# FOOTPRINTS PROJECT LIMITED

England & Wales · Charity number 1110916

## Details

| | |
|---|---|
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 05314401 |
| **Registered** | 2005-08-17 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | PO Box 8107<br>Towcester<br>Northamptonshire<br>NN12 6EN |
| **Phone** | 07789937637 |
| **Email** | info@footprintsproject.co.uk |
| **Website** | www.footprintsproject.org.uk |

## Activities

**Objects:** 2.1 The Charity's objects are specifically restricted, in each case only for the public benefit, to benefit the local community by supporting the rehabilitation and relieving the needs of people who are, or have been, in prison, under supervision, on licence or under investigation by the police, those identified as at risk of offending, their families and also victims of crime, by such means as the Members may from time to time determine.2.2 Nothing in these Articles shall authorise an application of the property of the Charity for purposes which are not charitable in accordance with any statutory provision regarding the meaning of the word "charitable" or the words "charitable purposes" in force in any part of the United Kingdom.

**Activities:** Footprints uses volunteers who we train as mentors to mentor and support ex-offenders leaving prison and returning to our area.

## Classification

- **How:** Provides Human Resources, Provides Services
- **What:** Economic/community Development/employment
- **Who:** Other Defined Groups

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## Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE. DORSET, SOMERSET, BOURNEMOUTH AND POOLE.
- Bournemouth
- Dorset
- Hampshire
- Poole
- Portsmouth City
- Southampton City

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £210,529 | £271,558 | - | - |
| 2024-03-31 | £219,617 | £226,851 | - | - |
| 2023-03-31 | £199,383 | £257,502 | - | - |
| 2022-03-31 | £178,300 | £220,528 | - | - |
| 2021-03-31 | £391,008 | £253,761 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| **Sarah Radford** | Chair | 2017-01-18 |
| Brendan Ross | | 2024-07-31 |
| Heather Bland | | 2021-01-14 |
| JOHN HARDING CBE | | 2018-01-17 |
| Lady Elizabeth Toulson | | 2023-10-18 |
| Michael Stanley Rowe | | 2022-10-12 |
| Sarah Peppiatt | | 2020-01-16 |
| The Very Reverend Stephen Waine | | 2023-10-18 |

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**FOOTPRINTS PROJECT LIMITED**

England & Wales - Charity number 1110916

# Accounts

REGISTERED COMPANY NUMBER: 05314401 (England and Wales)
REGISTERED CHARITY NUMBER: 1110916

# REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025 FOOTPRINTS PROJECT

| | Page |
|---|---|
| Legal and administrative information | 3 |
| Trustees' report | 4-17 |
| Independent examiner's report | 18 |
| Statement of financial activities | 19 |
| Balance sheet | 20-21 |
| Notes to the financial statements | 22-26 |

| | |
|---|---|
| **Charity number** | 1110916 |
| **Company registration number** | 05314401 |
| **Postal address** | PO Box 8107<br>Towcester<br>NN12 6EN |
| **Registered office** | c/o Martin and Company<br>25 St Thomas Street<br>Winchester<br>Hampshire<br>SO23 9HJ |
| **Trustees** | Sarah Jane Radford FCA – Chair and treasurer from 21st January 2025<br>Lija Broka ACA CTA - Treasurer (resigned 21st January 2025)<br>Heather Bland – Safeguarding Trustee<br>John Harding CBE<br>Sarah Peppiatt BA<br>Michael Rowe BCL, PgDip, LLB<br>The Very Reverend Stephen Waine<br>Lady Elizabeth Toulson, CBE DL<br>Brendan Ross (appointed 31st July 2024) |
| **Chief Executive** | Dr Caroline Stevens |
| **Banking Services** | Unity Trust Bank<br>Four Brindley Place<br>Birmingham<br>B1 2JB<br><br>Santander UK PLC<br>2 Triton Square<br>Regents Park<br>London<br>NW1 3AN |

## Trustees' report

The Trustees present their report and the financial statements for the year ended 31 March 2025. 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 Charity 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.

Footprints Project is a company limited by guarantee and a registered UK charity. Under the Companies Act 2006 the trustees have the status of directors. This report therefore constitutes a directors' report as required by section 477 of the Companies Act 2006 and has been prepared taking advantage of the exemptions conferred by section 476 of this Act.

The Trustees, who are also directors of Footprints Project for the purposes of company law, are set out on page 3.

## Structure, governance and management

The charity, Footprints Project, was incorporated on 16 December 2004 and is governed by its articles, the updated version being filed with Companies House on 15 July 2023.

Footprints Project ("Footprints") is a registered charity under the name Footprints Project Limited and is thus exempt from taxation on any surpluses. The property of the charity is vested in the Trustees and management is through the Chief Executive, the managers and the Trustees.

The Trustees consider that sufficient resources exist for the continuance of the project. Risks are considered, at least quarterly, and taken into account in setting future levels of expense. New Trustees are recruited when necessary and are given appropriate training at the time of appointment.

## Objectives and Public Benefit

The objectives of the charity are to benefit the local community by supporting the rehabilitation and relieving the needs of people who are, or have been, in prison, under supervision, on licence or under investigation by the police, those identified as at risk of offending, their families and also victims of crime. The Trustees have reviewed the objectives and are satisfied the charity meets them in full.

Footprints is actively involved in educating the public as to the difficulties that face people when re-integrating into society following their release from prison. To this end, members of our staff are available to give talks to community groups and are actively engaged in interacting with other agencies within the Criminal Justice system.

In deciding these objectives, the Trustees have paid due regard to the Charity Commission guidance on public benefit and have complied with their duty in section 17 of the Charities Act 2011.

## Our Approach

Our approach is based on best practice and desistance theory, which states that people need to have a sense of belonging to their community, self-belief and the ability to develop a new self-identity through work, volunteering or contributing to the local community in order to stop committing crime.

Our support can be broken into three broad areas

- Crisis support including meeting the basic needs of people released from prison or in crisis in the community, such as accessing food, clothing, GP/health support, setting up a bank account, assistance with application for benefits and small grants. For example, in the past year we have helped people with grants to assist with accommodation, white goods, and health/dentistry.

- Helping people make informed choices and gaining support around the root causes of crime, such as drug, alcohol or gambling problems, coercive or abusive relationships and self-harming behaviours. Whilst we do not seek to replace the specialist agencies in the local area, mentors will signpost, refer and accompany people to their appointments, increasing motivation to attend and engage. Mentors remind people of up-coming appointments by text and also offer a non-judgemental space to discuss problems with addiction without repercussions. Mentees feel more able to off-load to a mentor they trust and move to a place of accepting help and addressing addiction.

- Developing support networks. At the start of the relationship the mentor will often be the only person from the community that our mentee has contact with. Mentors will help the person engage in new activities in their local community, to develop a new sense of belonging and new positive social networks. This may be through taking part in new hobbies or sports, clubs or activities or work and volunteering which will help reduce social isolation, develop a new self-identity and self-esteem.

We have identified four unique areas of our work:

- Our support is not time limited and continues for as long as is required.

- We work across the boundary of two separate probation areas: the South West, including Dorset, and South Central, including Hampshire. In 2013 the Ministry of Justice developed resettlement prisons with an aim that all prisoners would be held close to home in their last three months of imprisonment. However, we continue to see increasing numbers held outside the probation area to which they will return. By working across these boundaries, we have the local knowledge to successfully connect people to local support.

- We strive to work in partnership with other charities, identifying and filling local gaps in service provision. For example, we work with people classified as high risk of harm who are released from prison to reside in Approved Premises run by the National Probation Service for the first 3-6 months after release from prison. As places are limited, residents can be a long way from home, isolating them from positive influences such as friends or family support and making it difficult for them to secure employment. Due to the nature of their crimes and their assessment as "high risk of harm to the public", they are also less likely to receive support from voluntary agencies at the premises and may struggle to access support in the community. This increases their social isolation and can increase the risk of reoffending. We address this gap.

## Activities

In 2020, Footprints worked with UnLtd to produce a theory of change explaining how the activities we undertake meet our objectives and encompass desistance theory to produce this lasting change in the people we support.

In the year ending 31st March 2025, we provided:

- 'through the gate' and community mentoring of people who are, or will be, residing in Dorset or Hampshire, primarily led by trained local volunteer mentors;
- Specialist female-only support including our Out of Court Diversionary scheme ("OOCD") in conjunction with Dorset Police and the Police Crime Commissioner and an art group in Bournemouth;
- Support, cookery, gardening and mental health courses for residents classified as high risk of harm to the public who are residing at Approved Premises (APs) in Hampshire;
- Thanks to a grant from the Department of Health and Social care (DHSC) Suicide Prevention Fund we developed a resource to support people in prison and in the community with their mental health.

