



PRISON FELLOWSHIP

(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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CONTENTS

	Page
Trustees' report	1 - 12
Independent auditors' report on the financial statements	13 - 17
Statement of financial activities	18
Balance sheet	19
Statement of cash flows	20
Notes to the financial statements	21 - 35

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

CHAIR'S REPORT

In Prison Fellowship we serve as hands, feet and voice for the wider Church to meet its Biblical calling to be part of the transformation and support of people in prison across England and Wales.

As I consider this past year, yet again I find there is cause for much thanksgiving. I am enormously grateful for:

- **everyone who prays for our ministry.** Prayer is the bedrock and driving force of all that we do. We have witnessed a glimpse of its impact in the ongoing strong representation at our monthly national prayer meetings and across our 87 local Prison Fellowship groups;
- **our 2,392 volunteers.** This dedicated group is the lifeblood of the work. They not only pray but also give so much of their time helping to plan and deliver our programmes. This year, we have seen an increase in the number of churches sending new volunteers and have exceeded our recruitment target, welcoming a number of new volunteers;
- **those who give financially to support the work.** It is a difficult financial environment for many individuals and grant-giving organisations. However, our donation income has held steady.
- **the chaplaincy teams** in prisons across England and Wales who welcome us and whom we support in many different ways;
- **our Support Team and Board** who provide the glue, co-ordination and expertise.

These continue to be challenging times for those who live and work in prison. Overcrowding is greater than ever, budgets remain tight, and understaffing - although improving - is still ever present. Prison Fellowship's mission and the services we provide through chaplaincies have never been more important and more in demand.

In addition to the established programmes we provide in prisons from our restorative justice course Sycamore Tree and our gift-giving programme Angel Tree to our prison pen pal scheme Letter Link, our free Prayer Line service and supporting delivery of our weekly Bible Studies, this year we have seen the expansion of our Pastoral Care pilot, supporting people in prison who have suffered loss or bereavement. Currently Prison Fellowship volunteers are supporting this programme with chaplaincies in 12 prisons, with the expectation that in the coming year this will expand into 14 more establishments.

During our next year we will see a major handover in leadership. In July 2024, with sadness but great gratitude, we will say goodbye to our CEO Peter Holloway who has led Prison Fellowship with great skill and grace for almost nine years. We are excited to welcome Catherine De Souza as our new CEO, who will join us in September 2024, to lead us in this next season which we believe will provide new opportunities to deliver even greater impact alongside like-minded organisations.

This handover has made me reflect on the faithful service of those who have come before us, paving the way for what we do now; the many volunteers, supporters and staff who, at different times over the past 45 years, have prayed, acted and worked with prison chaplaincies. We stand on their shoulders as we continue this work.

Most of all, I give thanks for the privilege for all of us to be part of this great work. I am reminded of the words of the great 18th Century missionary to India, William Carey, who preached, 'Expect great things from God; Attempt great things for God.' May that be our cry also for this coming season.

For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do. – Ephesians 2:10.

Peter Harlock

Peter Harlock
Chair of Trustees

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report together with the audited financial statements of the Prison Fellowship for the year 1 April 2023 to 31 March 2024. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
5003795 (England and Wales)

Registered Charity number
1102254

Registered office
21-27 Lamb's Conduit Street
London, WC1N 3GS

Trustees

Mr Peter Francis Travers Harlock	Chair
Mr David Wesley Cooke	
Ms Patricia Molly Hodson	
Rev Joanna Honour	
Mr Andrew Roger Jordon	Treasurer (until 16 May 2024)
Dr Stephen Rawlins	Resigned 22 November 2023
Ms Maria Olukemi Shaw (nee Adeshina)	Resigned 31 May 2023
Rev Kathleen Mavis Kirby	
Ms Ruth Woodhouse	
Mr Philip Michael Miller	Treasurer Appointed 14 March 2024
Ms Avril Helen Arundel	Appointed 28 March 2024
Ms Sandra Lorraine Wallace	Appointed 28 March 2024

Chief Executive Officer
Mr Peter Holloway

Auditors
Griffin Stone Moscrop & Co
Chartered Accountants and Statutory Auditors
21-27 Lamb's Conduit Street
London, WC1N 3GS

Bankers
HSBC Bank plc
99 High Street
CHELMSFORD
Essex, CM1 1EQ

Website
www.prisonfellowship.org.uk

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Instrument and Constitution

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Board of Trustees

During the year, the Board met for four normal meetings. The Audit and Risk Board sub-committee met once during the year and the Governance and Nominations sub-committee met three times..

Aims, Objects and Geographical Area

Prison Fellowship aims to support people in prison by coming alongside them, providing practical help through its programmes, and by supporting their plans to stop offending. We aim to offer our programmes and services throughout England and Wales to all willing to accept them. They are inclusive and open to people of any age, ability, faith, gender or ethnicity.

