 to 17.

**Respective responsibilities of trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

**Basis of independent examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

David Courtier FMAAT AATQB for and on behalf of:
Community360
Winsley's House, High Street, Colchester, Essex Date 03/05/24

# FRONTLINE PARTNERSHIP

## STATEMENT OF FINANCIAL ACTIVITIES
## FOR THE YEAR ENDED 30 SEPTEMBER 2023

| | Note | Unrestricted Fund £ | Restricted Fund £ | Designated Funds £ | 2023 Total £ | 2022 Total £ |
|---|---|---|---|---|---|---|
| **Incoming resources** | | | | | | |
| **Incoming resources from generated funds** | | | | | | |
| Donations and legacies | 2 | 19,476 | 5,266 | - | 24,742 | 7,621 |
| Investment income | | 1,403 | - | - | 1,403 | 103 |
| Incoming resources from charitable activities | 3 | 11,931 | 167,200 | - | 179,131 | 199,254 |
| **Total incoming resources** | | **32,810** | **172,466** | **-** | **205,276** | **206,978** |
| **Resources expended** | | | | | | |
| Charitable activities | 4 | 1,209 | 192,297 | - | 193,507 | 171,287 |
| Raising funds | 4 | 4,413 | 1,659 | - | 6,072 | 5,298 |
| **Total resources expended** | | **5,622** | **193,956** | **-** | **199,578** | **176,586** |
| **Net outgoing resources before transfers** | | **27,188** | **(21,490)** | **-** | **5,698** | **30,392** |
| **Gross transfers between funds** | 11 | (9,761) | 149 | 9,612 | - | - |
| **Net movement in funds** | | **17,427** | **(21,341)** | **9,612** | **5,698** | **30,392** |
| **Funds at 1 October 2022** | | 89,911 | 136,810 | 24,882 | 251,602 | 221,210 |
| **Funds 30 September 2023** | 11 | **107,338** | **115,469** | **34,494** | **257,301** | **251,602** |

**The notes on pages 13 to 17 form part of these accounts.**

## FRONTLINE PARTNERSHIP

## BALANCE SHEET
## AS AT 30 SEPTEMBER 2023

| | Notes | 2023 £ | 2022 £ |
|---|---|---|---|
| **Current assets** | | | |
| Debtors | **6** | 4,077 | 1,387 |
| Cash at bank and in hand | **7** | 255,018 | 250,728 |
| **Total current assets** | | **259,095** | **252,115** |
| **Creditors: amounts falling due within one year** | **8** | (1,794) | (513) |
| **Net current assets/(liabilities)** | | 257,301 | 251,602 |
| **Net assets** | | **257,301** | **251,602** |
| **Capital and reserves** | | | |
| Unrestricted reserves | **11** | 107,338 | 89,911 |
| Restricted reserves | **11** | 115,469 | 136,810 |
| Designated reserves | **11** | 34,494 | 24,882 |
| **Total Funds** | | **257,301** | **251,602** |

For the year ended 30 September 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The directors declare that they have approved the accounts above.

Signed Mary Hill Date 23/Feb/2023

Mary Hill - Director

## 1. Accounting policies

**Legal status**
The Charity is a Company Limited by Guarantee without share capital use of 'Limited' exemption.

**Basis of the preparation of the accounts**
The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practise 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)- (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

**Incoming resources**
All material incoming resources have been included on a receivable basis i.e they are included if the date receivable falls within the period covered by these accounts.

**Resources expended**
These have been analysed using a natural classification.

**Restricted and designated funds**
Funds restricted by the donor are treated as restricted funds. All other receipts are unrestricted funds however the Charity has designated part of these funds for specific purposes. The aim and use of each designated fund is detailed in the notes to the financial statements.

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

## 2. Incoming Resources

| | Unrestricted Funds | Restricted Funds | Total 2023 | Total 2022 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **General donations** | 15,487 | 5,266 | 20,753 | 6,321 |
| **Grants:** | | | | |
| Other grants | 3,989 | - | 3,989 | 1,300 |
| | **19,476** | **5,266** | **24,742** | **7,621** |

## 3. Income from Charitable activities

| | Unrestricted Funds | Restricted Funds | Total 2023 | Total 2022 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Activity fees | 1,590 | 7,311 | 8,901 | 6,504 |
| Cafe Sales | 10,341 | 4,202 | 14,543 | 15,978 |
| Other Sales & Income | - | 1,188 | 1,188 | 640 |
| The Gates | - | 85,947 | 85,947 | 81,097 |
| Other Grants | - | 68,552 | 68,552 | 96,335 |
| | **11,931** | **167,200** | **179,131** | **200,554** |

## 4. Resources expended

| | Unrestricted Funds | Restricted Funds | Designated Funds | Total 2023 | Total 2022 |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| **Cost of charitable activities** | | | | | |
| Staff,tutors and other costs | 330 | 157,673 | - | 158,003 | 132,156 |
| Staff training | - | 1,871 | - | 1,871 | 2,274 |
| Rental payments | - | 7,660 | - | 7,660 | 7,660 |
| Insurance and travel | 29 | 2,072 | - | 2,101 | 2,095 |
| Print, postage & stationery | 36 | 895 | - | 931 | 2,614 |
| Telephone | - | 2,058 | - | 2,058 | 1,801 |
| Minor equipment | 614 | 572 | - | 1,186 | 2,498 |
| Professional fees | - | 6,822 | - | 6,822 | 5,495 |
| IT costs | - | 3,734 | - | 3,734 | 6,614 |
| Other | 151 | 17 | - | 168 | 1,268 |
| Events | 49 | 8,923 | - | 8,972 | 6,812 |
| | **1,209** | **192,297** | **-** | **193,507** | **171,287** |
| **Cost of raising funds** | | | | | |
| Other café & project costs | 4,413 | 1,659 | - | 6,072 | 5,298 |
| | **4,413** | **1,659** | **-** | **6,072** | **5,298** |
| Total | **5,622** | **193,956** | **-** | **199,578** | **176,586** |

## 5. Staff costs

The total average number of employees during the period was 27 (2022: 23).
No staff received salaries at a rate of more than £60,000 per annum.

### Key management personnel

During the year, total remuneration of £58,473 (2022 £49,309) was paid to key management personnel. The remuneration of key management personnel is decided upon and authorised by the trustees.

## 6. Debtors

| | Total 2023 £ | Total 2022 £ |
|---|---|---|
| Prepayments | - | 1,387 |
| Debtors | 4,077 | - |
| | **4,077** | **1,387** |

## 7. Cash funds

| | Total 2023 £ | Total 2022 £ |
|---|---|---|
| Bank current accounts | 15,009 | 13,557 |
| Bank deposit accounts | 237,982 | 235,578 |
| Petty cash | 2,027 | 1,592 |
| | **255,018** | **250,728** |

## 8. Creditors: falling due within a year

| | Total 2023 £ | Total 2022 £ |
|---|---|---|
| Accruals | 774 | 513 |
| Deferred income | 1,020 | - |
| | **1,794** | **513** |

## 9. Transactions with Trustees

No trustees were paid remuneration

## 10. Going concern

These accounts are prepared on a going concern basis.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