## Key Achievements and Performance for the year ending 31st March 2025

- We received 199 (228 in 2024) requests for support to our mentoring and diversionary schemes. In addition, 81 (73 people in 2024) people were supported through our work at APs including mental health support, drop-in support, healthy eating and gardening. A small group of women have also been accessing our community art groups. Some of these residents and women may have entered into longer term mentoring, the majority only attended these activities and are in addition to those included in the 199 requests for support.
- 62% of people accessing the charity's services were living in or returning to Dorset and 38% in Hampshire.
- 92% of women on our OOCD scheme did not reoffend (proven 6 months reoffending evaluated by Dorset Police, last updated in December 2024).
- 100% of people who engaged with Footprints for at least three months had decreased basic needs. Support included helping with access to emergency grants from the MacDougal trust, and Dorset Council, and helping people register with GPs and make benefits claims.
- 62% of people continued with long term mentoring (over three months). From those entering long term mentoring, 100% of those who have completed 2 self-evaluation reviews show an increase in at least one area of self-management. Most people achieved changes in 6 areas (last year 2 areas), but 6 individuals made changes in all nine areas of their lives (last year 2).
- 90% of long-term mentored cases decreased their criminogenic needs. This included people returning to work, enrolling in college courses, or gaining housing.
- 31 people have been assisted with applying for or finding housing. Support has included access to rent deposits, help with housing benefit and allowances, applications to councils and social landlords, signposting to rehab and specialist housing, and accompanying people to housing interviews.
- 44 people have received support around employment and have become economically active with 43% of people supported over 3 months increasing their financial resilience. This support included CV completion, job search, job application and interview techniques, signposting to training and funding streams and provision of charitable grants from other funders for IT to allow people to take up paid roles and volunteer roles.

### Prison, Through the Gate and Community Mentoring

Our support is based on a co-developed action plan and varies with the needs of each person in length, intensity and type of support offered. Some people will only require help during their prison sentences, whilst others require short- or long-term support in the community or practical support.

We offer mentoring and practical support for those who are living in or are returning to live in Dorset or Hampshire. Staff work with the person to assess their needs around housing, education training and employment, finance and debt, mental and physical health, substance misuse, families and children as well as attitudes, thinking and behaviour. They will then be matched to a mentor.

Mentors typically supported people with weekly face-to-face or phone support meetings, with additional phone and text support between meetings as required. Our support continues for as long as is required.

We can also link people to small crisis grants provided by partner charities including the MacDougal Trust, Vicars Fund, Smallwood Trust and Acts 435 to name a few.

**Case Study**

S is a 44 year old man and was referred during his prison sentence. We visited him in prison and discussed his needs and mentoring goals.

He was initially homeless on release but was allowed to live at his mums. S is very withdrawn and shy. He struggled initially as he wasn't allowed to see his kids, and he said he felt ashamed about his crimes. Chatting to someone on a regular basis helped build rapport and increased his self-esteem.

We provided S with a grant for some clothing and a bike to help him attend appointments as well as use it to exercise and help his mental health and Foodbanks vouchers for him and his mum. We also helped him at housing appointments, and provided emotional support as he began to see his children.

S found a leaflet distribution company which took him on. He has been working at the company on a self-employed basis for over 6 months, and uses his spare time purposefully in creative hobbies such as bush craft. Before prison he smoked a lot of cannabis which he now hasn't touched for 2 years.

At our most recent meeting we reviewed the internal change form and star chart for S to reflect on how much has changed, internally as well as externally including work, family, and housing.

S is now off licence, working, in secure housing, has regular contact with his children, and has managed to regain his driving licence, insurance and a car - so he can drive legally. He is happy in himself and when asked where he sees his life on a scale of 1-10 he says 8 or 9.

This is huge progress for a man being released 10 months ago with next to nothing.

**Stuart Dearborn (Prison and Collection Coordinator and former Dorset Coordinator until May 2025)**

Referrals were received from prison teams including the chaplaincy (24%), probation (30%) charities, contracted agencies and statutory support agencies including NHS, job centre and local councils (30%). Self-referrals, are encouraged and accounted for 16% of cases, increasing from 10% in previous years, probably as a result of our new prison co-ordinator's role in promoting the scheme in local prisons.

Prison referrals are concentrated on our local prisons including HMP Portland, HMP Guys Marsh, HMP Channings Wood, HMP Dartmoor, (all in Dorset and Devon), HMP Winchester (Hampshire). We accept referrals from any prison and this year we have seen a total of 10 prisons referring to the project including HMP Isle of Wight, HMP Leyhill, HMP Erlestoke and HMP Downview (female prison and YOI) indicating the wide dispersal of prisoners from Hampshire and Dorset.

62% of mentored cases stay with the project for over three months, with several requesting help over a year. Only 9% people were knowingly recalled during our support.

### Day of release Collections

We understand the enormity and impact of returning to the community after leaving prison, with people often facing homelessness, unemployment and little support and we believe that people should be supported on the day of release to meet their immediate needs. Unfortunately, this provision is not often offered by commissioned services. We will therefore collect people from prison where there is a real need, such as severe mental health needs or physical health needs as part of our Henry Smith Charity funded work.

> "I found it really reassuring to be honest and to know that there's someone there at the gate. I (am) looking forward to the next chapter"
>
> **Footprints Participant**

This year 11 people were collected with the aim of addressing immediate needs, such as access to benefits and finance, food, clothing and if possible, emergency housing, and supporting them to overcome the stress and anxiety that being released far from home can bring.

### Support for women at risk of offending

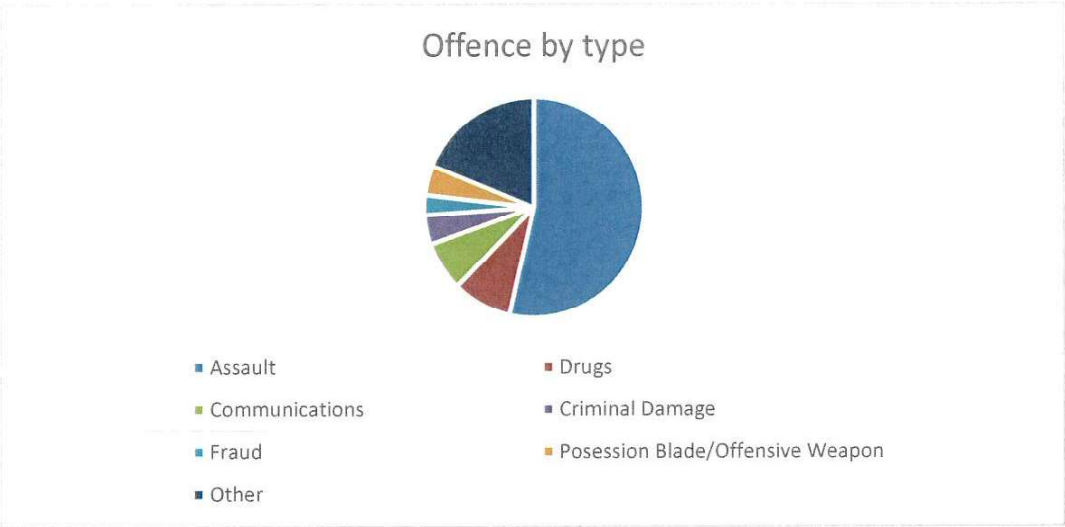
#### 1. Out of Court Diversionary scheme

We deliver an adult Out of Court Diversionary scheme for women in partnership with Dorset Police.

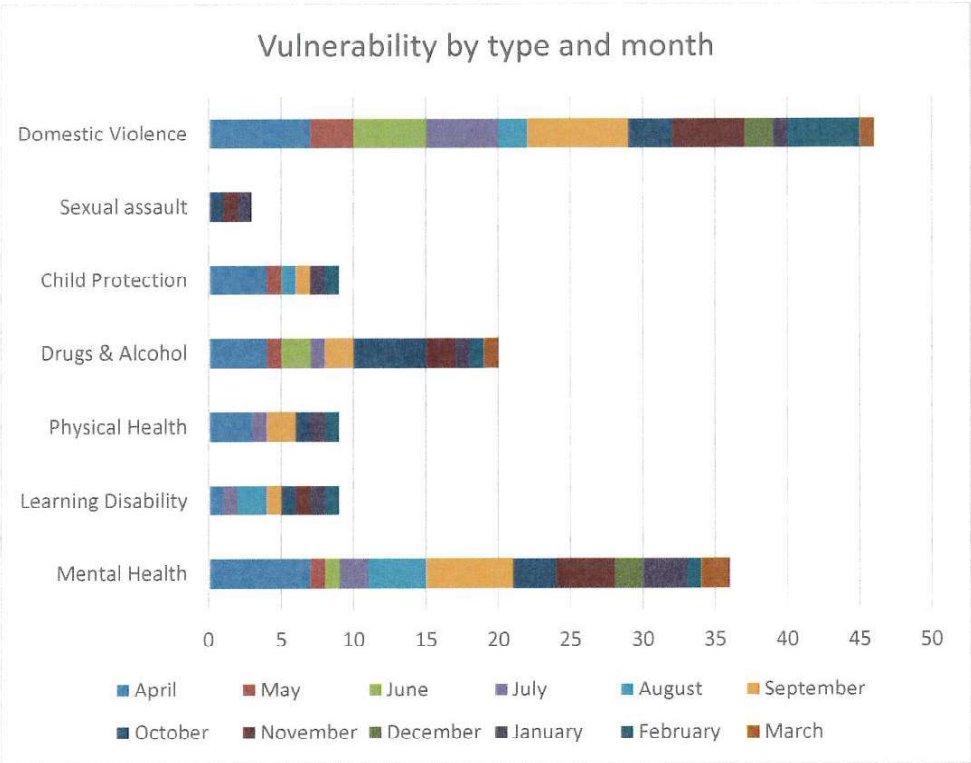
Women who are classified as vulnerable under the Police and Criminal Evidence Act ("PACE") regulations and are either first time offenders or have not offended in the past two years receive a conditional caution and opportunity to work with us for 16 weeks rather than progressing to court.