Our objectives are to provide prayer and support for people in prison by having:

1. Every prison supported by Prison Fellowship Local Groups;
2. Prison Fellowship Volunteers regularly active in every prison;
3. Prayer support available for every individual person in prison and in every prison;
4. A range of programmes to allow our Local Groups and members to support people in all types of prisons;
5. A national infrastructure to:
 - Provide support for every Volunteer and Local Group, allowing us to recruit, train and retain our Volunteers and give them a high-quality experience and proficient delivery to prisons;
 - Offer opportunities to give financially to our work;
 - Increase our reach to all communities.

Public benefit

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. Earlier paragraphs of this report set out the purpose and objects of Prison Fellowship; the focus of our work and how we ensure that our work delivered our aims. The Trustees are satisfied that the aims and objectives of the charity meet the public benefit requirement; and that the charity's activities are in support of those aims.

SUMMARY OF THE YEAR

The prison system in England and Wales faces many difficulties including overcrowding, understaffing and a lack of rehabilitative activities. With the prison population expected to reach 100,000 by 2027, conditions remain challenging. As of January 2023, 20% of people in prison live in overcrowded conditions, and there has been a 13% decrease in prison staff since 2010. Most prisons lack adequate purposeful activity, highlighting the need for increased support.

For Prison Fellowship (PF), these challenges present significant opportunities. The pressure on prisons and chaplains has created enormous demand for volunteers who can provide meaningful, rehabilitative activities at no cost to the prison system. PF's longstanding reputation as a reliable provider of skilled chaplaincy volunteers places us in a strong position to expand our mission and meet the growing needs of prisons.

Although the economic climate poses fundraising challenges, our unique scale and mission-driven approach sets it apart from other third-sector organisations. We anticipate the demand for PF's volunteer-led services will continue to grow, creating substantial opportunities for mission expansion despite practical obstacles.

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

PF is in a strong position to move forward, with several key factors contributing to our current and future success:

1. **Mission alignment with key stakeholders.** PF's mission is well-aligned with the objectives of its primary stakeholder, HMPPS Chaplaincy. This relationship ensures that PF's services and initiatives are not only welcomed but actively supported within prison environments.
2. **Skilled and motivated volunteers.** PF has cultivated a highly-skilled and motivated volunteer base. These volunteers play a crucial role in fulfilling the organisation's mission, contributing their time, expertise, and passion to support people in prison and their families.
3. **Strong mission and values.** Our mission and values are well understood and actively lived out by the Support Team and volunteers alike. This shared commitment ensures cohesion and purpose throughout PF.
4. **Vibrant faith community.** The faith aspect of PF remains alive and vibrant, infusing the organisation's work with spiritual purpose. This energy drives the commitment to PF's mission, ensuring that we remain true to our Christian foundations.
5. **Growing mission delivery.** We are seeing growth in the delivery of our mission, expanding our reach and impact. This growth is testament to the commitment of our volunteers and evidence of the demand for our work in prisons across England and Wales.
6. **Financial stability.** While external factors could influence the organisation's financial situation, we are currently enjoying a period of relative financial stability. This stability allows for more strategic planning and the ability to invest in key areas of development.
7. **Focus on volunteer recruitment and leadership development.** Volunteer recruitment and development remain a critical area for PF. Growing the leadership cadre is particularly important to ensure sustained growth and to support the continued success of our programmes. The recent recruitment of Andrew Hulley as the new Head of Volunteer Engagement has been a significant step in strengthening this area. His role has already proven vital in enhancing volunteer engagement and leadership within the organisation.

Overall, PF is well-positioned for continued growth and impact, with a strong foundation in place across key areas of our operations. The ongoing focus on Volunteer engagement and leadership development will be pivotal in driving future success.

Volunteers and engagement

The number of PF volunteers actively engaged in our mission at the end of this financial year is 2,392. This represents a decrease of 8% from the number of volunteers at the start of the financial year. Despite setting and exceeding ambitious volunteer recruitment targets, we are still experiencing a post-Covid drop in volunteer numbers as can be seen across the third sector.

One new local group opened in 2023-24, taking our total across England and Wales to 87.

During the year, we delivered 19 training days with 228 volunteers attending. Training included *Pastoral Care*, *Sycamore Tree* Tutor and Group Facilitator, *Angel Tree* Coordinator, and Letter writer. In addition to the PF-led training, *Pastoral Care* volunteers were also able to access additional training from third parties including Cruse and HMPPS.

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

PROGRAMMES AND ACTIVITIES

Sycamore Tree

Sycamore Tree (ST) is an accredited volunteer-led programme which is based on the principles of restorative justice and run over a six-week period. It provides learners with a level one or level two qualification in 'Understanding the Restorative Justice Process.' The aim of *ST* is to reduce re-offending of people in prison in England and Wales by changing attitudes that are known to be conducive to offending. *ST* is believed to be the largest restorative justice intervention in the prison system of England and Wales. The course has been independently evaluated by the Sheffield Hallam and Manchester Metropolitan Universities and forms an important part of the sentence plan for many people in prison.

While last year, one of our key goals was to bring *ST* back into prisons at scale after Covid-19, this year we aimed to consolidate this growth. We are pleased that during the year we have run more *ST* courses in more prisons than in any previous year. Demand for this exceptional programme remained high throughout the year with the number of courses delivered in prisons growing by 30% to 144 across 58 different prison establishments.