## 11. Statement of Funds

| | As at 01/10/22 | Income | Expenses | Transfers Between Funds | As at 30/09/23 |
|---|---|---|---|---|---|
| **Unrestricted funds** | | | | | |
| General reserve | 16,070 | - | - | (149) | 15,921 |
| Operating reserve | 32,000 | - | - | 2,000 | 34,000 |
| Working Capital | 20,000 | - | - | (20,000) | - |
| Montbazon | 1,492 | 3,291 | 3,093 | - | 1,690 |
| Crown Café | 2,326 | 8,514 | 6,493 | - | 4,347 |
| Football (Non BBC) | - | 2,569 | - | - | 2,569 |
| Music Man | - | - | - | 12,500 | 12,500 |
| Frontline Fund | 18,023 | 18,436 | (3,964) | (4,112) | 36,311 |
| **Total unrestricted funds** | **89,911** | **32,810** | **5,622** | **(9,761)** | **107,338** |
| **Restricted fund** | | | | | |
| The Gates | 42,112 | 89,184 | 85,158 | - | 46,137 |
| Starburst Dance Nights | 917 | - | - | - | 917 |
| AD Charitable Trust (Summer School) | 1,876 | 4,299 | 3,092 | - | 3,083 |
| Café Art Fees | 4,262 | 9,223 | 11,708 | - | 1,777 |
| Mount Trust (Drama) | 2,182 | - | - | (2,182) | - |
| Baking | 785 | 6,115 | 9,231 | 2,331 | - |
| Montbazon | 559 | - | 559 | - | - |
| Sawyers Church | 52,090 | - | 21,545 | - | 30,545 |
| BCF Football | - | 5,000 | 4,063 | - | 937 |
| New Training Kitchen | - | 5,000 | - | - | 5,000 |
| ECC Community Wellbeing | 9,073 | (5,594) | 3,479 | - | - |
| HW (National Lottery Project) | 22,954 | 59,240 | 55,122 | - | 27,072 |
| **Total restricted funds** | **136,810** | **172,466** | **193,956** | **149** | **115,469** |
| **Designated funds** | | | | | |
| Personnel reserve | 24,882 | - | - | 9,612 | 34,494 |
| **Total designated funds** | **24,882** | **-** | **-** | **9,612** | **34,494** |
| **Total funds** | **251,602** | **205,276** | **199,578** | **-** | **257,301** |

Frontline Fund had previously been classed as restricted, however the funds are treated more as a reserve and do not have a specific purpose in restricted terms. Therefore this was moved to unrestricted last financial year.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

| 12. Previous Year Statement of Financial Activities | Notes | Unrestricted Fund £ | Restricted Fund £ | Designated Fund £ | 2022 Total £ |
|---|---|---|---|---|---|
| **Incoming resources** | | | | | |
| **Incoming resources from generated funds** | | | | | |
| Donations and legacies | 2 | 4,197 | 83,221 | - | 87,418 |
| Investment income | | 103 | - | - | 103 |
| Incoming resources from charitable activities | 3 | 13,135 | 106,322 | - | 119,458 |
| **Total incoming resources** | | **17,436** | **189,542** | **-** | **206,978** |
| **Resources expended** | | | | | |
| Charitable activities | 4 | 8,515 | 162,773 | - | 171,287 |
| Raising funds | 4 | 3,841 | 1,457 | - | 5,298 |
| **Total resources expended** | | **12,356** | **164,230** | **-** | **176,586** |
| **Net outgoing resources before transfers** | | 5,081 | 25,313 | - | 30,392 |
| **Gross transfers between funds** | | - | - | - | - |
| **Net movement in funds** | | 5,080 | 25,313 | - | 30,392 |
| **Funds at 1 October 2021** | | 84,831 | 111,497 | 24,882 | 221,210 |
| **Funds 30 September 2022** | 8 | **89,911** | **136,810** | **24,882** | **251,602** |

**FRONTLINE PARTNERSHIP**

England & Wales - Charity number 1099813

# Accounts

# FRONTLINE PARTNERSHIP

**Registered Charity number 1099813**

**Registered Company number 04503616**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

COMMUNITY 360°

*Community Accounts Service*

# FRONTLINE PARTNERSHIP

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| Statement of Financial Activities | 12 |
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# FRONTLINE PARTNERSHIP

## LEGAL AND ADMINISTRATIVE INFORMATION
## FOR THE YEAR ENDED 30 SEPTEMBER 2022

| | |
|---|---|
| **Registered company number** | 04503616 |
| **Registered charity number** | 1099813 |
| **Registered Address** | Montbazon Court<br>Cleves Avenue<br>Brentwood<br>CM14 4WB |
| **Trustees** | K Bickford<br>J Clayton<br>P Jordan<br>M Hill<br>P Burfield<br>L Newton<br>M Hayton |
| **Company Secretary** | G Soper |
| **Bankers** | Santander<br>Birmingham<br>B16 8PE |
| **Independent Examiner** | Community360<br>Winsley's House<br>High Street<br>Colchester<br>Essex<br>CO1 1UG |

# FRONTLINE PARTNERSHIP

# TRUSTEE ANNUAL REPORT
# FOR THE YEAR ENDED 30 SEPTEMBER 2022

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**Foreword**

This year has been a year of change for Frontline as we said a temporary goodbye to our home at Sawyers Church, which is being rebuilt. Whilst the rebuild takes place, we have been warmly welcomed at the Sion Centre enabling us to run all our Sawyers Church based activities there and have been much encouraged by the Sion Centre staff. We are grateful for our continued partnership with Sawyers Church and look forward to moving into the new building in 2023.

**HoursWorth Supported Employment report 2021-2022**

At the beginning of 2022 we were awarded funding from the National Lottery and were able to increase the number of people we could assist into employment. We would like to thank Sawyers Church for their financial support prior to the National Lottery funding. There have been some wonderful stories from both participants and their support about the difference that working for sometimes as little as 30 minutes a week has made to their lives. As we all know work brings many connections and opportunities outside of the actual employment and for those with profound and complex needs it is equally, if not more, beneficial as people with complex needs are amongst the most marginalised people in our community.

**Tuesday Club report 2021-2022**

Covid restrictions impacted every aspect of Frontlines activities including Tuesday Club. However, within the limitations of the often-changing government guidelines Tuesday club was able to operate at a reduced level using a rota system for attendees who were quick to learn and observe the limitation's and procedures necessary for safe operating. Some of our usual attendees were unable to join us due to additional restrictions from their domiciliary care providers. Once the restrictions were lifted however, 'normal service' was resumed enabling people to enjoy the evenings including walks in the local Essex countryside during the summer months.



**Baking Group report 2021 – 2022**

The baking class has had a fantastic year and has been enjoyed by participants, support and staff alike! The numbers and attendance have been consistent providing evidence, should it be needed, of how valued the baking group is. The atmosphere is always great with much laughter, even when the washing up needs doing. The recipes covered this year have included: sausage rolls, mince pies, 'stain glass' biscuits and Bakewell tarts to name a few. The participants choose what is going to be made during the group session and this is occasionally a group lunch of homemade quiche or pizza. This group equips people with transferrable skills and is a great social opportunity. Both sessions are at full capacity and we currently have a waiting list.



# FRONTLINE PARTNERSHIP

# TRUSTEE ANNUAL REPORT
# FOR THE YEAR ENDED 30 SEPTEMBER 2022

---

**Summer Schools report 2021 - 2022**

The summer schools were very well attended and it was lovely to see some new faces.

The summer schools are so popular we have had to increase the numbers able to attend each session. With a mixture of art and cookery there was something for everyone. This year saw the return of The Great Frontline Bake Off and what a talented bunch they were,



Not content with showing off their baking prowess, the team went on to prepare and cook a barbecue.

**Crown Café report 2021 – 2022**

Crown Café has continued to serve the local community during this accounting period, both from Sawyers Church and the Sion Centre. We are delighted to be employing more supported employment staff in the café which has been done through the HoursWorth Supported Employment Project. Following the Covid restrictions we have slowly been adjusting to being fully operational and it has been a pleasure to welcome back old friends and greet some new customers.

**Essex Wellbeing Pilot report 2021 – 2022**

What an amazing opportunity this wellbeing pilot has been. We were asked by Essex County Council to look at day opportunities within the Brentwood area and a 10-mile radius. We started by talking to adults with a learning disability and their support/family. We then widened the research to include day opportunity providers, agencies and local businesses.

As part of the project, we developed a booklet containing information on a number of day opportunities within the Brentwood area. This booklet can be seen at www.frontlinepartnership.org. A launch event was held, and local agencies came to talk about their day opportunity offers.