We supported 75 women. 88% (66/75) engaged and 77% (58/73) completed their condition.

Ninety-two percent did not reoffend within 6 months (proven reoffending analysed by Dorset Police in December 2023), reducing reoffending by approximately 50% compared to a control group in the year before launch (2018-2019).




The women had a range of vulnerabilities, with the majority living with or at risk of domestic violence. This trend has been consistent and continues to be the highest identified vulnerability over the past 6 years of delivery.



"it's really helped me – talking to someone who doesn't know me – I didn't feel any judgement and Helen listened I've had time to reflect on what happened and its helped me deal with my emotions and how to deal with things. Its made me question how I deal with things and what to do in the future"

**OOCD participant**

## 2. Art

We have been running art sessions for small groups of up to 4 women including those in temporary housing, with mental health issues or at risk of domestic violence. The sessions are led by a local artist and help the women gain self-confidence, relax and overcome anxiety, learn new skills and build new social contacts in a safe female only environment. This year we started working in partnership with Hope Housing, delivering quarterly sessions for their female residents in Boscombe.

"It's helped me to learn new skills and meet new people.....the people are lovely and they help me with my mental health"

**Art Participant**

In November last year we were extremely proud to be invited to showcase a range of handmade items for sale at Shire Hall Museum in Dorchester. Everything is designed and created exclusively by the women in our Second Chances art group. Profits from all sales go towards both Shire Hall and The Footprints Project, keeping the story of justice in Dorset alive and helping women in today's justice system and providing small and regular income for both charities. Items were also available for a limited time at the Hope Housing Charity shop in Boscombe, Bournemouth and Beach and Barnicott in Bridport.

Footprints Trustee Heather Bland and Art Coordinator, Helen Hempstead, at the Shire Hall Museum.

### Approved Premises

Since 2019 we have been working in Approved Premises across the area, including 3 in Hampshire and 2 in Dorset. We offer purposeful activities including cookery and gardening, mental health support and drop-in support covering all issues facing the residents. 81 residents took part in these activities in the year increased from 73 in 2023-24. We also offer mentoring support to residents women at Elizabeth Fry House, Reading, who are coming back to the area.

**Feedback – Approved Premises**

"You have already set up and run an enormously successful cooking group which has meant that many of our residents have been able to try new experiences and prove to themselves that they had skills they didn't know they had. What on the face of it appears to be a simple cooking group, has taught our residents about budgeting, health, hygiene, patience, co-operation and communication skills.

The activities such as visiting the sculpture park, football and fishing have benefitted residents in terms of their physical and mental health and have given them the opportunities to try new skills and activities and give them a taste of some of the pro-social things that they can make part of their lives moving forward. The things that they try at Weston could provide them with skills and positive interests as they move on from Weston, thus reducing the likelihood of relapse or reoffending."

Sarah Townley-Walker, Manager, Weston Approved Premises

### 1. Cook and Eat

We deliver basic cookery and NVQ level 2 training in food hygiene at the Grange, Waterlooville and Dickson's House, Fareham.

Cookery participants prepare a meal from scratch which they then share, often producing enough food for other residents and staff. They are given recipe cards to take away and also learn about budgeting. All the meals produced cost under £2 per portion for a 2 course meal and can be frozen in portions, making the recipes suitable for residents to cook at home once they leave the AP. This increases their skills and knowledge of nutrition as well as reducing food poverty. Due to the limitations of the premises, sessions are limited to 4 participants attending each session with people attending 3-6 sessions during their stay.

Thanks to the Awards for All and the Grocers Charity we were able to expand the cookery sessions to the Pines AP, Bournemouth and Weston AP in Weymouth from July 2024.

"I just wanted to say thank-you for letting me get involved in your sessions. It really has helped and it was good to get involved."

**Cook and Eat Participant**

## 2. Grow

We are also able to offer gardening and a level 3 qualification in horticulture at the allotments at the Grange, thanks to funding from Awards for All. Residents grow herbs, vegetable and fruit on the allotments and in the greenhouse. The vegetables are used in our cookery sessions and are available for residents to use in their meals.

This year we have been developing our work with local corporate volunteers including a team from Dyer and Butler who have built a bench and a composting zone, and a team from Zurich Community Trust (ZCT) who built a soft fruit enclosure and a 'dead hedge'. We are extremely thankful for this support.

## 3. Mental Health Support

We provide monthly mental health drop-ins at the Grange led by a retired GP. The sessions teach residents coping mechanisms to help them address their issues. Feedback is sought from participants. 100% of people attending mental health sessions found them helpful, with 85% scoring the service 8 or above. No score below 7 was received.

"Excellent session. Well delivered"

"It was enjoyable learning different techniques to relax"

**Mental Health Workshop participants feedback**

Thanks to a grant from the Department of Health and Social Care (DHSC) Suicide Prevention Fund we have been able to produce suicide prevention resources for people in prison and the community as well as continuing our mental health workshops at the Grange AP. The resources were co-designed with prisoners and distributed in HMP Channings Wood, HMP Dartmoor, HMP Erlestoke, HMP Guys Marsh, HMP Leyhill, HMP Portland, HMP Winchester and through community partners including Catch 22, Clouds House, Crescent Providence Surgery and a cluster of surgeries delivering social prescribing services in Bournemouth, Dorset Council Adult Social Care, Hepatitis C Trust, Julien House, Live Well Dorset, NHS teams (various), Redlands Counselling services, Shelter, The Amber Foundation, The Lantern Trust and Weston AP. Footprints staff also distributed resources to our clients. Feedback was sought through a QR code and directly from those in prison. Responses were positive with over 86% of respondents rating the resource as very helpful (60.8%) or helpful (25.5%). The remaining 13.7% of respondents rated the resource as slightly helpful. No respondent rated resources as unhelpful or very unhelpful.

> "Each tab to fill is in relevant & makes you think! Excellent"
>
> "Having something to look back at when I need it and having distraction techniques written down. It is good to have everything in one place, I like the design and small compact size."
>
> **DHSC Suicide Prevention Fund Feedback**

**Funders and Fundraising Events**

This year marks our 20th anniversary. We started a year of celebration in December with an online fundraising event and plan to have a variety of activities across the year including a sponsored walk in June 2025.

In addition to donations, Footprints relies upon securing contracts and grants from Trusts, Foundations and Corporations to deliver our support.

During the year we have received grant funding or donations from:

Department of Health and Social Care Suicide Prevention Fund

Dorset Community Foundation

Dorset Police and Police and Crime Commissioner

Dorset Council

Lloyds Bank Foundation

NHS Dorset Community Wellbeing and Mental Health Fund (distributed through Dorset Community Foundation)

Sir Jeremiah Colman Gift Trust

Souter Charitable Trust

Southern Coop Safer Fund

The Alice Ellen Cooper-Dean Charitable Foundation

The Grocers' Charity

The Henry Smith Charity

The Makin Trust

The Swire Charitable Trust

Winchester Cathedral

Winchester City Council

Yorkshire Building Society

## Volunteers

This year we have been working to expand our opportunities for people to volunteer for Footprints. This has included opportunities to help at our cookery, support drop-ins and allotments at the Approved Premises as well as our art group. This year we have continued to expand our relationship with Bournemouth and Winchester University, supporting three student placements.

At any one time we usually have around 20 people volunteering for the project, with many volunteers participating in multiple activities, however the greatest number are our volunteer mentors.

> "My volunteering with Footprints has been an eye-opening experience that has given me a chance to work with individuals and help them to make positive changes in their lives. It has taught me a lot about resilience, second chances and the importance of having a support system after being released. I gained a greater understanding of the barriers they face when trying to reintegrate into society, such as finding employment, housing and rebuilding relationships."
>
> **Footprints Placement Feedback**

## Mentors

Our volunteer mentors range in age and gender and some mentors have past convictions. New volunteers apply with references, undergo a Disclosure and Barring Service check, and attend induction training prior to volunteering. Most mentors support one mentee at a time with a maximum of 2 mentees.

Mentors are matched on a range of factors, including geographical base, risks highlighted by probation and needs of the person to be supported. Volunteer length of engagement is long-lasting compared to the national average, with many volunteers giving 3 or more hours a week for several years.