We are also delivering the programme in more female establishments than ever before, while six prisons are delivering *ST* for the first time or returning to delivery after a long absence.

We continue to focus on the development and training of our tutors who lead the *ST* course. During the year, we hosted ten Tutor Gatherings with each session highlighting a specific area of best practice in delivering the course.

We currently have 80 active *ST* Tutors and 17 volunteers in training, placing us in an excellent position to continue to deliver *ST* at this volume across the prison estate in the coming years.

'The programme has made me reflect on both my criminal behaviour and the wellbeing of my victim. It has given me an even steelier resolve than I had already to make this be my last ever prison sentence. I would like to thank all those involved for putting on this course and giving up their valuable and precious time for us.'

- Sycamore Tree Graduate, HMP Wayland

'Forgiveness is possible, time is a healer. Together victim, offender and community can support each other to build a better future. Change is possible.'

- Sycamore Tree Graduate, HMP Hollesley Bay

'I've gained so much knowledge which I will remember for a lifetime and also apply to my life, and others who need my help at any moment. I've also gained confidence within myself (through publicly speaking in the group). This will have a good effect on my future and life moving forward.'

- Sycamore Tree Graduate, HMP Send

Angel Tree

Angel Tree (AT) allows people in prison to send a gift to their children at Christmas, either through the post or in person on family days in a small number of prisons, all free of charge to the person in prison and their family. We also run a similar scheme on Mother's Day to allow young offenders to send a gift and card to their mum or female carer. The programme is administered by trained volunteers and funds are raised regionally and nationally. Family cohesion is one of the seven pathways determined by HMPPS as being critical to improving desistance. *AT* assists family cohesion and is much appreciated by those in prison and their families. A parent in prison writes:

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

'Thank you for Angel Tree which enables me to give my children a token of my love while imprisoned. I am forever grateful and appreciate immensely the time and kindness your volunteers have put in and for helping people in the unfortunate position I have found myself in. God bless you all.'

- A parent in prison taking part in Angel Tree

In 2023-24, we increased the number of presents sent at Christmas by 8%. 5,172 presents were provided and delivered from parents in 96 prisons. This is the fourth year running in which we have seen an increase in present numbers delivered.

We also delivered *Angel Tree Mother's Day* in 26 prisons this year. The programme supports young adults in prison in their family relationships by enabling them to have a gift sent on their behalf, containing their own message, to their mother or other significant adult, on Mother's Day. 598 young adults sent a card and a gift this year.

Letter Link

Letter Link (LL) allows trained, supervised volunteers to write to people in prison. It is particularly valued by those who have no friends or family who visit or with whom they can correspond. The programme also enables volunteers with limited capacity to visit prison in person to play an active part in PF's prison-based mission.

Continuing to enable people in prison to have direct access to the *LL* programme has enabled the programme to grow further during 2023/24. We are thankful to the charity Junction 42 whose partnership assisted us through their *Stories of Hope* cell-pack programme.

2023/24 was a record year in *LL*'s thirteen-year history. A 37% growth in connections last year was followed by a further 33% growth this year. There are now 477 volunteer letter writers corresponding with people in 95 prisons across England and Wales – a record number of establishments for the programme. We believe that *LL* is now the largest pen pal programme running in the prison estate.

During the year, we delivered six *LL* volunteer training events enabling 69 more volunteers to prepare to write to their first pen pal.

Prayer Line

Prayer Line (PL) was introduced during the Covid-19 crisis to allow those confined in their cells for 23 hours a day to feel that they have not been abandoned by society and faith communities. It allows any person in prison to call a free number and leave a confidential message with their personal prayer request. PF's team of volunteers is committed to pray for each person who calls on that day and across the following month. It is as simple as that, and there are no catches.

The programme continues to be a lifeline to many in prison and a blessing to the volunteers who engage with the programme. 1,226 calls were made to *PL* during 2023/24 bringing the total number of calls received since the programme started to 6,990. The total number of prisons who engaged with *PL* during the year was 85.

The *PL* programme team are trained to spot potential safeguarding issues. In addition to playing a part in the spiritual life of the people in prison, the service has also assisted the pastoral care of individuals as a planned component of the overall care brought to bear by the HMPPS Chaplaincy Team.

56 PF Local Groups support the service via WhatsApp and prayer requests are also distributed to other supporters through various channels.

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Bible Studies

By the end of 2023-24, PF had produced and distributed 178 weekly *Bible Studies* for those in prison. Additionally, 877 people outside of prison have now signed up to receive them and they continue to be made available to the wider PF International family.

The volunteer production team for this programme does an exceptional job of producing weekly studies that are both suitable and engaging for the interdenominational and interfaith audience that is found in prison.

The *Bible Studies* are distributed to chaplaincy departments in prisons across England and Wales, where they are printed and made available to anyone who wishes to receive them. In a prison system where staff shortages often limit the time individuals can spend outside their cells, these sheets have remained popular, offering not only valuable support for spiritual growth but also providing meaningful engagement and purposeful activity.