As part of the project, we started a local adult inclusivity football group – this has gone from strength to strength, and we are now participating in league matches. We are delighted to say that the football group will continue beyond the pilot duration.



We also started a drop in coffee morning at the local Toby Carvery, unfortunately this didn't prove to be sustainable after the duration of the project.

# FRONTLINE PARTNERSHIP

# TRUSTEE ANNUAL REPORT
# FOR THE YEAR ENDED 30 SEPTEMBER 2022

---

**Café Art report 2021 - 2022**

Café Art has been on Wednesdays for morning and afternoon sessions. The main concept of Frontline's Café Art is to give the opportunity to participants to enjoy the art making process.

The interaction between carers and participants during art sessions has kept consistent with participants showing delight in the creative process as well as socialising. It is primarily a sensory exercise aimed to promote motor and visual stimulation, however, for the past year, its practice has achieved quite a substantial level of self confidence among various participants.




We had a record number of four art sessions during Frontline's Summer School in August 2022 with an average of 10 participants per group. Some of the art lessons had themes to match with the other lessons; 'Sweets' for the baking lesson and 'Sweet Jars' for the art lesson - decoupage technique.

We had our second Art Exhibition at the Brentwood Library, from the 2nd until the 31st of August, which again was a great success. Participants had the opportunity to sell their artwork and donations were given to Frontline in appreciation of the amazing work they do for the community. We had an interview for the Phoenix98 FM Art Programme and an article on the online Gazette Community News. The plan is to repeat the event in August 2023.




Café Art Exhibition at Brentwood Library.

For the first time the art group had a day out in London on the 17th of August 2022 visiting the Summer Exhibition at the Royal Academy of Arts. Our intention was for the participants to see for themselves what other artists were showing in such a prestigious academy to boost even more confidence in what they can create. We had a group of seven participants, each one accompanied by a carer.



At the Royal Academy of Arts visiting the Summer Exhibition 2022.

After browsing the art exhibition we had a picnic at Green Park. The plan is to repeat this type of activity in August 2023 visiting perhaps a different Art Academy.

**Gates Report 2021 – 2022**

**What an action-packed year we have had at The Gates 2022:**

We kicked 2022 off with our Spring Open Day Sale, followed by our annual opening for the National Garden Scheme. The Sun shone and the BBQ and plants sold out.

The Music in the Dell was a beautiful evening, and everyone enjoyed music from The One Tree Hillbillies..... and the cheese selection!



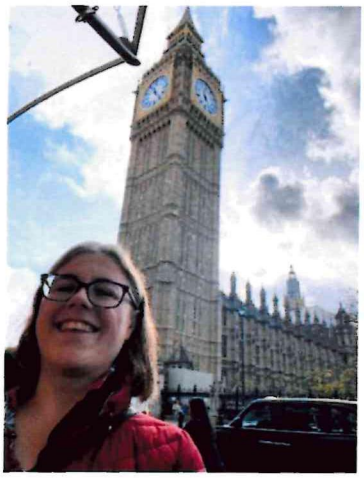


The Summer BBQ was a lovely day. The weather was perfect, and The Gates 'Gut buster' burger was a hit – as was our new vegan ice-cream addition.



In between our fundraising efforts, we were invited to attend an event and lunch at The House of Lords.....





Next up was our October live music event. The Gates very own band 'The Swinging Gates' performed at Bentley Village District Club. Top Raffle prize from our friends Dick and Angel Strawbridge at The Chateau!





**Still to come, our Wreath Making Workshop with Christmas Canapés. We sold out in a week!**

Wreath making 2021



**In between social fundraising events we managed to squeeze in some work on site.....**



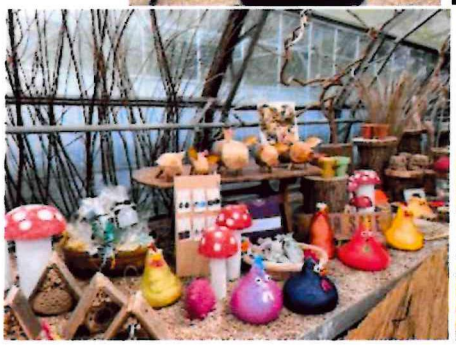
















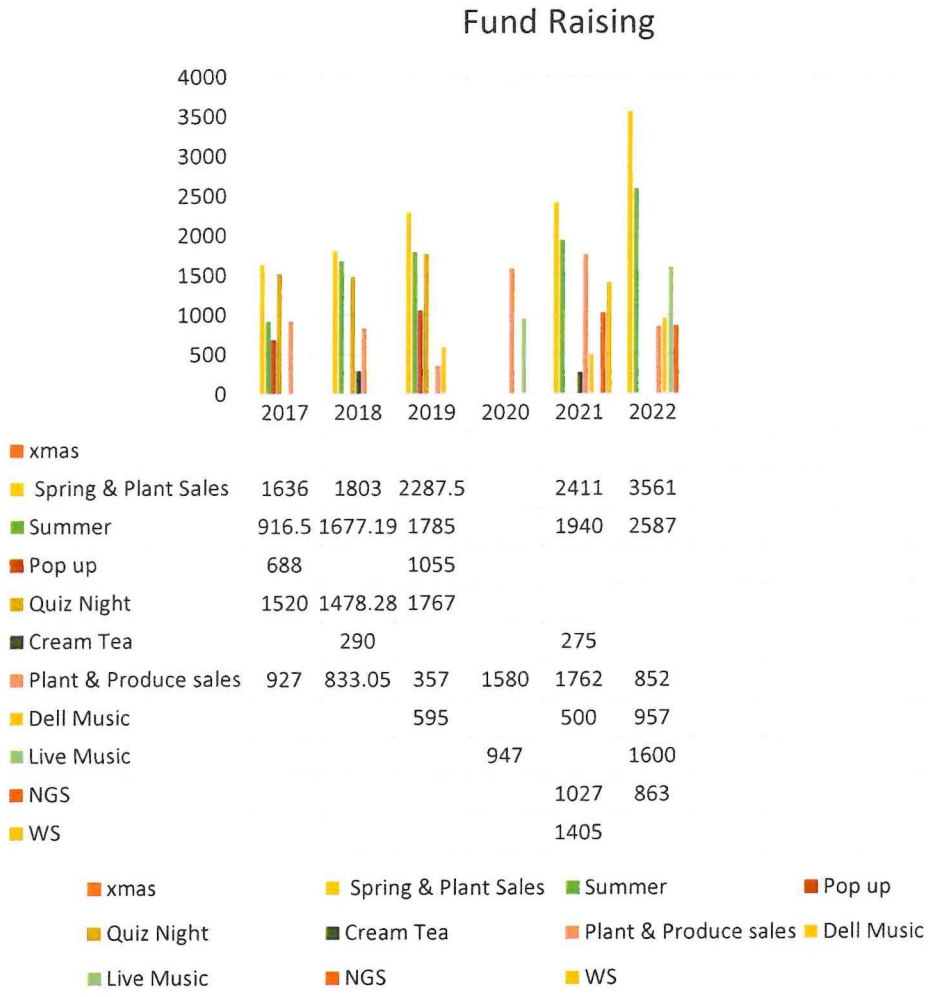
Attendance:

This year we have welcomed four new participants across all three days and had three existing participants join us for additional days. We currently have a waiting list of several potential new participants. We have had The Endeavour school twice this year. They will be selling goods for us at their Christmas fete.

Site development:

- We hope to extend our woodwork area by bringing the façade forward in line with the Tea Hut. This will provide us with a larger dry space to work in during the wetter months.

**Fundraising**




Total fundraising effort: £10,420 (before anticipated £1080 wreath making workshop).

Going forward:

- We intend to open as a café one day a month.
- We will be hosting some fine dining evenings next year.