> "The best part about being a volunteer mentor is the opportunity to make a positive impact on someone's life as they work to rebuild and reintegrate into society. It's incredibly fulfilling to support individuals on their journey of personal growth. As a mentor, you not only provide guidance and encouragement, but you have amazing support from your line manager, with contact before and after every meeting with a mentee and regular supervision meetings. Volunteering for Footprints allows you to make a real difference in the lives of others."
>
> **Footprints Volunteer Mentor**

## Patrons

We would like to thank all our Patrons for their ongoing support during the year:

The Rt Revd Stephen Lake, Bishop of Salisbury

Lord Phillips of Worth Matravers

The Right Revd. Nicholas Holtham

The Right Revd. Tim Thornton

Mrs Minette Walters

Ms Kate Adie CBE DL

The Hon Mrs Sarah Chester

## Affiliations

We are part of a local consortium, South West Mentoring Association and are also a member of the National Criminal Justice Alliance, Clinks, Beyond the Streets and the Corbett Network.

## Reserves Policy

The charity holds three to six months' expenditure in reserves. This sum is calculated to be between £50,000 and £100,000 and includes a Designated Fund of £35,000 which covers the estimated amount required as a contingency to wind up the charity should this need ever arise. The additional reserves are to maintain the day-to-day operations of the charity should there be a temporary fall in funding. The level of reserves is monitored and reviewed regularly.

## Future Plans and Direction

Our strategy is to identify and fill gaps that are not addressed by contracted services. This has led to the successful development of our work with Approved Premises and female diversionary schemes.

Financial sustainability remains the main concern. We will continue to develop our opportunities to increase our income including sales of art, produce from the allotments and woodwork shop and our events. 2025 is our 20th year and we are planning a series of fundraising events including a stall at the New Forest Show, a talk and a sponsored walk.

We are currently in talks with potential prime bidders for the new MOJ CSR contracts, due to go live in 2027, adopting a recovery/desistance-based approach, putting us in a good place as a subcontractor. If successful, the contracts will provide a level of secured funding for at least the next 5 years, and we will seek grant funding for areas of activity outside the contract remit including activities at Approved Premises and developing our micro-enterprises.

If unsuccessful, we may look to focus in other areas where local gaps exist, such as supporting people at court, using our successful diversionary scheme as a basis to build upon.

## Financial Results and Review of the year ended 31st March 2025

The financial results for the year are set out on pages 19-26 and show a net deficit of £61,029 (2024: net deficit £7,234) with net assets of £85,047 (2024: £146,076). Income this year from all sources amounted to £210,529 (2024: £219,617). Total expenditure was £271,558 (2024: £226,851). The relatively stable level of income reflects the endeavours of the CEO to ensure that Footprints wins bids and continues to attract funding notwithstanding an increasingly challenging fund-raising environment. The increase in costs is due to salary increases. The overall loss for the year was budgeted. Attracting adequate funding in ensuing years will be vital to the future success of Footprints.

Costs and staffing levels are kept constantly under review.

Reserves as at 31 March 2025 were £85,047 (2024: £146,076) and consist of unrestricted funds of £79,047 (2024: £126,864), and restricted funds of £6,000 (2024: £19,212), the latter being the balance of the National Lottery Fund in both years.

## Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Charity maintains a risk register. A risk assessment is continuously monitored and presented at Trustee meetings. As in previous years the highest risks identified relate to the uncertainty of future income.

## Diversity and Inclusion

The Charity follows its Diversity and Inclusion policies. The CEO and Trustees continue to consider the representation of Footprints' clients at all levels including staff, volunteers, Trustees and advisors and to strive to have a diverse representation.

## Climate Change

The Charity does not consider climate change to be a principal risk or uncertainty facing the company. However, it continues to have regard to the impact of its operations on the community and the environment.

**Statement of Trustees' Responsibilities**

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

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities Statement of Recommended Practices (SORP);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies subject to the small companies regime and in accordance with FRS 102 SORP.

Approved by order of the Trustees on 6 | 11 | 2025 and signed on their behalf by:

Sarah Jane Radford

(. ), Chair
S J RADFORD

**FOOTPRINTS PROJECT**
**INDEPENDENT EXAMINER'S REPORT**
**FOR THE YEAR ENDED 31 MARCH 2025**

I report to the charity Trustees on my examination of the accounts of Footprints Project ("the charitable company") for the year ended 31 March 2025 which are set out on pages 19 to 26.

**Responsibilities and basis of the report**

As the Trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

**Independent Examiner's Statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe :

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or

2. the accounts do not accord with those records; or

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

4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Nicola Halls

N A Halls MA FCA CTA
Chartered Accountant
Fletcher & Partners
Crown Chambers
Bridge Street
Salisbury
SP1 2LZ

Date: 25 November 2025

**FOOTPRINTS PROJECT**
**STATEMENT OF FINANCIAL ACTIVITIES**
**INCORPORATING THE INCOME & EXPENDITURE ACCOUNT**
**FOR THE YEAR ENDED 31 MARCH 2025**

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.03.25 Total Funds £ | 31.03.24 Total Funds £ |
|---|---|---|---|---|---|
| **INCOME FROM:** | | | | | |
| Donations and grants | 2, 3 | 60,079 | 148,449 | 208,528 | 218,122 |
| Other trading activities | | 199 | - | 199 | - |
| Investment income | 4 | 1,784 | - | 1,784 | 1,288 |
| Other – Fundraising Events | | 18 | - | 18 | 207 |
| **Total income:** | | 62,080 | 148,449 | 210,529 | 219,617 |
| **EXPENDITURE ON:** | | | | | |
| **Costs of generating funds** | | | | | |
| Raising Funds | | 2,480 | - | 2,480 | 4,030 |
| Charitable activities | 5, 6, 7, 8 | 107,417 | 161,661 | 269,078 | 222,821 |
| **Total expenditure:** | | 109,897 | 161,661 | 271,558 | 226,851 |
| **NET MOVEMENT IN FUNDS** | | | | | |
| **NET INCOME/(EXPENDITURE) FOR THE YEAR** | | (47,817) | (13,212) | (61,029) | (7,234) |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 126,864 | 19,212 | 146,076 | 153,310 |
| Net movement in funds | | (47,817) | (13,212) | (61,029) | (7,234) |
| **Total funds carried forward** | 13 | 79,047 | 6,000 | 85,047 | 146,076 |

The notes on pages 22 to 26 form part of these financial statements

## FOOTPRINTS PROJECT
## BALANCE SHEET AS AT 31 MARCH 2025

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.03.25 Total Funds £ | 31.03.24 Total Funds £ |
|---|---|---|---|---|---|
| **CURRENT ASSETS** | | | | | |
| Debtors | | - | - | - | - |
| Cash at bank and in hand | | 87,839 | 6,000 | 93,839 | 154,308 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 12 | (8,792) | - | (8,792) | (8,232) |
| **NET CURRENT ASSETS** | | 79,047 | 6,000 | 85,047 | 146,076 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 79,047 | 6,000 | 85,047 | 146,076 |
| **NET ASSETS** | | 79,047 | 6,000 | 85,047 | 146,076 |
| **FUNDS** | 13, 14 | | | | |
| **Restricted Funds** | | | | 6,000 | 19,212 |
| **Unrestricted Funds:** | | | | | |
| General fund | | | | 44,047 | 91,864 |
| Designated fund | | | | 35,000 | 35,000 |
| Total Unrestricted Funds | | | | 79,047 | 126,864 |
| **TOTAL FUNDS** | | | | 85,047 | 146,076 |

The notes on pages 22 to 26 form part of these financial statements

The trustees consider that the charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies for the year ended 31 March 2025.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small charitable companies and in accordance with the Charities SORP (FRS102).

The financial statements were approved by the Board of Trustees and were signed on its behalf by:

Sarah Jane Radford

S J Radford, Chair

Date: 6 November 2025

## 1. GENERAL INFORMATION

Footprints Project is a charitable company limited by guarantee, incorporated in England and Wales with the registered number 05314401, charity registered number 1110916 with the name Footprints Project Limited, its registered office is c/o Martin and Company, 25 St Thomas Street, Winchester, Hampshire, SO23 9HJ and its postal address is PO Box 8107, Towcester, Northamptonshire, NN12 6EN. In the event of the Trust being wound up, the liability in respect of the guarantee is limited to £1 per Member (Director) of the Charity whilst they are a member or within one year after they cease to be a member. The members are listed on page 3.

## 2. ACCOUNTING POLICIES

### Accounting convention

The charity constitutes a public benefit entity as defined by FRS102. The accounts have been prepared in accordance with the Charities Statement of Recommended Practice: Accounting and Reporting by Charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)) (issued in October 2019)- (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The principal accounting policies adopted in the preparation of the financial statements are set out below.

### Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, which is at least 12 months from the date of approval of the accounts. The Trustees have considered the financial position, forecasts and cash flows of the organisation for the next twelve months, which includes several large grant applications awaiting a decision from funders. On the assumption that sufficient funding and grants applied for are approved, the trustees are satisfied that it is acceptable to prepare the accounts on a going concern basis.

### Income

All income is included on the Statement of Financial Activities when the charity becomes legally entitled to the income, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

### Grants and donations

Income from grants and donations subject to the specific wishes of the donor are credited to the relevant restricted funds.