Pastoral Care

Over the past year, 13 trained Prison Fellowship (PF) volunteers have been appointed as *Pastoral Care* volunteers across 12 prisons, with an additional 18 trained volunteers awaiting placement in 17 prisons. HMPPS's Chaplaincy Training Manager is liaising with managing chaplains to finalise these appointments. Since the *Pastoral Care* rollout, 977 individuals in prison have received support from our volunteers.

The required two-day *Pastoral Care* training is delivered online by HMPPS staff, and additional optional bereavement training is available through charities like Cruse and Care for the Family. Some volunteers have also completed the Prison Service's bereavement course, *Living with Loss*, which is still being standardised across the prison estate. We continue to enhance our training and support offerings to ensure the highest quality programme delivery.

Every two months, we host a one-hour online gathering for *Pastoral Care* volunteers to share best practices and concerns and to pray together. HMPPS has also scheduled training for 30 more PF volunteers in 2024/25.

'Bereavement is a key factor in much criminal behaviour, getting people sent to prison. The effects of bereavement are also a block to rehabilitation, keeping people in prison. Therefore it is vital to provide support for recent and historic bereavements for people in prison, so that they can move on with their lives and leave prison behind.'

- Chaplain, HMP Lewes

Key Partnerships and Relationships

We are dedicated to forming both formal and informal partnerships that enhance the support we provide to individuals in prison. With over 1,500 charities in the third sector, we strive to collaborate with others in the field and benefit from their expertise. Throughout the year, we have engaged positively with various organisations, and with direction from our new CEO, in 2024/25, we envision expanding our partnerships further by working with and signposting to additional organisations. Those that work with us in a formal capacity or on a regular basis are acknowledged below, and we appreciate their contributions.

HM Prison and Probation Service

The partnership between Prison Fellowship (PF) and HM Prison and Probation Service (HMPPS) is vital to our mission. HMPPS oversees the rehabilitation of individuals in custody and the community, and PF works closely with its Chaplaincy department in prisons across England and Wales. This longstanding relationship is built on mutual trust and respect, allowing PF volunteers to integrate with multi-faith chaplaincy teams and serve those in prison. Through this partnership, PF embodies our Christian values by treating every person they encounter—whether a prison governor or a person serving a life sentence—with dignity and compassion.

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

This partnership has been instrumental in expanding our ministry in recent years. Thanks to the support of HMPPS Chaplaincy, we have been able to launch programmes such as Prayer Line and were specifically invited to develop new programmes like Bible Studies and Pastoral Care. We recognise the importance of this partnership and remain dedicated to nurturing it, understanding that our ability to serve effectively in prisons relies on this deep, collaborative relationship.

The Welcome Directory

Our partnership with The Welcome Directory (TWD), which began in 2021-22, has been a great opportunity for both organisations to work together and support each other. TWD's goal of helping faith communities welcome prison leavers fits perfectly with our mission to assist people as they transition from prison to the community. PF volunteers have been using TWD's directory to connect prison leavers with faith communities that can offer support, which plays a key role in reducing the chances of reoffending. This collaboration helps us continue our work in guiding people on their faith journey after prison.

Signpost

Signpost is a service created for chaplaincy teams, Prison Fellowship volunteers and others to find services that can support prison leavers as they re-enter the community. Our partnership represents a strategic opportunity for both organisations to enhance support for people transitioning from prison.

Signpost aligns well with PF's mission to provide services without crossing security thresholds, facilitating engagement with younger volunteers and families of those in prison.

Although Signpost is still in its early stages and requires further development, there is strong support for integrating Signpost under PF's umbrella.

To move forward, the Board of Trustees has agreed to actively investigate the potential for raising the necessary funding commitments over the next year.

Prison Fellowship International

We are a founding member of the Prison Fellowship International (PFI) family, which operates in 112 countries globally. This relationship allows PF to benefit from international best practices, receive practical assistance, and offer support to other national ministries. In 2023-24, we assisted national ministries in the rest of the UK, the Republic of Ireland, and France with the rollout of the Sycamore Tree programme. Additionally, our partnership has made our weekly Bible Studies available for translation across Europe and the Central Asia region.

Mothers' Union and Spurgeons: We are grateful to the kind assistance the Mothers' Union and Spurgeons who give us practical help in running our Angel Tree programme each Christmas.

UCB and other media outlets: Promoting PF's work and helping us promote positive attitudes towards people in prison is much valued help from UCB and other media outlets.

Prison Alpha and others: We are grateful to Prison Alpha and others who give PF Volunteers the opportunity to co-deliver spiritual programmes under the mandate of local prison Chaplains.

Prisons Week (PW): During one week each October, PW facilitates the wider church across England and Wales focussing upon people in prison and their families.

Junction 42: Junction 42 regularly provides Stories of Hope cell packs for those in prison. These packs contain spiritual and life-enhancing materials and through them we are most grateful that PF has been able to place promotional materials for its programmes.