**Financial Review**

Income for the year of £206,978 was £29k below the prior year due to a funding gap in the Hoursworth supported employment project as we transitioned between funders (from Essex County Council to National lottery). Costs incurred were at similar levels to the previous twelve months (£177k) with cost of living increases beginning to filter through towards the end of the period offsetting any savings from slightly lower staffing levels. Total funds available as at September 31st 2022 are £251,604. Within this £137k is restricted with the largest projects being The Gates horticultural initiative, £42k (to enable continued site development going forward) and Sawyers Church, £52k (to support various projects and any associated rebuild costs). Unrestricted funds of £89k include a £32k operating provision, with the balance built up over the last couple of years in preparation for development and hopeful expansion of our offering, post move to the new building. A further £25k is a designated personnel reserve.

The Directors/Trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy, at any time, the financial position of the company and enables them to ensure that the financial statements comply with the Companies Act 2006. The Directors/Trustees are also responsible for safeguarding the assets of the company and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company Directors/Trustees, we certify that:
So far as we are aware, there is no relevant information of which the company's Examiners are unaware
As the Directors/Trustees of the company we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the company's examiners are aware of that information.

**EXAMINERS**
A resolution will be proposed at the Annual General Meeting that Community360 be re-appointed as Examiners to the charity for the ensuring year.

By order of the Directors/Trustees

Mary Hill

.....Director/Trustee
Mary Hill

Date: 23rd February 2023

## FRONTLINE PARTNERSHIP

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

I report on the accounts of Frontline Partnership for the year ended 30 September 2022 which are set out on pages 12 to 17.

**Respective responsibilities of trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

**Basis of independent examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:
Community360
Winsley's House, High Street, Colchester, Essex Date 2nd March 2023

# FRONTLINE PARTNERSHIP

## STATEMENT OF FINANCIAL ACTIVITIES
## FOR THE YEAR ENDED 30 SEPTEMBER 2022

| | Note | Unrestricted Fund £ | Restricted Fund £ | Designated Funds £ | 2022 Total £ | 2021 Total £ |
|---|---|---|---|---|---|---|
| **Incoming resources** | | | | | | |
| **Incoming resources from generated funds** | | | | | | |
| Donations and legacies | 2 | 4,197 | 83,221 | - | 87,418 | 74,618 |
| Investment income | | 103 | - | - | 103 | 14 |
| Incoming resources from charitable activities | 3 | 13,135 | 106,322 | - | 119,457 | 161,055 |
| **Total incoming resources** | | **17,436** | **189,542** | **-** | **206,978** | **235,686** |
| **Resources expended** | | | | | | |
| Charitable activities | 4 | 8,515 | 162,773 | - | 171,287 | 171,599 |
| Raising funds | 4 | 3,841 | 1,457 | - | 5,298 | 2,209 |
| **Total resources expended** | | **12,356** | **164,230** | **-** | **176,586** | **173,808** |
| **Net outgoing resources before transfers** | | **5,080** | **25,313** | **-** | **30,392** | **61,878** |
| **Gross transfers between funds** | 9 | - | - | - | - | - |
| **Net movement in funds** | | **5,080** | **25,313** | **-** | **30,392** | **61,878** |
| **Funds at 1 October 2021** | | 84,831 | 111,497 | 24,882 | 221,210 | 159,331 |
| **Funds 30 September 2022** | 9 | **89,911** | **136,810** | **24,882** | **251,602** | **221,210** |

**The notes on pages 14 to 17 form part of these accounts.**

## FRONTLINE PARTNERSHIP

## BALANCE SHEET
## FOR THE YEAR ENDED 30 SEPTEMBER 2022

| | Notes | 2022 £ | 2021 £ |
|---|---|---|---|
| **Current assets** | | | |
| Debtors | 6 | 1,387 | 1,215 |
| Cash at bank and in hand | 7 | 250,728 | 220,475 |
| **Total current assets** | | **252,115** | **221,690** |
| **Creditors: amounts falling due within one year** | 8 | (513) | (480) |
| **Net current assets/(liabilities)** | | 251,602 | 221,210 |
| **Total assets less current liabilities** | | **251,602** | **221,210** |
| **Capital and reserves** | | | |
| Unrestricted reserves | 9 | 89,911 | 84,831 |
| Restricted reserves | 9 | 136,810 | 111,497 |
| Designated reserves | 9 | 24,882 | 24,882 |
| **Total Funds** | | **251,602** | **221,210** |

For the year ended 30 September 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The directors declare that they have approved the accounts above.

Signed Mary Hill Date 23/Feb/2023

Mary Hill - Director

## 1. Accounting policies

**Basis of the preparation of the accounts**
The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practise 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)- (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

**Incoming resources**
All material incoming resources have been included on a receivable basis i.e they are included if the date receivable falls within the period covered by these accounts.

**Resources expended**
These have been analysed using a natural classification.

## 2. Incoming Resources

| | Unrestricted Funds | Restricted Funds | Total 2022 | Total 2021 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **General donations** | 4,197 | 2,123 | 6,321 | 11,815 |
| **Grants:** | | | | |
| The Gates | - | 81,097 | 81,097 | 62,803 |
| | **4,197** | **83,221** | **87,418** | **74,618** |

## 3. Income from Charitable activities

| | Unrestricted Funds | Restricted Funds | Total 2022 | Total 2021 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Activity fees | - | 6,504 | 6,504 | 4,254 |
| Cafe Sales | 11,195 | 4,782 | 15,978 | 7,599 |
| Other Sales & Income | 640 | - | 640 | 108 |
| Essex CC : HoursWorth | - | - | - | 45,481 |
| Other Grants | 1,300 | 95,035 | 96,335 | 98,275 |
| Furlough Scheme Income | - | - | - | 5,338 |
| | **13,135** | **106,322** | **119,457** | **161,055** |

## 4. Resources expended

| | Unrestricted Funds £ | Restricted Funds £ | Designated Funds £ | Total 2022 £ | Total 2021 £ |
|---|---|---|---|---|---|
| **Cost of charitable activities** | | | | | |
| Staff,tutors and other costs | 3,820 | 128,336 | - | 132,156 | 136,435 |
| Staff training | 198 | 2,076 | - | 2,274 | 198 |
| Rental payments | - | 7,660 | - | 7,660 | 7,660 |
| Insurance and travel | 80 | 2,015 | - | 2,095 | 1,322 |
| Print, postage & stationery | 101 | 2,514 | - | 2,614 | 1,196 |
| Telephone | - | 1,801 | - | 1,801 | 1,854 |
| Minor equipment | 2,381 | 118 | - | 2,498 | 7,948 |
| Professional fees | 33 | 5,462 | - | 5,495 | 4,647 |
| IT costs | 853 | 5,761 | - | 6,614 | 5,810 |
| Other | 1,011 | 257 | - | 1,268 | 319 |
| Events | 38 | 6,773 | - | 6,812 | 4,209 |
| | **8,515** | **162,773** | **-** | **171,287** | **171,599** |
| **Cost of raising funds** | | | | | |
| Other café & project costs | 3,841 | 1,457 | - | 5,298 | 2,209 |
| | **3,841** | **1,457** | **-** | **5,298** | **2,209** |
| Total | **12,356** | **164,230** | **-** | **176,586** | **173,808** |

## 5. Staff costs

The total average number of employees during the period was 24 (2021: 32).
No staff received salaries at a rate of more than £60,000 per annum.

### Key management personnel

During the year, total remuneration of £49,309 (2021 £44,814.96) was paid to key management personnel. The remuneration of key management personnel is decided upon and authorised by the trustees.