### Government grants

The charity has received government grants in the reporting period via various City and Local Authority grants.

### Donated services

The value of services and help provided by volunteers is not included in the accounts but is described in the Trustees' Annual Report.

### Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

### Taxation

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds are funds set aside by the Trustees out of unrestricted general funds specifically to cover the estimated costs of winding up the charity should this need ever arise.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Tangible fixed assets and depreciation**
Tangible fixed assets are included at cost less depreciation.
Assets costing less than £1,500 have been written off in the year of purchase.

**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.

**Financial instruments**
The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised at transaction value.

**Creditors (amounts falling due within one year)**
Short-term creditors are measured at the transaction price.

## 2. DONATIONS AND GRANTS

| | 31.03.25 | 31.03.24 |
|---|---|---|
| | £ | £ |
| Donations | 9,079 | 11,982 |
| Grants | 146,757 | 154,137 |
| Department of Health and Social Security Suicide Prevention Grant | 3,331 | - |
| Government Grants and Donations (City and County Councils) | 49,361 | 52,003 |
| | 208,528 | 218,122 |

In the year the restricted grants received were the government grants of £52,692 and other grants totalling £95,757 (2024: £52,003 government grants and other £92,552).

Included in government grants is an amount of £3,331 which Footprints Project received from the Department of Health and Social Care. This was part of a restricted grant totalling £5,908 (the balance of £2,577 being received in May 2025) specifically for Suicide Prevention. The expenditure of £5,915 relating to this grant has been included in Restricted Charitable Activities. The expenditure was all incurred in the year ending 31 March 2025.

3. The government grants received in the year, other than that received from the Department of Health and Social Care, were from Dorset Council, £10,000 to cover various Dorset expenses; £37,861 from Dorset Police to cover the Out of Court Diversionary Scheme; and £1,500 from Winchester Council for the charity's work at Approved Premises. There were no unfulfilled conditions or other contingencies and there was no other government assistance.

4. **INVESTMENT INCOME**

| | 31.03.25 | 31.03.24 |
|---|---|---|
| | £ | £ |
| Deposit account interest | 1,784 | 1,288 |

5. **ANALYSIS OF CHARITABLE ACTIVITIES EXPENDITURE OVER FUNDS**

| | Unrestricted funds | 31.03.25 Restricted funds | Total |
|---|---|---|---|
| | £ | £ | £ |
| **OOCD** | | | |
| Direct costs | - | 30,500 | 30,500 |
| Support costs | - | 7,360 | 7,360 |
| **Art** | | | |
| Direct costs | 12,297 | - | 12,297 |
| Support costs | 1,797 | - | 1,797 |
| **Mentoring** | | | |
| Direct costs | 82,062 | 106,847 | 188,909 |
| Support costs | 11,261 | 16,954 | 28,215 |
| | 107,417 | 161,661 | 269,078 |

6. **ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

| | 31.03.25 | 31.03.24 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 176,714 | 138,305 |
| Social security costs | 12,337 | 13,906 |
| Pension costs | 4,184 | 3,514 |
| Programme costs to support clients | 30,638 | 26,776 |
| Rent of office and room hire | 7,833 | 11,543 |
| Support costs (Note 6) | 37,372 | 28,777 |
| | 269,078 | 222,821 |

7. **ANALYSIS OF SUPPORT COSTS**

| | 31.03.25 | 31.03.24 |
|---|---|---|
| | £ | £ |
| Book-keeping | 720 | 1,660 |
| Insurance | 2,737 | 2,572 |
| Consultancy and professional fees | 13,961 | 5,372 |
| Postage and stationery | 180 | - |
| Sundries | 398 | 19 |
| Trustee expenses - travel | 134 | 129 |
| Bank charges | 154 | 150 |
| Communication and IT | 12,210 | 11,459 |
| Governance costs (Note 7) | 6,878 | 7,416 |
| | 37,372 | 28,777 |

In 2025 £20,000 (2024: £10,000) of the support costs was covered by grants restricted for that purpose.

8. **ANALYSIS OF GOVERNANCE COSTS**

| | 31.03.25 | 31.03.24 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 4,521 | 4,347 |
| Social security costs | 164 | 530 |
| Pension costs | 123 | 122 |
| Rent | 870 | 1,277 |
| Independent examination | 1,200 | 1,140 |
| | 6,878 | 7,416 |

## 9. NET (EXPENDITURE/) INCOME

This is stated after charging:

| | 31.03.25 | 31.03.24 |
|---|---|---|
| | £ | £ |
| Governance Costs | 6,878 | 7,416 |
| Independent Examiner's Fee (included above) | 1,200 | 1,140 |

## 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 31 March 2025 or for the year ended 31 March 2024.

**Trustees' expenses**

| | 31.03.25 | 31.03.24 |
|---|---|---|
| | £ | £ |
| Trustees' expenses | 134 | 129 |

Two trustees were reimbursed travel expenses during the year.

## 11. STAFF COSTS

| | 31.03.25 | 31.03.24 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 183,715 | 146,682 |
| Social security costs | 12,501 | 14,436 |
| Other pension costs | 4,307 | 3,636 |
| | 200,523 | 164,754 |

The average monthly number of employees during the year was as follows:

| | 31.03.25 | 31.03.24 |
|---|---|---|
| Operating staff | 6 | 7 |

No employees received emoluments in excess of £60,000.

All staff are considered key management personnel by the trustees.

## 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.03.25 | 31.03.24 |
|---|---|---|
| | £ | £ |
| Taxation and social security | 5,150 | 5,592 |
| Other creditors | 3,642 | 2,640 |
| | 8,792 | 8,232 |

## 13. MOVEMENT IN FUNDS

**Summary of funds - current year**

| | At 01.04.24 | Income | Expenditure | At 31.03.25 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Restricted Funds** | 19,212 | 148,449 | ( 161,661) | 6,000 |
| **Unrestricted Funds** | | | | |
| General fund | 91,864 | 62,080 | ( 109,897) | 44,047 |
| Designated fund | 35,000 | - | - | 35,000 |
| **TOTAL FUNDS** | 146,076 | 210,529 | ( 271,558) | 85,047 |

**Summary of funds - prior year**

| | At 01.04.23 | Income | Expenditure | At 31.03.24 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Restricted Funds** | 19,497 | 144,555 | ( 144,840) | 19,212 |
| **Unrestricted Funds** | | | | |
| General fund | 98,813 | 75,062 | ( 82,011) | 91,864 |
| Designated fund | 35,000 | - | - | 35,000 |
| **TOTAL FUNDS** | 153,310 | 219,617 | ( 226,851) | 146,076 |

Designated funds are unrestricted funds earmarked by management/trustees for particular purposes. Restricted funds represent income received specified by the donor for projects based in particular regions of the country or specific activities.

## 14. RESERVES

The Trustees have reviewed the charity's needs for contingency reserves in line with the guidance issued by the Charity Commission. Over a period of years the Trustees have pursued a policy which would establish financial reserves that would be sufficient to cover foreseeable costs and contingencies. The Trustees aim to be able to retain sufficient reserves necessary to meet employment liabilities and expenses, should any of the funding sources become unreliable or be delayed. The charity aims to ringfence three to six months' employment and relevant running costs.

In 2018 the Trustees denoted a designated reserve of £35,000 to cover the costs of closing the operations of the charity should funding become so difficult to obtain that it would be necessary to suspend activities in the opinion of the Trustees.

## 15. Indemnity Insurance

The Charity holds third party indemnity insurance, as authorised by the Articles of Association, to protect the Trustees and volunteers.

## 16. Related Party Note

The charity has not entered into any related party transactions during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2025.

## DONATIONS AND GRANTS

| | 31.03.25 £ | 31.03.24 £ |
|---|---|---|
| **INCOME** | | |
| **Voluntary income** | | |
| Donations | 9,079 | 11,982 |
| Grants | 146,757 | 154,137 |
| Government Grants | 52,692 | 52,003 |
| Fundraising Events | 18 | 207 |
| Trading Activities | 199 | - |
| | 208,745 | 218,329 |
| **Investment income** | | |
| Deposit account interest | 1,784 | 1,288 |
| **Total income** | 210,529 | 219,617 |
| **EXPENDITURE** | | |
| **Costs of generating voluntary income** | | |
| Fund raising | 2,480 | 4,030 |
| **Charitable activities** | | |
| Wages and salaries | 176,714 | 138,305 |
| Social security costs | 12,337 | 13,906 |
| Pension costs | 4,184 | 3,514 |
| Programme costs to support clients | 30,638 | 26,776 |
| Rent | 7,833 | 11,543 |
| | 231,706 | 194,044 |
| **Governance costs** | | |
| Wages and salaries | 4,521 | 4,347 |
| Social security costs | 164 | 530 |
| Pension costs | 123 | 122 |
| Rent | 870 | 1,277 |
| Independent Examination | 1,200 | 1,140 |
| | 6,878 | 7,416 |
| **Management** | | |
| Book-keeping | 720 | 1,660 |
| Insurance | 2,737 | 2,572 |
| Consultancy and professional fees | 13,961 | 5,372 |
| Postage and stationery | 180 | - |
| Sundries | 398 | 19 |
| | 17,996 | 9,623 |
| **Trustee Expenses** | | |
| Travel | 134 | 129 |
| **Finance** | | |
| Bank charges | 154 | 150 |
| **Information technology** | | |
| Communication and IT | 12,210 | 11,459 |
| **Total resources expended** | 271,558 | 226,851 |
| **Net (expenditure) income** | (61,029) | (7,234) |