Book publishers: Each year PF is assisted by publishers who provide discounted or free high-quality, age-appropriate Christian-themed books for distribution in our Angel Tree programme with the permission of the parent taking part in the scheme. This year, we are grateful for the support of CWR, Dernier, Eden, The Good

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Book Company, SPCK and 10 of Those.

Cruse: We are delighted that Cruse are assisting PF's new Pastoral Care programme through the provision of expert training.

Fundraising

Prison Fellowship is most grateful for the long-term commitment of donors. Income provided from Trusts and Partner bodies increased during the year by 3% to £212,754.

PF is extremely grateful to all those who support our work financially including the following Trusts and Foundations in 2023/24:

Donations and grants giving £1,000 or more: 1772 Charity, 29th May 1961 Charitable Trust, Anchor Foundation, Ashburnham Thanksgiving Trust, Barratt Developments PLC Charitable Foundation, C & K Sommer Trust, Charity of the Worshipful Company of Arbitrators, David Pickford Charitable Foundation, David Riddell Memorial CIO, Dorema Charitable Trust, Elizabeth Bennett Charitable Trust, Forest Hill Charitable Trust, Fulmer Charitable Trust, HDH Wills 1965 Charitable Trust, Hedley Foundation, Jerusalem Trust, Kent Community Foundation, Michael and Shirley Hunt Charitable Trust, Mizpah Trust, Mrs R P Tindall's Charitable Trust, Music in Ministry Trust, Nichol Young Foundation, Raymond and Blanche Lawson Charitable Trust, Reed Foundation, River Trust, Sir James Roll Charitable Trust, Tesco Stronger Starts, Torrs Charitable Trust, Virgin Foundation, Whitehead Monckton Charitable Foundation and Winifred Eileen Kemp Trust.

Other donations and grants: Baron Davenport's Charity, Barry Davis Charitable Trust, Bentley Advancing Life Chances Small Grants programme, Littlestone Charitable Trust, Marsh Charitable Trust, Newton Charitable Trust, Norman Evershed Trust, Oakdale Trust, S W Buckhurst Trust, Sir Jeremiah Colman Gift Trust, Stockwell Charitable Trust, Sycamore Trust, Blakemore Foundation, Edgar Milward Charity, Moushill Trust, Rosaz Charity, Shone No.2 Charitable Trust and Sydney Black Charitable Trust.

PF benefits from supporters whose foresight meant that the charity benefitted from their estates during the year. Giving in this area during the year was £60,075.

Overall, PF's donation income decreased by £16,708 to £697,733.

Looking forward, PF will continue to follow a strategic fundraising approach based on excellent research and planning. It is hoped this will lead to a well-balanced, dependable, professional and cost-effective fundraising operation:

- Well-balanced – getting the fundraising mix as it should be, so that the charity is not over reliant on a particular source of funding;
- Dependable – so that planning can proceed with confidence;
- Cost effective – giving value for money to supporting donors, well run, not wasteful of cost or opportunities or priorities.

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Financial Results

The financial results for Prison Fellowship for the year 2023/24 reported net expenditure of £28,700 (2022/23 net expenditure £14,548).

Breakdown of total income:

<u>Source</u>	<u>2023/24</u>	<u>2022/23</u>	<u>%age of total</u>	<u>%age prior year</u>
Donations	422,658	421,383	58%	58%
Legacies	60,075	80,274	8%	11%
Grants from charitable trusts & partner bodies	212,754	206,374	29%	28%
Police Crime Commissioners	2,246	6,409	-%	1%
Income from charitable activities, investment income and other	36,222	17,684	5%	2%
Total	733,955	732,124	100%	100%

As can be seen from the table above, there was a rise in donation income and legacy income. All sources of income grew in the period under review.

Income excluding legacy income and income from charitable activities and investment income was up slightly by 0.5%.

Overall expenditure increased by 2%.

Breakdown of total expenditure:

<u>Source</u>	<u>2023/24</u>	<u>2022/23</u>	<u>%age prior year</u>
Raising funds	100,948	95,543	5%
Operational expenditure	661,631	650,803	1.6%
Conference costs	-	133	-
Grants payable to partner organisation	76	193	-
Total	762,655	746,672	2%

Reserves

The Trustees' policy is to hold reserves to enable Prison Fellowship to plan and execute its important work over the medium term. This takes account of its commitments to prisons and staff as well as volatility in income. PF's unrestricted reserves at the year-end were £527,829 (2022/23 £548,196) a 4% decrease over the prior year. The absolute minimum monthly amount required to meet its financial obligations in insolvency is estimated at £90,000 (2022/23 £90,000).

Investment policy

The Board of Trustees has the power to invest in a wide range of assets. Surplus funds were kept on deposit during the year. Rates are reviewed to ensure a satisfactory return with appropriate flexibility is obtained.

Risk management

The Trustees regularly monitor actual income and expenditure against formally approved budgets. No financial risks are foreseen in the next financial year and the organisation is well placed to fulfil its plans and mission. Longer-term external risks arise from the challenging operating environment in prisons and the willingness of HMPPS and local prison Governors to support the role of the third sector.