## 6. Debtors

| | Total 2022 £ | Total 2021 £ |
|---|---|---|
| Prepayments | 1,387 | 571 |
| Debtors | - | 645 |
| | **1,387** | **1,215** |

## 7. Cash funds

| | Total 2022 £ | Total 2021 £ |
|---|---|---|
| Bank current accounts | 13,557 | 34,264 |
| Bank deposit accounts | 235,578 | 185,475 |
| Petty cash | 1,592 | 736 |
| | **250,728** | **220,475** |

## 8. Creditors: falling due within a year

| | Total 2022 £ | Total 2021 £ |
|---|---|---|
| Accruals | 513 | 480 |
| | **513** | **480** |

## 9. Statement of Funds

| | As at 01/10/21 | Income | Expenses | Transfers Between Funds | As at 30/09/22 |
|---|---|---|---|---|---|
| **Unrestricted funds** | | | | | |
| General reserve | 16,070 | - | - | - | 16,070 |
| Operating reserve | 32,000 | - | - | - | 32,000 |
| Working Capital | 20,000 | - | - | - | 20,000 |
| Montbazon | - | 2,588 | 1,096 | - | 1,492 |
| Crown Café | - | 8,607 | 6,281 | - | 2,326 |
| Frontline Fund | 16,760 | 6,241 | 4,978 | - | 18,023 |
| **Total unrestricted funds** | **84,831** | **17,436** | **12,355** | **-** | **89,912** |
| **Restricted fund** | | | | | |
| Hoursworth | 2,576 | - | 2,011 | (565) | - |
| The Gates | 26,147 | 83,221 | 67,256 | - | 42,112 |
| Starburst Dance Nights | 917 | - | - | - | 917 |
| AD Charitable Trust (Summer School) | 1,079 | 3,232 | 2,434 | - | 1,876 |
| Café Art Fees | 9,671 | 4,782 | 10,191 | - | 4,262 |
| Mount Trust (Drama) | 2,182 | - | - | - | 2,182 |
| Baking | 2,361 | 5,437 | 7,014 | - | 785 |
| Montbazon | 4,500 | - | 3,941 | - | 559 |
| Sawyers Church | 44,634 | 20,000 | 13,109 | 565 | 52,090 |
| ECC Community Wellbeing | 17,431 | 25,000 | 33,358 | - | 9,073 |
| HW (National Lottery Project) | - | 47,870 | 24,916 | - | 22,954 |
| **Total restricted funds** | **111,498** | **189,542** | **164,230** | **-** | **136,810** |
| **Designated funds** | | | | | |
| Personnel reserve | 24,882 | - | - | - | 24,882 |
| **Total unrestricted funds** | **24,882** | **-** | **-** | **-** | **24,882** |
| **Total funds** | **221,210** | **206,978** | **176,585** | **-** | **251,604** |

## 9. Statement of funds continued

Frontline Fund had previously been classed as restricted, however the funds are treated more as a reserve and do not have a specific purpose in restricted terms. Therefore this was moved to unrestricted last financial year.

## 10. Transactions with Trustees

No trustees were paid remuneration

## 11. Going concern

These accounts are prepared on a going concern basis.

## 12. Previous Year Statement of Financial Activities

| | Notes | Unrestricted Fund £ | Restricted Fund £ | Designated Fund £ | 2021 Total £ |
|---|---|---|---|---|---|
| **Incoming resources** | | | | | |
| **Incoming resources from generated funds** | | | | | |
| Donations and legacies | 2 | 6,557 | 68,061 | - | 74,618 |
| Investment income | | 14 | - | - | 14 |
| Incoming resources from charitable activities | 3 | 18,957 | 142,097 | - | 161,055 |
| **Total incoming resources** | | **25,528** | **210,158** | **-** | **235,687** |
| **Resources expended** | | | | | |
| Charitable activities | 4 | 5,429 | 154,419 | 11,751 | 171,599 |
| Raising funds | 4 | 1,660 | 549 | - | 2,209 |
| **Total resources expended** | | **7,089** | **154,968** | **11,751** | **173,808** |
| **Net outgoing resources before transfers** | | 18,440 | 55,191 | (11,751) | 61,878 |
| **Gross transfers between funds** | | 1,716 | (7,453) | 5,737 | - |
| **Net movement in funds** | | 20,156 | 47,738 | (6,014) | 61,878 |
| **Funds at 1 October 2020** | | 64,676 | 63,760 | 30,896 | 159,332 |
| **Funds 30 September 2021** | 8 | **84,831** | **111,497** | **24,882** | **221,210** |

**FRONTLINE PARTNERSHIP**

England & Wales - Charity number 1099813

# Accounts

# FRONTLINE PARTNERSHIP

**Registered Charity number 1099813**

**Registered Company number 04503616**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

COMMUNITY 360°

*Community Accounts Service*

# FRONTLINE PARTNERSHIP

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## FOR THE YEAR ENDED 30 SEPTEMBER 2021


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| Statement of Financial Activities | 13 |
| Balance Sheet | 14 |
| Notes forming part of the financial statements | 15-18 |

# FRONTLINE PARTNERSHIP

## LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 30 SEPTEMBER 2021

| | |
|---|---|
| **Registered company number** | 04503616 |
| **Registered charity number** | 1099813 |
| **Registered Address** | Montbazon Court<br>Cleves Avenue<br>Brentwood<br>SS14 4WB |
| **Trustees** | K Bickford<br>J Clayton<br>P Jordan<br>M Hill<br>P Burfield<br>L Newton<br>M Hayton |
| **Company Secretary** | G Soper |
| **Bankers** | Santander<br>Birmingham<br>B16 8PE |
| **Independent Examiner** | Community360<br>Winsley's House<br>High Street<br>Colchester<br>Essex<br>CO1 1UG |

# FRONTLINE PARTNERSHIP

# TRUSTEE ANNUAL REPORT
# FOR THE YEAR ENDED 30 SEPTEMBER 2021

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### GOVERNING DOCUMENT

Frontline Partnership is a company limited by guarantee governed by it's Memorandum and Articles of Association dated August 2002. It is registered as a charity with the Charities Commission. Anyone over the age of 18 can become a Friend of the Company and there are currently 10 Friends, each of whom agrees to contribute £1 in the event of the charity winding up.

### APPOINTMENT OF TRUSTEES

The Board as a whole fulfils the role of an Appointments Committee. New Directors and Trustees are agreed after consideration of the skills and experience required and of the candidates ability to meet these requirements.

### TRUSTEE INDUCTION OF TRUSTEES

An induction programme is in place to familiarise new Directors and Trustees with the activities of the company.

### ORGANISATION

The Board administers the company, meeting at least quarterly. Sub committees are established, with relevant terms of reference when specific needs arise. Management of the organisation is primarily undertaken by the Chief Operations Officer. It is the responsibility of the Management, Directors/Trustees to ensure that appropriate policies and procedures are adopted and applied, for the effective conduct of the company's affairs. A manual has been compiled for this purpose and has been adopted by the Board. Procedures are reviewed and amended by Management on an on-going basis and policies are reviewed by the Board at least annually on a rolling basis.

### RELATED PARTIES

During 2020/21, Frontline continued to enjoy a close relationship with Sawyers Church and also continued to work closely with a wide range of voluntary and statutory organisations and businesses including:

Essex County Council
L&G Montbazon Court
CVS Brentwood
Essex Mental Health Community
The Community Tree
Chicken & Frog Bookshop
Brentwood Borough Council
Local Employers
Essex County Council Forum
Social Services Team
Batias

## RISK MANAGEMENT

The Directors/Trustees have adopted a method of identifying and weighing the main risks faced by Frontline Partnership to reflect the probability of occurrence and severity of impact in a composite score. These risks are considered against the policies, systems and procedures that are in place, to ensure that all reasonable efforts have been made to minimise any incidence of these risks materialising and of the impact should they do so. This includes the re-consideration of the insurance cover held for Frontline Partnership.

This method specifies six categories of risk, spanning twenty-three specific risks and the most significant of these are those that pose a threat to our clients and the resilience on grant funding for the continuance of our operations.