This page does not form part of the statutory financial statements

**FOOTPRINTS PROJECT LIMITED**

England & Wales - Charity number 1110916

# Accounts

**REGISTERED COMPANY NUMBER: 05314401 (England and Wales)**
**REGISTERED CHARITY NUMBER: 1110916**

Report of the Trustees and
Unaudited Financial Statements for the Year ended 31 March 2024
for
Footprints Project

Footprints Project

Contents of the Financial Statements for the Year Ended 31 March 2024


| | Page |
|---|---|
| Legal and administrative information | 3 |
| Trustees' report | 4 – 16 |
| Independent examiner’s report | 17 |
| Statement of financial activities | 18 |
| Balance sheet | 19 – 20 |
| Notes to the financial statements | 21 - 26 |

Footprints Project

Report of the Trustees for the Year Ended 31 March 2024

| | |
|---|---|
| **Charity number** | 1110916 |
| **Company registration number** | 05314401 |
| **Business address** | Oxford Point,<br>19, Oxford Road,<br>Bournemouth<br>Dorset<br>BH8 8GS |
| **Registered office** | c/o Martin and Company,<br>25, St Thomas Street,<br>Winchester,<br>Hampshire,<br>SO23 9HJ |
| **Trustees** | Sarah Jane Radford FCA - Chair<br>Lija Broka ACA CTA - Treasurer<br>Heather Bland – Safeguarding Trustee<br>John Harding CBE<br>Sarah Peppiatt BA<br>Brendan Ross (appointed 31st July 2024)<br>Michael Rowe BCL, PgDip, LLB<br>Lady Elizabeth Toulson (appointed 18th October 2023)<br>The Very Reverend Stephen Waine (appointed 18th October 2023) |
| **Chief Executive** | Dr Caroline Stevens |
| **Banking Services** | Unity Trust Bank<br>Four Brindley Place<br>Birmingham<br>B1 2JB<br><br>Santander UK PLC<br>2 Triton Square<br>Regents Park<br>London<br>NW1 3AN |

## Trustees' report

The Trustees present their report and the financial statements for the year ended 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 Charity 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.

Footprints Project is a company limited by guarantee and a registered UK charity. Under the Companies Act 2006 the trustees have the status of directors. This report therefore constitutes a directors' report as required by section 477 of the Companies Act 2006 and has been prepared taking advantage of the exemptions conferred by section 476 of this Act.

The Trustees, who are also directors of Footprints Project for the purposes of company law, are set out on page 3.

## Structure, governance and management

The charity, Footprints Project, was incorporated on 16 December 2004 and is governed by its articles, the updated version being filed with Companies House on 15 July 2023.

Footprints Project, also registered as Footprints Project Limited at the Charity Commission, is a registered charity and is thus exempt from taxation on any surpluses. The property of the charity is vested in the Trustees and management is through the Chief Executive, the managers and the Trustees. The charity is also known as The Footprints Project, shortened to "Footprints" in this report and financial statements.

The Trustees consider that sufficient resources exist for the continuance of the project. Risks are considered, at least quarterly, and taken into account in setting future levels of expense. New Trustees are recruited when necessary and are given appropriate training at the time of appointment.

## Objectives and Public Benefit

The objectives of the charity are to benefit the local community by supporting the rehabilitation and relieving the needs of people who are, or have been, in prison, under supervision, on licence or under investigation by the police, those identified as at risk of offending, their families and also victims of crime. The Trustees have reviewed the objectives and are satisfied the charity meets them in full.

Footprints is actively involved in educating the public as to the difficulties that face people when re-integrating into society following their release from prison. To this end, members of our staff are available to give talks to community groups and are actively engaged in interacting with other agencies within the Criminal Justice system.

In deciding these objectives, the Trustees have paid due regard to the Charity Commission guidance on public benefit and have complied with their duty in section 17 of the Charities Act 2011.

**Our Approach**

Our approach is based on best practice and desistance theory, which states that people need to have a sense of belonging to their community, self-belief and the ability to develop a new self-identity through work, volunteering or contributing to the local community in order to stop committing crime.

Our support can be broken into three broad areas:

- Crisis support including meeting the basic needs of people released from prison or in crisis in the community, such as accessing food, clothing, GP/health support, setting up bank account, assistance with application for benefits and small grants. For example, in the past year we have helped people with grants to assist with accommodation, white goods, and health/dentistry.
- Helping people make informed choices and gaining support around the root causes of crime, such as drug, alcohol or gambling problems, coercive or abusive relationships and self-harming behaviours. Whilst we do not seek to replace the specialist agencies in the local area, mentors will signpost, refer and accompany people to their appointments, increasing motivation to attend and engagement. Mentors remind people of up-coming appointments by text and also offer a non-judgemental space to discuss problems with addiction without repercussions. Mentees feel more able to off-load to a mentor they trust and move to a place of accepting help and addressing addiction.

- Developing support networks. At the start of the relationship the mentor will often be the only person from the community that our mentee has contact with. Mentors will help the person engage in new activities in their local community, to develop a new sense of belonging and new positive social networks. This may be through taking part in new hobbies or sports, clubs or activities or work and volunteering which will help reduce social isolation, develop a new self-identity and self-esteem.

We have identified four unique areas of our work:

- We work across the boundary of two separate probation areas: the South West, including Dorset, and South Central, including Hampshire. In 2013 the Ministry of Justice developed resettlement prisons with an aim that all prisoners would be held close to home in their last three months of imprisonment. However, we continue to see increasing numbers held outside the probation area to which they will return. By working across these boundaries we have the local knowledge to successfully connect people to local support.
- Our support is not time limited and continues for as long as is required. This contrasts with the MOJ commissioned Dynamic Framework approach whereby people are entitled to 3, 6 or 12 contacts over a year depending on their risk of harm to the public, with only 1,2 or 3 meetings before release.
- We strive to work in partnership with other charities, identifying and filling local gaps in service provision. For example, we have developed an onward referral process for people who have completed their support commissioned through the Dynamic Framework.

- We work with people classified as high risk of harm who are released from prison to reside in Approved Premises (APs) run by the National Probation Service for the first 3-6 months after release from prison. As places are limited, residents can be a long way from home, isolating them from positive influences such as friends or family support and making it difficult for them to secure employment. Due to the nature of their crimes and their assessment as "high risk of harm to the public", they are also less likely to receive support from voluntary agencies at the premises and may struggle to access support in the community. This increases their social isolation and can increase the risk of reoffending. We address this gap.

**Activities**

In 2020, Footprints worked with UnLtd to produce a theory of change explaining how the activities we undertake meet our objectives and encompass desistance theory to produce this lasting change in the people we support.

In the year ending 31st March 2024 we provided:

- 'through the gate' and community mentoring of people who are, or will be, residing in Dorset or Hampshire, primarily led by trained local volunteer mentors
- Specialist female-only support including our Out of Court Diversionary Scheme ("OOCD") in conjunction with Dorset Police and the Police Crime Commissioner and art group in Bournemouth
- Support, cookery, gardening and mental health courses for residents classified as high risk of harm to the public who are residing at Approved Premises (APs) in Hampshire

**Key Achievements and Performance for the year ending 31st March 2024**

- We received 228 requests for support to our mentoring and diversionary schemes. This included 144 new referrals and 84 ongoing cases. In addition, 73 people were supported through our work at APs including mental health support, drop-in support, healthy eating and gardening. A small group of 5 women have also been accessing our community art groups. Some of these residents and women may have entered into longer term mentoring, the majority only attended these activities and are in addition to the included in the 228 requests for support.
- 32% of people mentored were returning to, or living in, Hampshire and 68% in Dorset. 35% of referrals have been for cross border support (increased from 13% in 2022).
- 50% of people referred self-identified as female, 45% as male and 5% as other genders or declined to self-identify.
- Less than 6% of women on our OOCD reoffended (proven 6 months reoffending evaluated by Dorset Police, last updated in December 2023) and only 9 people (8%) mentored returned to custody during our support.
- Only 4% of people mentored dropped out of support in the first six weeks after release from prison, a crucial time of change. Most people received support from the charity for up to 6 months (51%) however 14% of people requested support for over a year.

- Our support is individualised. Progress is measured on star outcomes charts utilising the Community Chaplaincy Association software. Stability is determined as a score of 6 or above (maximum score 7 or 8 depending on the area of support). Our mentoring and OOCD scheme supported the people to achieve stability in the following areas: Housing/Accommodation (56 people), Finance/Benefit Debt (62 people), Mental Health (64 people), Physical Health (34 people), Substance Misuse (14 people), Education / Training (15 people), Employment / Volunteering (33 people), Children / Family (32 people), Domestic Violence / Abuse (4 people), Sex Abuse (4 people) , Self-harm (10 people).
- 71% people supported achieved stability in at least one area of support during their engagement. Whilst most people achieved changes in up to 4 areas of support, over 25% made significant change in 5 or more areas of their lives.