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

The Board holds an up-to-date register of risks to the charity. Risks are reviewed and their impact and probability assessed annually by the Board. Should unforeseen risks arise during the year, or known risks increase significantly, the CEO reports such risks to the Board so they may be assessed and further mitigating actions planned.

There are currently 13 risks on the risk register. All have mitigating actions, agreed as satisfactory by the Board. The four most significant risks are:

1. Significant security breach by PF Volunteer;
2. Insufficient staff to run organisation;
3. PF's reputation is significantly damaged;
4. Burnout of key staff.

Future Plans

Prison Fellowship's **mission** is simply stated:

'To show Christ's love to people in prison by coming alongside them and supporting them'.

And our **dream** is that:

'Every life in prison is transformed'.

We are coming to the end of our five-year strategic plan. In 2024/25, we are once again focusing on the four themes and objectives below:

1. 'Christ centred and prisoner focused'

PF's internal work and external outputs will be demonstrably focused on transforming the lives of people in prison. Every contact with PF will show Christ's love.

2. 'Volunteer engaged'

PF will be mobilised through a co-created and highly- consultative organisation. Structures, processes and competence will be present in PF that enable leadership opportunities for those who want them. The Volunteer base will have grown by 5% per annum and an effective Area Coordination group will be in place.

3. 'Sustainable and resourced'

PF will have the people, finance and prayer support it requires to enter the next decade sustainably - confident of delivering its mission and goals.

4. 'Excellent, lean and connected'

PF will have a support team who operate simple, effective processes that enable Volunteers to deliver PF's mission with ease. There is unity and free-flowing communication between individual Volunteers, PF groups, Support Team and Trustees. Relationships are constructive, interdependent and supportive of others fulfilling their ministry to people in prison. PF's work is recognised by stakeholders as high quality and its expenditure is appropriate for its size and donor profile.

Strategic listening for our new five-year strategy and plans

We have completed a wide scale strategic listening process, which will inform PF's new five-year strategy.

Our new Chief Executive, Catherine De Souza, will be developing and leading the delivery of this strategy in 2024/25.

PRISON FELLOWSHIP
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

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

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

The auditors, Griffin Stone Moscrop & Co, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees on 21 November 2024 and signed on their behalf by:

Peter Harlock
.....
Mr Peter Harlock
Chair

PRISON FELLOWSHIP
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PRISON FELLOWSHIP

Opinion

We have audited the financial statements of Prison Fellowship (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

PRISON FELLOWSHIP
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PRISON FELLOWSHIP (CONTINUED)

Other information

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

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

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

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

PRISON FELLOWSHIP
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PRISON FELLOWSHIP (CONTINUED)

Responsibilities of trustees

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

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

PRISON FELLOWSHIP
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PRISON FELLOWSHIP (CONTINUED)

Auditors' responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- carrying out substantive checking to supporting documents on a sample basis of individual transactions within income and expenditure to give comfort that on a sample basis the SOFA does not contain any irregular items;
- carrying out walk-through testing to verify that the charity's accounting systems and controls are being implemented as designed; and
- verifying that material balances within the Balance Sheet are supported by third party evidence to confirm the existence and valuation of these balances at the balance sheet date.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditors' report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

PRISON FELLOWSHIP
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PRISON FELLOWSHIP (CONTINUED)

Use of our report

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



Robert Smith (Senior statutory auditor)

for and on behalf of
Griffin Stone Moscrop & Co

Chartered Accountants
Statutory Auditors

21-27 Lamb's Conduit Street

London

WC1N 3GS

Date: 22/11/2024.

PRISON FELLOWSHIP
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	275,082	422,651	697,733	714,440
Charitable activities	4	-	10,000	10,000	6,000
Investments	5	-	26,222	26,222	11,617
Other income		-	-	-	67
Total income		275,082	458,873	733,955	732,124
Expenditure on:					
Raising funds	6	-	100,948	100,948	95,543
Charitable activities	7	283,415	378,292	661,707	651,129
Total expenditure		283,415	479,240	762,655	746,672
Net movement in funds		(8,333)	(20,367)	(28,700)	(14,548)
Reconciliation of funds:					
Total funds brought forward		211,496	548,196	759,692	774,240
Net movement in funds		(8,333)	(20,367)	(28,700)	(14,548)
Total funds carried forward		203,163	527,829	730,992	759,692

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 21 to 35 form part of these financial statements.

PRISON FELLOWSHIP
(A company limited by guarantee)
REGISTERED NUMBER: 05003795

BALANCE SHEET
AS AT 31 MARCH 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	12	4,270	1,510
		<u>4,270</u>	<u>1,510</u>
Current assets			
Debtors	13	25,615	78,680
Cash at bank and in hand		793,706	755,739
		<u>819,321</u>	<u>834,419</u>
Creditors: amounts falling due within one year	14	(92,599)	(76,237)
Net current assets		<u>726,722</u>	<u>758,182</u>
Total assets less current liabilities		<u>730,992</u>	<u>759,692</u>
Total net assets		<u>730,992</u>	<u>759,692</u>
Charity funds			
Restricted funds	16	203,163	211,496
Unrestricted funds	16	527,829	548,196
Total funds		<u>730,992</u>	<u>759,692</u>

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

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

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

Peter Harlock

Mr Peter Harlock
 Chair
 Date: 21 November 2024

Philip Miller

Mr Philip Miller
 Treasurer

The notes on pages 21 to 35 form part of these financial statements.