The Board is satisfied that our policies, systems and procedures are sufficiently robust to address the risks identified and undertakes annual reviews to ensure that changes are made where necessary.

## OBJECTIVES AND ACTIVITIES

The objects of the charity shall be to promote the benefits of people with a learning disability and/or other disabilities or disadvantages, especially but not exclusively through the provision of quality services and facilities, including support services, advice, advocacy and funding.

Frontline Partnership enables and supports these people to live full and productive lives through active inclusion, participation and contribution, mainly within the Brentwood community. The aims are:

To promote emotional and spiritual growth through mutually supportive friendships, shared experiences and valued roles.
To create initiatives that develop and enhance the practical, social and creative skills that redefine people as active participants in the community rather than passive recipients of care.

## PROJECTS

In planning the activities of the charity, the Board has had regard to the advice issued by the Charity Commission in December 2013 on "Public Benefit".

The charity's objectives are achieved through projects that offer community-based experiences to those who are at risk of being excluded from many of the simple pleasures and experiences of everyday life. These projects include:

A supported employment scheme – Hoursworth
Support for an inclusive social club run by Sawyers Church – Tuesday Club
Inclusive dance nights for young people (suspended during Covid-19) – Starburst
A community café in partnership with Sawyers Church – Crown Café
A community café at Montbazon Court – Crown Café
Creative arts projects – Café Art/Sensory Art
Summer events to promote community over the summer period – Summer Schools
A community horticultural project – The Gates
Essex County Council Wellbeing Project – 12 month pilot community inclusion scheme

**Bakery**



The baking groups on a Thursday are everybody's favourite groups! The ideas are fantastic and if you are fortunate enough to get an invitation to lunch the food is delicious!! There is always a waiting list for this project, and it is easy to understand why. There are 2 groups of 6 – 8. Each member of the group is encouraged to suggest a favourite 'dish' to make and is invited to 'teach' the group if they are happy to. The laughter and encouragement is testimony to the wonderful friendships that have developed over the last year.

**Crown Café**

This has been a challenging year due to various 'lock downs' and difficulty with funding not being renewed – thank you to Sawyers church for giving us funds to enable us to continue running a café during this difficult period. The cafes have been well attended and all necessary Covid precautions taken. The much-reduced staff team have gone above and beyond to ensure the café has been able to operate giving opportunities for meeting up with friends and reducing feelings of loneliness and isolation.
Our Tuesday lunch and Friday coffee morning at Montbazon Court have been missed and the residents were delighted to welcome the team back. Numbers have been consistently high, and confidence has grown when people have seen the Covid precautions we have taken

**Café Art**

The main concept of Frontline's Café Art is to give the opportunity for clients to enjoy the art making process. It is a sensory exercise aimed to promote motor and visual stimulation.

Café Art is held on Wednesdays with both morning and afternoon sessions (approximately 6 to 8 clients plus carers each session). Covid protection and hygiene requirements have been maintained throughout.

The interaction between carers and clients during art sessions has been consistent. Clients have expressed delight in the creative process of the art activities as well as enjoyed the socialising aspect. The art sessions have generally been joyful for all clients and we have had many new people coming to join the groups.

In August 2021 we had our first Art Exhibition at the Brentwood Library, which was a great success. Clients had the opportunity to sell their artwork and donations were given to Frontline in appreciation of the amazing work they do for the community. The plan is to repeat the event in August 2022 and all the Café Art clients are looking forward to repeating the experience.



**Tuesday Club**

Tuesday Club continued to play a significant role in enabling people to connect in a relaxed informal setting. This was even more important during the period of the Covid 19 lockdowns that affected so many people when social interaction was limited. Closely following local and national guidelines and being aware of local care homes restrictions on social activities, we were able to continue for much of the time during this challenging period with reduced number on a rota basis.



As is normal during the summer breaks, we organised local walks through the countryside. The only downside being we were unable to visit the local pubs as part of this walk. This did not stop the all-important opportunities to enjoy the countryside, exercise and chat to friends (socially distanced of course).

**Summer Schools**



We ran our usual summer schools with a few tweaks to ensure Covid compliance. New for this year was the Great Frontline Bake Off. The participants were split into 2 teams who created their master pieces, these were then assessed by our judges – see photo. Our art, drama and cookery groups were enjoyed by everyone. Our annual summer school picnic was a great success, and we all enjoyed the walk in the park after lunch and the creation of animal shapes using dried leaves. Sadly, the cream tea had to be postponed but we look forward to this in 2022!





**ECC Community Wellbeing Project**



Essex County Council funded the Essex Wellbeing Project which started in full swing in September 2021. The project aimed to promote inclusion in the community and develop new opportunities for adults with learning disabilities in Brentwood and the surrounding areas. Staff employed on the project began liaising with clients and finding out what people enjoy doing and would like to see more of in Brentwood. Businesses and voluntary organisations in Brentwood were contacted to see what they offer in the community for adults with learning disabilities. From these initial talks several new activities began.

THE GATES

**The Gates Project Report Jan 2020 – Sept 2021**

In a Nutshell:
Since our last report in we have welcomed a couple of new participants, successfully delivered several workshops, and we are currently exploring the delivery of 'Foodie' evening classes.

Attendees:
The below table illustrates a direct comparison between attendance 2018 - 2019

| DAY | Clients | | Staff | | Supported Volunteers Work placements | | Volunteers | | Total on Site | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 |
| Tuesday | 8 | 10 | 3 | 3 | | | | | 11 | 16 |
| Wednesday | 7 | 10 | 2 | 3 | | | 4 | 3/4 | 13 | 16/17 |
| Thursday | 10 | 8 | 3 | 3 | | | 3 | 3 | 16 | 14 |

Donations and Fundraising:
We received numerous donations throughout 2020- 2021.

Table 1: Fundraising Events

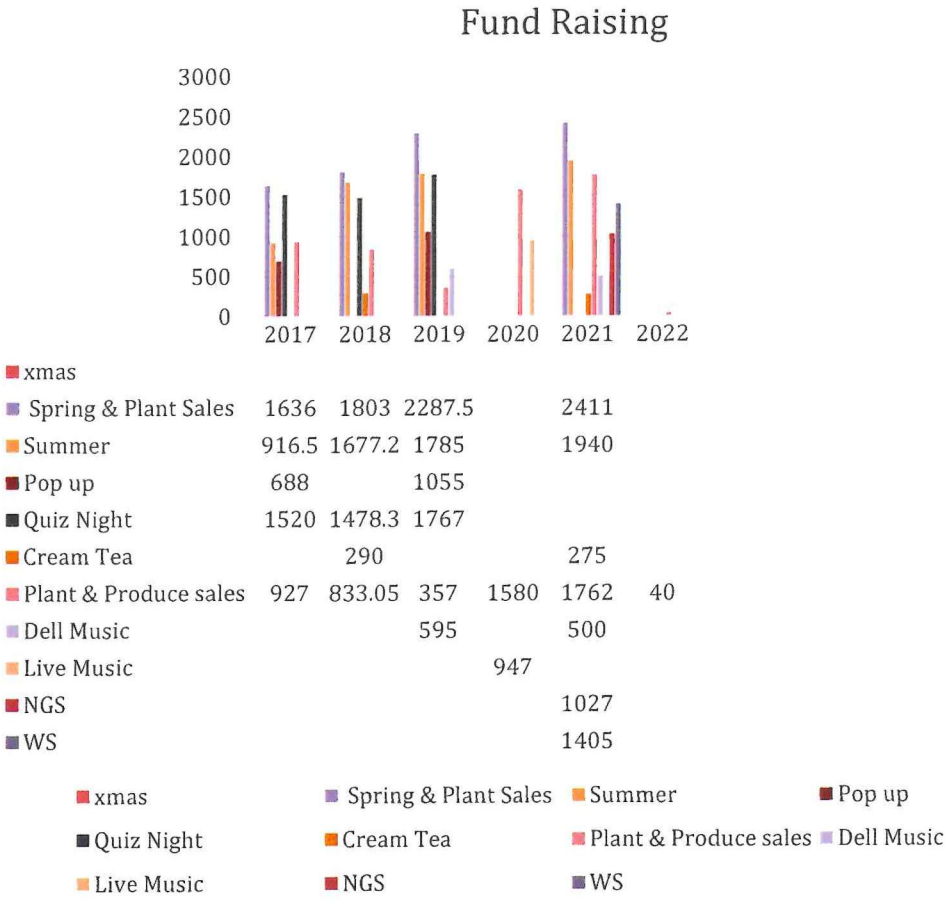



Table 1 shows funds raised at our various fundraising events.
Workshops:
Over the last year we have trialled and delivered a couple of workshops.