**Prison, Through the Gate and Community Mentoring**

Our support is based on a co-developed action plan and varies with the needs of each person in length, intensity and type of support offered. Some people will only require help during their prison sentences, whilst others require short- or long-term support in the community or practical support.

We offer mentoring and practical support for those who are living in or are returning to live in Dorset or Hampshire. Staff work with the person to assess their needs around housing, education training and employment, finance and debt, mental and physical health, substance misuse, families and children as well as attitudes, thinking and behaviour. They will then be matched to a mentor.

Mentors typically supported people with weekly face-to-face or phone support meetings, with additional phone and text support between meetings as required. Our support continues for as long as is required.

We can also link people to small crisis grants provided by partner charities including the MacDougal Trust, Vicars Fund, Smallwood Trust and Acts 435 to name a few.

Referrals for people still serving a custodial sentence in prison accounted for 70% of referrals, with 30% from people in the community. People in our local prisons returning to the other county requiring cross border support accounted for 35% of referrals. This is a staggering increase from 13% in the previous year, highlighting the continued need for this specialist support. To our knowledge we are the only charity working across these two counties to provide this continued support, one of our key USPs. This support is made even more essential as the two counties are in distinct probation areas.

Prison referrals are concentrated on our local prisons including HMP Portland, HMP The Verne, HMP Guys Marsh, HMP Channings Wood, HMP Exeter, (all in Dorset and Devon), HMP Winchester (Hampshire), and our local female prison HMP Bronzefield (Middlesex), and HMP Eastwood Park (Gloucestershire). We accept referrals from any prison and this year we have seen a total of 17 prisons referring to the project indicating the wide dispersal of prisoners from Hampshire and Dorset. By far the highest number of referrals from prisons came from Guys Marsh (34%) and we are pleased to continue to develop our close working relationship with the prison, with our staff and volunteers regularly attending the prison, resettlement fairs and partnership meetings.

In 2021 the MOJ commissioned resettlement services through a dynamic framework to work with people released from prison. Depending on the deemed needs and risk of the person, support could be allocated over 3, for low risk, to 12 contacts for high-risk individuals with 2 up to 10 of these taking place after release. Whilst contacts can be spread over 12 months it is clear to see that the low levels of support are unlikely to bring about lasting change. We have therefore been working with contracted agencies including Catch 22 and Advance Charity to develop a contingency of support for men and women in the community after the end of the Dynamic Framework provision. 22% of the community referrals were received for this support and none of these cases were recalled or reoffending during their engagement on the project, showing the clear impact of this continued support. Only in one case did the person stop engaging in the first six weeks showing the smooth transition from the contracted agency to Footprints Project support.

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> *"I valued the emotional support the most. Patrick as a mentor was extremely good and extremely understanding he helped in a tremendous way, it was extremely beneficial in helping me get to where I am today. I felt that it was a very compatible match due to Patricks age and life experience. I could relate to him which was really important for me.*
> *I am glad to have been part of the service I didn't get this help before which is a shame. Footprints is a wonderful service and there should be more of it."*
>
> **Footprints Mentee**

Most people engaged with the project for up to 6 months, but 14% of individuals request support for over a year, showing the limits to the current short term commissioned MOJ Dynamic Framework interventions.
Only 7.2% people were recalled during our support, mainly due to increased risk or reconviction. This compares favourably with national rates of reconviction with 38% of the adult prison populations and 63% who have served sentences of less than 12 months reoffending within 12 months of release. We recognise that due to the lag in reconvictions passing through the court system the reconviction rate of our cohort is not proven and maybe higher.

**Day of release Collections.**
We understand the enormity and impact of returning to the community after leaving prison, with people often facing homelessness, unemployment and little support and we believe that people should be supported on the day of release to meet their immediate needs. Unfortunately, this provision is not often offered by commissioned services. We will therefore collect people from prison where there is a real need, such as severe mental health needs or physical health needs as part of our Henry Smith Charity funded work. We currently collect around 10 people a year on this funding with the aim of addressing immediate needs, such as access to benefits and finance, food, clothing and, if possible, emergency housing, and supporting them to overcome the stress and anxiety that being released far from home can bring.

*"(the gate pick up) saved a lot of time, worry and anxiety. (I feel) fantastic, got benefits claim done, had a good talk and feel better prepared for (life in) Bournemouth"*

**Support for women at risk of offending**

**1. Out of Court Diversionary scheme.**

We deliver an adult Out of Court Diversionary scheme for women in partnership with Dorset Police.

Women who are classified as vulnerable under the Police and Criminal Evidence Act ("PACE") regulations and are either first time offenders or have not offended in the past two years receive a conditional caution and opportunity to work with us for 16 weeks rather than progressing to court.

We supported 101 women with less than 6% reoffending at 6 months (proven reoffending analysed by Dorset Police in December 2023), reducing reoffending by over 60% compared to a control group in the year before launch (2018-2019).

*"I didn't feel any judgement just support which was very important for me"*

*"Footprints are really flexible Helen has worked all the calls around me which has been helpful. Helen has given a lot of advice I think it's a great charity"*

*"I felt I was listened to very very well every word I spoke was heard. I've achieved things I never thought I would."*

**OOCD Participants feedback 2023**

**2. Art**

We have been running small art sessions for small groups up to 4 women including those with in temporary housing, with mental health issues or at risk of domestic violence. The sessions are led by local artist Samantha March and help the women gain self-confidence, relax and overcome anxiety, learn new skills and build new social contacts in a safe female only environment.

From left to right: Art session, Bookmark, Bags and T-shirts made by art group, photographed and modelled by volunteers, bookmark prints made at the group.

> *"I really enjoy art 🎨 it's takes my mind off things it's a new skill I've done it for nearly two years learnt new things and the people that run it are friendly and helpful and supportive 🤗 art is free meet new people and the area is convenient etc"* **Participant February 2024**

This year we have been focussing on developing items for sale to return funds to the project and increase sustainability. Tote bags, books marks, t-shirts and prints have been created and we intend to sell at local craft markets, offering the women additional skills in customer services and cash handling to increase employability.

**Approved Premises**

Since 2019 we have been working across the area, including 3 APs Hampshire and 2 in Dorset as well as one in Bridgwater, Somerset and Elizabeth Fry in Berkshire to support men and women returning to our area.

We offer additional services at the Grange, Waterlooville, and Dickson's House, Fareham, including the development of skills training to enhance employability and mental health support to increase self-coping techniques. We deliver basic cookery, NVQ level 2 in Food Hygiene. This year we offered training and were able to offer paid employment to one resident from the Grange to manage our new allotment project. Residents grew herbs, vegetable and fruit on the 4 allotments and in the greenhouse. The vegetables were used in our cookery sessions and were available for residents to use in their meals. Excess produce was sold alongside pickles and jams to generate funds for the project. 73 individuals took part in these activities in the year.

Cookery participants prepare a meal from scratch which they then share, often producing enough food for other residents and staff. They are given recipe cards to take away and also learn about budgeting. All the meals produced cost under £2 per portion for a 2 course meal and can be frozen in portions, making the recipes suitable for residents to cook at home once they leave the AP. This increases their skills and knowledge of nutrition as well as reducing food poverty. Due to the limitations of the premises sessions are limited to 4 participants attending each session with people attending 3-6 sessions during their stay.

We also offer mentoring support to residents at Landguard Road, Southampton; The Pines, Bournemouth; Weston Weymouth; and women at Elizabeth Fry House, Reading, who are coming back to the area.

> *"D was very panicked about a debt. I called the court and sorted it out. D was very relieved"* **Footprints Drop-in volunteer mentor**
>
> *"Great advice with how to obtain ID & info on funding through JC (Job centre) was excellent"* **Drop-in participant**

**Mental Health Support**

We provide monthly mental health drop-ins led by retired GP, Tim Ward. The sessions teach residents coping mechanisms to help them cope with their issues. Over the year a total of 51 people have attended the drop-ins at Dickson House and the Grange. Tim, who is also a longstanding Footprints mentor, recently received a Community Award from the High Sheriff of Hampshire for his work.

> *"Felt 100% better after talking and support. 10/10"*
> **Participant feedback forms April 2023- October 2023**

**Funders and Fundraising Events**

In December we were proud to be selected as a supported charity and attended Winchester Cathedral Christmas Market. We showcased art made by our women, and jams and preserve made with produce from the allotments as well as items made by our cookery team and knitted items made by our volunteers.

Despite heavy rain we were supported by participants, volunteers, staff and trustees and the team enjoyed engaging with members of the public from near and far. This day is always a highlight in our year, and we thank all those involved and the Winchester Cathedral organisers.
Whilst we cannot list all our donors and volunteers individually, we would like to thank each and every one for their generosity and support.

In addition to donations, Footprints relies upon securing contracts and grants from Trusts, Foundations and Corporations to deliver our support.