PRISON FELLOWSHIP
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2024**

	2024 £	2023 £
Cash flows from operating activities		
Net cash used in operating activities	17,050	(79,932)
Cash flows from investing activities		
Dividends, interests and rents from investments	26,222	11,617
Purchase of tangible fixed assets	(5,305)	-
Net cash provided by investing activities	20,917	11,617
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	37,967	(68,315)
Cash and cash equivalents at the beginning of the year	755,739	824,054
Cash and cash equivalents at the end of the year	793,706	755,739

The notes on pages 21 to 35 form part of these financial statements

PRISON FELLOWSHIP
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. General information

Prison Fellowship is a registered charity with the Charity Commission for England & Wales (charity number: 1102254) and a private company limited by guarantee, incorporated in England and Wales (company number: 05003795). The principal place of business can be found on the reference and administrative details page.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Prison Fellowship meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations, together with any associated income tax recovery, are recognised when the donation is received. Legacies are included when the charity is entitled to the funds. Where valuation of legacies cannot be readily determined at the year end, in the case of unsold property or shares, the facts are disclosed as a note to the accounts and the income recognised when the valuation becomes available.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.3 Expenditure

Expenditure on operational programmes is recognised in the period in which it is incurred. Grants payable to partner organisations for projects are included in the Statement of Financial Activities when approved by the Trustees.

Expenditure on raising funds includes the salaries and related on-costs of the staff who promote fund-raising; and direct expenditure on fund-raising initiatives.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

PRISON FELLOWSHIP
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

2. Accounting policies (continued)

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Office equipment	-	25%
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2.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

PRISON FELLOWSHIP
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

2. Accounting policies (continued)

2.9 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.10 Pensions

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

2.11 Fund accounting

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

PRISON FELLOWSHIP
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

3. Income from donations and legacies

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Donations	159,465	263,193	422,658
Legacies	-	60,075	60,075
Grants from charitable trustees & partner bodies	113,371	99,383	212,754
Police Crime Commissioner	2,246	-	2,246
Total 2024	275,082	422,651	697,733
	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Donations	143,324	278,059	421,383
Legacies	19,364	60,910	80,274
Grants from charitable trustees & partner bodies	112,659	93,715	206,374
Police Crime Commissioner	3,145	3,264	6,409
Total 2023	278,492	435,948	714,440

4. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £
Sycamore Tree courses	10,000	10,000
Total 2024	10,000	10,000

PRISON FELLOWSHIP
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

4. Income from charitable activities (continued)

	Unrestricted funds 2023 £	Total funds 2023 £
Sycamore Tree courses	6,000	6,000
Total 2023	6,000	6,000

5. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Deposit account interest	26,222	26,222
Total 2024	26,222	26,222

	Unrestricted funds 2023 £	Total funds 2023 £
Deposit account interest	11,617	11,617
Total 2023	11,617	11,617

PRISON FELLOWSHIP
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

6. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2024 £	Total funds 2024 £
Staff costs and consultancy fees	70,765	70,765
Other direct costs	30,183	30,183
Total 2024	100,948	100,948
	Unrestricted funds 2023 £	Total funds 2023 £
Staff costs and consultancy fees	66,270	66,270
Other direct costs	29,273	29,273
Total 2023	95,543	95,543

PRISON FELLOWSHIP
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

7. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total 2024 £
Operational Programmes	283,415	378,216	661,631
Grants payable to partner organisation	-	76	76
Total 2024	283,415	378,292	661,707

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total 2023 £
Operational Programmes	273,536	377,267	650,803
Conference	-	133	133
Grants payable to partner organisation	-	193	193
Total 2023	273,536	377,593	651,129

8. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Operational Programmes	653,486	8,145	661,631
Grants payable to partner organisation	76	-	76
Total 2024	653,562	8,145	661,707

PRISON FELLOWSHIP
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

8. Analysis of expenditure by activities (continued)

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Operational Programmes	643,988	6,815	650,803
Conference	133	-	133
Grants payable to partner organisation	193	-	193
Total 2023	<u>644,314</u>	<u>6,815</u>	<u>651,129</u>

9. Auditors' remuneration

	2024 £	2023 £
Fees payable to the Company's auditor for the audit of the Company's annual accounts	<u>6,250</u>	<u>5,400</u>

10. Staff costs

	2024 £	2023 £
Wages and salaries	404,133	364,723
Social security costs	33,925	31,342
Contribution to defined contribution pension schemes	11,606	9,597
	<u>449,664</u>	<u>405,662</u>

The average number of persons employed by the Company during the year was as follows:

	2024 No.	2023 No.
Employees	<u>14</u>	<u>13</u>

PRISON FELLOWSHIP
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

10. Staff costs (continued)

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

	2024 No.	2023 No.
In the band £80,001 - £90,000	1	1

The key management of personnel of the charity, comprise the trustees and the CEO. The total employee benefits of the key management of the charity were £97,751 (2023: £98,319).