**Fragrant Flowers:**

The Fragrant Flowers workshop was delivered by florist Simon Riches and the catering was create by Mary Yiannoullou.



**Wreath Making:**



**The Classroom:**

In addition to our workshops, our classroom has allowed us to explore more ' life skills learning' with participant directed cooking classes.



**DATA PROTECTION**
Frontline Partnership is registered with the Information Commissioners Office. The Data Protection policy is regularly reviewed to ensure Frontline remains compliant with legislation. Adequate and relevant data is kept up to date and processed in accordance with the rights of data subjects under this Act.

**IT**
Microsoft Cloud 365 is used to facilitate the flexible working by our staff over different sites and remotely. We maintain a contract with Progressive Apse to ensure that our IT operations run smoothly and our compliant with data security requirements.

**INTERNAL AUDITS**
To ensure that procedures are implemented effectively, the Directors have implemented a programme of vigilance by the way of internal audits. Recommendations are given to the Board by the Chief Operations Officer and these are discussed and implemented to ensure the safe and efficient running of the organisation.

**FINANCIAL REVIEW**

Income for the year was £235,686 (£42k up on last year), although this included advance funding for next year from Sawyers Church mainly for the Crown Café, £50,000, and Essex County Council (ECC) for the Community Wellbeing Pilot, £25,000. The ECC Hoursworth contract came to an end mid-year, driving a restructuring of some of our services. This was partially mitigated, however, by Sawyers Church and ECC Community Wellbeing funding. Plans are also in place for new funding streams going into 2021/22, some of which have already been secured eg. National Lottery Community Fund. Surplus for the year totalled £61,878 and total funds held at Sept 30th 2021 were £221,211. Within this total, £111k is restricted to various services and £85k is unrestricted for use such as re-launch/expansion of services following move to new premises circa end 2023, operating reserves and general use to support us through the Covid pandemic. A further £25k is designated Personnel reserve.

**RESERVES POLICY**

An operational reserve of £32,000 is held equal to two months of full operating costs.

**VOLUNTEERS**

Frontline is very appreciative of all the work done our volunteers working across every project.

**PLANS FOR FUTURE PERIODS**

Frontline Partnership is dependent upon funding contracts and grants and we will continue to explore various sources of income by submitting applications for funding from various and varied providers.

In accordance with our purpose, Frontline Partnership will continue to consult with it's beneficiaries and will be led by their needs and aspirations for future opportunities and support requirements.

**DIRECTORS/TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS**

Company law requires the Directors/Trustees to prepare financial statements that give a true and fair view of the state of affairs of the company at the end of the financial year and of it's surplus or deficit. In doing so the Directors/Trustees are required to:

Select suitable accounting policies and apply them consistently
Make sound adjustments and estimates that are reasonable and prudent
Prepare the financial statements on the going concern basis unless it is appropriate to presume that the company will not continue in business.

# FRONTLINE PARTNERSHIP

## TRUSTEE ANNUAL REPORT
## FOR THE YEAR ENDED 30 SEPTEMBER 2021

The Directors/Trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy, at any time, the financial position of the company and enables them to ensure that the financial statements comply with the Companies Act 2006. The Directors/Trustees are also responsible for safeguarding the assets of the company and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company Directors/Trustees, we certify that:
So far as we are aware, there is no relevant information of which the company's Examiners are unaware
As the Directors/Trustees of the company we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the company's examiners are aware of that information.

**EXAMINERS**
A resolution will be proposed at the Annual General Meeting that CCVS be re-appointed as Examiners to the charity for the ensuring year.

By order of the Directors/Trustees

.....Director/Trustee JONATHAN CLAYTON .....Print Name

22nd June 2022

## FRONTLINE PARTNERSHIP

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2021

I report on the accounts of Frontline Partnership for the year ended 30 September 2021 which are set out on pages 13 to 18.

**Respective responsibilities of trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

**Basis of independent examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:
Community360
Winsley's House, High Street, Colchester, Essex  Date 23/06/2022

# FRONTLINE PARTNERSHIP

## STATEMENT OF FINANCIAL ACTIVITIES
## FOR THE YEAR ENDED 30 SEPTEMBER 2021

| | Note | Unrestricted Fund £ | Restricted Fund £ | Designated Funds £ | 2021 Total £ | 2020 Total £ |
|---|---|---|---|---|---|---|
| **Incoming resources** | | | | | | |
| **Incoming resources from generated funds** | | | | | | |
| Donations and legacies | 2 | 6,557 | 68,061 | - | 74,618 | 40,688 |
| Investment income | | 14 | - | - | 14 | 716 |
| Incoming resources from charitable activities | 3 | 18,957 | 142,097 | - | 161,055 | 152,087 |
| **Total incoming resources** | | **25,527** | **210,158** | **-** | **235,686** | **193,492** |
| **Resources expended** | | | | | | |
| Charitable activities | 4 | 5,429 | 154,419 | 11,751 | 171,599 | 186,752 |
| Raising funds | 4 | 1,660 | 549 | - | 2,209 | 4,683 |
| **Total resources expended** | | **7,089** | **154,968** | **11,751** | **173,808** | **191,435** |
| **Net outgoing resources before transfers** | | **18,439** | **55,190** | **(11,751)** | **61,878** | **2,056** |
| **Gross transfers between funds** | 9 | 1,716 | (7,453) | 5,737 | - | - |
| **Net outgoing resources before other recognised gains/losses** | | **20,155** | **47,737** | **(6,014)** | **61,878** | **2,056** |
| **Net movement in funds** | | 20,155 | 47,737 | (6,014) | 61,878 | 2,056 |
| **Funds at 1 October 2020** | | 64,676 | 63,760 | 30,896 | 159,331 | 157,274 |
| **Funds 30 September 2021** | 9 | **84,831** | **111,497** | **24,882** | **221,210** | **159,331** |

**The notes on pages 15 to 18 form part of these accounts.**

## FRONTLINE PARTNERSHIP

## BALANCE SHEET
## FOR THE YEAR ENDED 30 SEPTEMBER 2021

| | Notes | 2021 £ | 2020 £ |
|---|---|---|---|
| **Current assets** | | | |
| Debtors | 6 | 1,215 | 1,161 |
| Cash at bank and in hand | 7 | 220,475 | 159,359 |
| **Total current assets** | | **221,690** | **160,520** |
| **Creditors: amounts falling due within one year** | 8 | (480) | (1,189) |
| **Net current assets/(liabilities)** | | 221,210 | 159,331 |
| **Total assets less current liabilities** | | **221,210** | **159,331** |
| **Capital and reserves** | | | |
| Unrestricted reserves | 9 | 84,831 | 64,676 |
| Restricted reserves | 9 | 111,497 | 63,760 |
| Designated reserves | 9 | 24,882 | 30,896 |
| **Total Funds** | | **221,210** | **159,331** |

For the year ended 30 September 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The directors declare that they have approved the accounts above.

Signed M P Hill Date 22nd June 2022

Mary Hill - Director

## 1. Accounting policies

**Basis of the preparation of the accounts**
The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practise 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)- (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

**Incoming resources**
All material incoming resources have been included on a receivable basis i.e they are included if the date receivable falls within the period covered by these accounts.