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, expenses totalling £35 were reimbursed or paid directly to 1 Trustee (2023 - £1,312 to 8 Trustees).

PRISON FELLOWSHIP
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

12. Tangible fixed assets

	Office equipment £
Cost or valuation	
At 1 April 2023	76,926
Additions	5,305
At 31 March 2024	<u>82,231</u>
Depreciation	
At 1 April 2023	75,416
Charge for the year	2,545
At 31 March 2024	<u>77,961</u>
Net book value	
At 31 March 2024	<u>4,270</u>
At 31 March 2023	<u>1,510</u>

13. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	7,067	67
Prepayments	16,085	76,602
Tax recoverable	2,463	2,011
	<u>25,615</u>	<u>78,680</u>

PRISON FELLOWSHIP
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

14. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	11,165	8,381
Other taxation and social security	11,262	7,565
Other creditors	47,883	39,355
Accruals and deferred income	22,289	20,936
	<u>92,599</u>	<u>76,237</u>

15. Financial instruments

	2024 £	2023 £
Financial assets		
Financial assets measured at fair value through income and expenditure	<u>793,706</u>	<u>755,739</u>

Financial assets measured at fair value through income and expenditure comprise cash at bank and in hand.

PRISON FELLOWSHIP
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Unrestricted funds				
General Funds	548,196	458,873	(479,240)	527,829
Restricted funds				
Angel Tree, held centrally	86,350	100,595	(113,892)	73,053
Sycamore Tree courses generally, held centrally	-	50,207	(50,207)	-
Sycamore Tree courses at specific prisons, held centrally	19,479	25,354	(29,690)	15,143
Volunteer Development	23,051	43,116	(43,116)	23,051
Other groups funds, held by regional groups	33,243	24,189	(16,956)	40,476
Angel Tree, held by regional groups	49,373	31,621	(29,554)	51,440
	211,496	275,082	(283,415)	203,163
Total of funds	759,692	733,955	(762,655)	730,992

PRISON FELLOWSHIP
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

16. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
General Funds	567,700	453,632	(473,136)	-	548,196
Restricted funds					
Angel Tree, held centrally	82,783	127,396	(123,829)	-	86,350
Sycamore Tree courses generally, held centrally	-	16,128	(16,128)	-	-
Sycamore Tree courses at specific prisons, held centrally	26,503	50,120	(57,144)	-	19,479
Volunteer Development	-	33,395	(10,344)	-	23,051
Other groups funds, held by regional groups	54,161	14,825	(32,032)	(3,711)	33,243
Angel Tree, held by regional groups	43,093	36,628	(34,059)	3,711	49,373
	206,540	278,492	(273,536)	-	211,496
Total of funds	774,240	732,124	(746,672)	-	759,692

Angel Tree - Angel Tree provides Christmas presents for the children of prisoners, thus helping family links to be maintained.

Angel Tree funds held centrally - This fund represents Angel Tree monies held by PF central office.

Angel Tree funds held by locally - This fund represents Angel Tree monies held by PF local groups.

Sycamore Tree courses - Sycamore Tree courses are accredited programmes for prisoners on victim awareness and restorative justice. These funds represent donations that have been provided specifically to fund these courses; either across the sector, or in specific prisons or groups of prisons.

Other funds held by Local Groups - This represents balances held by local Prison Fellowship groups operating throughout England and Wales, for local Prison Fellowship related activities.

PRISON FELLOWSHIP
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

17. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	-	4,270	4,270
Current assets	203,163	616,158	819,321
Creditors due within one year	-	(92,599)	(92,599)
Total	203,163	527,829	730,992

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net expenditure for the period (as per Statement of Financial Activities)	(28,700)	(14,548)
Adjustments for:		
Depreciation charges	2,545	4,480
Dividends, interests and rents from investments	(26,222)	(11,617)
Decrease/(increase) in debtors	53,065	(63,399)
Increase in creditors	16,362	5,152
Net cash provided by/(used in) operating activities	17,050	(79,932)

19. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	793,706	755,739
Total cash and cash equivalents	793,706	755,739

PRISON FELLOWSHIP
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

20. Analysis of changes in net debt

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash at bank and in hand	755,739	37,967	793,706
	<u>755,739</u>	<u>37,967</u>	<u>793,706</u>

21. Pension commitments

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £11,606 (2023 - £9,597). No amounts were payable to the fund at the balance sheet date.

22. Operating lease commitments

At 31 March 2024 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Not later than 1 year	20,389	26,678
Later than 1 year and not later than 5 years	3,422	23,810
	<u>23,811</u>	<u>50,488</u>

23. Related party transactions

The charity received total donations of £5,070 (2023 - £7,430) from the trustees during the year.