**Resources expended**
These have been analysed using a natural classification.

**Depreciation**
Fixed Assets acquired for use by the company are capitalised and depreciated over their estimated useful life, unless this is under 2 years or they cost less than £500.

## 2. Incoming Resources

| | Unrestricted Funds | Restricted Funds | Total 2021 | Total 2020 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **General donations** | 6,557 | 5,259 | 11,815 | 2,708 |
| **Grants:** | | | | |
| The Gates | - | 62,803 | 62,803 | 37,980 |
| | **6,557** | **68,061** | **74,618** | **40,688** |

## 3. Income from Charitable activities

| | Unrestricted Funds | Restricted Funds | Total 2021 | Total 2020 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Activity fees | - | 4,254 | 4,254 | 6,991 |
| Cafe Sales | 3,994 | 3,606 | 7,599 | 12,921 |
| Other Sales & Income | 108 | - | 108 | 301 |
| Essex CC : HoursWorth | - | 45,481 | 45,481 | 117,833 |
| Other Grants | 12,620 | 85,655 | 98,275 | 7,000 |
| Furlough Scheme Income | 2,236 | 3,102 | 5,338 | 7,040 |
| | **18,957** | **142,097** | **161,055** | **152,087** |

| 4. Resources expended | Unrestricted Funds £ | Restricted Funds £ | Designated Funds £ | Total 2021 £ | Total 2020 £ |
|---|---|---|---|---|---|
| **Cost of charitable activities** | | | | | |
| Staff,tutors and other costs | 5,274 | 119,410 | 11,751 | 136,435 | 147,569 |
| Staff training | - | 198 | - | 198 | 2,402 |
| Rental payments | - | 7,660 | - | 7,660 | 5,160 |
| Insurance and travel | - | 1,322 | - | 1,322 | 1,636 |
| Print, postage & stationery | 53 | 1,143 | - | 1,196 | 1,129 |
| Telephone | - | 1,854 | - | 1,854 | 2,376 |
| Minor equipment | - | 7,948 | - | 7,948 | 9,335 |
| Professional fees | - | 4,647 | - | 4,647 | 6,862 |
| IT costs | - | 5,810 | - | 5,810 | 4,736 |
| Other | 101 | 218 | - | 319 | 1,034 |
| Advertising | - | - | - | - | 477 |
| Events | - | 4,209 | - | 4,209 | 4,035 |
| | **5,429** | **154,419** | **11,751** | **171,599** | **186,752** |
| **Cost of raising funds** | | | | | |
| Other café & project costs | 1,660 | 549 | - | 2,209 | 4,683 |
| | **1,660** | **549** | **-** | **2,209** | **4,683** |
| Total | **7,089** | **154,968** | **11,751** | **173,808** | **191,435** |

| 5. Staff costs | Total 2021 £ | Total 2020 £ |
|---|---|---|
| Wages and salaries | 136,435 | 147,569 |
| | **136,435** | **147,569** |

The total average number of employees during the period was 32.
No staff received salaries at a rate of more than £60,000 per annum.

| 6. Debtors | Total 2021 £ | Total 2020 £ |
|---|---|---|
| Prepayments | 571 | 549 |
| Debtors | 645 | 612 |
| | **1,215** | **1,161** |

## 7. Cash funds

| | Total 2021 £ | Total 2020 £ |
|---|---|---|
| Bank current accounts | 34,264 | 22,783 |
| Bank deposit accounts | 185,475 | 135,462 |
| Petty cash | 736 | 1,115 |
| | **220,475** | **159,359** |

## 8. Creditors: falling due within a year

| | Total 2021 £ | Total 2020 £ |
|---|---|---|
| Accruals | 480 | 480 |
| Other creditors | - | 709 |
| | **480** | **1,189** |

## 9. Statement of Funds

| | As at 01/10/20 | Income | Expenses | Transfers Between Funds | As at 30/09/21 |
|---|---|---|---|---|---|
| **Unrestricted funds** | | | | | |
| General reserve | 16,074 | - | 4 | - | 16,070 |
| Operating reserve | 32,000 | - | - | - | 32,000 |
| Working Capital | - | - | | 20,000 | 20,000 |
| Montbazon | - | - | - | - | - |
| Crown Café | - | 7,019 | 7,735 | 716 | - |
| Frontline Fund | 16,602 | 18,508 | (650) | (19,000) | 16,760 |
| **Total unrestricted funds** | **64,676** | **25,527** | **7,089** | **1,716** | **84,831** |
| **Restricted fund** | | | | | |
| Hoursworth | 32,270 | 45,481 | 69,438 | (5,737) | 2,576 |
| The Gates | 11,920 | 73,409 | 59,182 | - | 26,147 |
| Starburst Dance Nights | 917 | - | - | - | 917 |
| AD Charitable Trust (Summer School) | 1,637 | 1,027 | 1,585 | - | 1,079 |
| Café Art Fees | 12,722 | 5,273 | 8,324 | - | 9,671 |
| Mount Trust (Drama) | 3,302 | - | 120 | (1,000) | 2,182 |
| Baking | 992 | 4,318 | 2,949 | - | 2,361 |
| Montbazon | - | 5,651 | 2,555 | 1,404 | 4,500 |
| Sawyers Church | - | 50,000 | 3,246 | (2,120) | 44,634 |
| ECC Community Wellbeing | - | 25,000 | 7,569 | - | 17,431 |
| **Total restricted funds** | **63,760** | **210,159** | **154,968** | **(7,453)** | **111,498** |
| **Designated funds** | | | | | |
| Personnel reserve | 30,896 | - | 11,751 | 5,737 | 24,882 |
| **Total unrestricted funds** | **30,896** | **-** | **11,751** | **5,737** | **24,882** |
| **Total funds** | **159,332** | **235,686** | **173,808** | **-** | **221,211** |

**9. Statement of funds continued**

Frontline Fund had previously been classed as restricted, however the funds are treated more as a reserve and do not have a specific purpose in restricted terms. Therefore this was moved to unrestricted in this financial year.

**10. Transactions with Trustees**

No trustees were paid remuneration

**11. Key Management Personnel**

During the year, total remuneration of £44,814.96 (2020 £50,430.73) was paid to key management personnel. The remuneration of key management personnel is decided upon and authorised by the trustees.

**12. Going Concern**

These accounts are prepared on a going concern basis.

**13. Previous Year Statement of Financial Activities**

| | Notes | Unrestricted Fund £ | Restricted Fund £ | Designated Fund £ | 2020 Total £ |
|---|---|---|---|---|---|
| **Incoming resources** | | | | | |
| **Incoming resources from generated funds** | | | | | |
| Donations and legacies | 2 | 1,708 | 38,980 | - | 40,688 |
| Investment income | | 716 | - | - | 716 |
| Incoming resources from charitable activities | 3 | 23,020 | 129,067 | - | 152,087 |
| **Total incoming resources** | | **25,444** | **168,047** | **-** | **193,492** |
| **Resources expended** | | | | | |
| Charitable activities | 4 | 18,954 | 167,799 | - | 186,752 |
| Raising funds | 4 | 3,509 | 1,174 | - | 4,683 |
| **Total resources expended** | | 22,463 | 168,973 | - | 191,435 |
| **Net outgoing resources before transfers** | | 2,982 | (925) | - | 2,056 |
| **Gross transfers between funds** | | 30,065 | (30,972) | 908 | - |
| **Net outgoing resources before other recognised gains/losses** | | **33,047** | **(31,898)** | **908** | **2,056** |
| **Net movement in funds** | | 33,047 | (31,898) | 908 | 2,056 |
| **Funds at 1 October 2019** | | 31,629 | 95,657 | 29,988 | 157,274 |
| **Funds 30 September 2020** | 8 | **64,676** | **63,759** | **30,896** | **159,331** |