During the year we have received grant funding or donations from:

AB Charitable Trust,
Bentley Advancing Life Chances Small Grants Programme
Dorset Community Foundation
Dorset Police,
Dorset Community Foundation, BCP Thriving Communities Fund
Dorset Council,
Hampshire and the Isle of Wight Community Foundation, Sir James Scott Fund and Kenwood Community Trust Fund
Lloyds Bank Foundation,
Parish of Sherborne Lent Appeal
Powerstock PCC
Sir Jerimiah Colman Gift Trust,
The Arts Society
The Austin and Hope Pilkerton Trust
The Bernard Suney Foundation
The Dischma Charitable Trust
The Henry Smith Charity
The Makin Trust

The National Lottery Awards for All
The Valentine Charitable Trust
The Postcode Lottery – Little Magic Grants
Winchester City Council

**Volunteers**

This year we have been working to expand our opportunities for people to volunteer for Footprints. This has included opportunities to help at our cookery, support drop-ins and allotments at the Approved Premises as well as our art group. Students for Arts University Bournemouth have also been supporting the project in a number of ways including taking photography, modelling and graphic design.
We have been working with Cameron Makin to capture people's personal stories of how prison has affected them and hope to have an informative video by the end of 2024.

We have also been part of the Lloyds Bank Skills Exchange, working with a team of 6-8 bank employees to help develop our social media, including a new policy, framework and calendar, templates and staff training.

Our allotment and cookery projects have also been supported by Zurich Community Trust with three team of volunteers selecting our projects. The sessions will take place in Summer 2024.

At any one time we usually have around 20 people volunteering for the project, with many volunteers participating in multiple activities, however the greatest number are our volunteer mentors.

**Mentors**

Our volunteer mentors range in age and gender and some mentors have past convictions. New volunteers apply with references, undergo a Disclosure and Barring Service check, and attend induction training prior to volunteering. We usually have around 10-20 trained mentors supporting people at any one time. Most mentors support one mentee at a time with a maximum of 2 mentees.

> *'I give them my time and put them first. Many of the people coming through the prison system have never been put first, either by their families or by society. Putting them first helps to build their self-belief. It is a huge privilege to be able to help the people that we do and to be involved in their lives.'*
> Tim, Footprints Project Mentor

Ongoing training is delivered on a quarterly basis with topics including: conditioning and manipulation, working with women, older offenders, drug and alcohol misuse, and working with those suffering with Mental Health.

Mentors are matched on a range of factors, including geographical base, risks highlighted by probation and needs of the person to be supported. Volunteer length of engagement is long-lasting compared to the national average, with many volunteers giving 3 or more hours a week for several years.

This year we have also significantly strengthened our board in terms of numbers of Trustees and their skills and have added a new patron, Stephen Lake, Bishop of Salisbury who has kindly offered to host a fundraising event for the charity in 2025.

## Patrons

We would like to thank all our Patrons for their ongoing support during the year:

Bishop Stephen Lake
Lord Phillips of Worth Matravers
Right Rev. Nicholas Holtham
Right Rev. Tim Thornton
Mrs Minette Walters
Ms Kate Adie CBE DL
The Hon Mrs Sarah Chester

In January 2024 the board were saddened to hear of the sudden passing of our long-standing patron Erwin James. Thanks to the Guardian he became the most articulate voice of serving prisoners. He had a Runyonesque ability to tell stories about his fellow prisoners which were compassionate, amusing and educational for all of us. His prison memoir 'Redeemable' along with Jimmy Boyle's 'A Sense of Freedom' was the best biographical account of making good after committing horrendous crimes in recent decades.

James will be much missed at so many different levels.

## Affiliations

We are part of a local consortium, South West Mentoring Association and an affiliated partner of the National Community Chaplaincy Association. We are also a member of the National Criminal Justice Alliance, Clinks and Beyond the Streets and the Corbett Network.

This year we were one of the seven charities selected to take part in the first ever ELEVATE CJS (Elevating Lived Experience Voices, Advocacy, Training, and Expertise in the Criminal Justice System) leadership programme established by the Criminal Justice Alliance, that promotes the redistribution of power to people with lived experience of the criminal justice system. Following the success of the programme we have recruited Brendan Ross to our board in July 2024.

## Reserves Policy

The charity holds three to six months' expenditure in general reserves to maintain the day-to-day operations of the charity should there be a temporary fall in funding; this sum is calculated to be between £60,000 and £120,000. At the year-end the charity held free reserves of £92,000 highlighting the need to attract increased funding. The charity holds a Designated Fund which covers the estimated amount required as a contingency to wind up the charity should this need ever arise. The level of reserves is monitored and reviewed regularly.

## Future Plans and Direction

Our strategy is to identify and fill gaps that are not addressed by contracted services. This has led to the successful development of our work with APs, Female Diversionary scheme and work to support people after the end of their Dynamic Framework contracted support.

We will continue to focus on these gaps in provision with the aim of replicating our AP work at further sites in Dorset and Hampshire in 2024 and expanding our end of contract support. We have revisited our prison collections work, recognising that this is no longer routinely offered under day one services, yet is known to decrease the likelihood of reoffending and have reshaped our team to allow one member of staff to concentrate on prison support and collections from January 2024.

To increase sustainability, we are developing sales from our art, and grow and eat sessions. Whilst the turnover of items may be small, we also recognise the benefit in providing additional opportunities for participants.

We will continue to expand the range of opportunities for people to support the project and have offers of help from Dyer and Butler, Zurich Community Trust and Arts University Bournemouth including photography workshops, wood workshops, mental health support and gardening lined up for the next year.

Financial sustainability remains one of the main concerns and we are looking to develop further corporate sponsors in 2024.

**Financial Results and Review of the year ended 31st March 2024**

The financial results for the year are set out on pages 18-26 and show net deficit of £7,234 (2022: net deficit £58,119) with net assets of £146,076 (2022: £153,310). Income this year from all sources amounted to £219,617 (2022: £199,383) an increase of 10%. Total expenditure was £226,851 (2021: £257,502) a decrease of 12%. The increase in income reflects the endeavours of the CEO to ensure that Footprints wins bids and continues to attract funding notwithstanding economic climate. The decrease in costs is predominantly on account of reduction of staff cost as this area saw a decrease in hours worked. Footprints has also had to start paying rent on a small office whereas last year Footprints was able to operate from a premises free of charge. The overall loss for the year was budgeted. Attracting adequate funding in ensuing years will be vital to the future success of Footprints.

Costs and staffing levels are kept constantly under review.

**Risk Management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Charity maintains a risk register. A risk assessment is continuously monitored and presented at Trustee meetings. As in previous years the highest risks identified relate to the uncertainty of future income.

**Diversity and Inclusion**

The Charity follows its Diversity and Inclusion policies. The CEO and Trustees continue to consider the representation of Footprint's clients at all levels including staff, volunteers, Trustees and advisors and to strive to have a diverse representation.

**Climate Change**

The Charity do not consider climate change to be a principal risk or uncertainty facing the company however it continues to have regard to the impact of its operations on the community and the environment.

**Statement of Trustees' Responsibilities**

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

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 charitable company and of its incoming resources and application of resources, including its income and expenditure, of the charitable company 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 in the Charities SORP (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS102) have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies subject to the small companies regime provided by section 415A of the Companies Act 2006.

Approved by order of the Trustees on 9/12/ 2024 and signed on their behalf by:

Sarah Jane Radford

( ), Chair

SARAH JANE RADFORD

**FOOTPRINTS PROJECT**
**INDEPENDENT EXAMINER'S REPORT**
**FOR THE YEAR ENDED 31 MARCH 2024**

I report to the charity Trustees on my examination of the accounts of Footprints Project ("the charitable company") for the year ended 31 March 2024 which are set out on pages 18 to 26.

**Responsibilities and basis of the report**
As the Trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act')

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

**Independent Examiner's Statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe :

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Nicola Halls

Mrs N Halls MA FCA CTA
Chartered Accountant
**FLETCHER & PARTNERS**
Crown Chambers
Bridge Street
Salisbury
SP1 2LZ

Date: 10th December 2024

The Footprints Project

Statement of Financial Activities incorporating the Income and Expenditure account

for the Year Ended 31 March 2024

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.03.24 Total Funds £ | 31.03.23 Total Funds £ |
|---|---|---|---|---|---|
| **INCOME FROM:** | | | | | |
| Donations and grants | 2, 3 | 73,567 | 144,555 | 218,122 | 192,397 |
| Other trading activities | | - | - | - | 330 |
| Investment income | 4 | 1,288 | - | 1,288 | 739 |
| Other – Fundraising Events | | 207 | - | 207 | 5,917 |
| **Total income:** | | 75,062 | 144,555 | 219,617 | 199,383 |
| **EXPENDITURE ON:** | | | | | |
| **Costs of generating funds** | | | | | |
| Raising Funds | | 4,030 | | 4,030 | 5,192 |
| Charitable activities | 5, 6, 7 | 77,981 | 144,840 | 222,821 | 252,310 |
| **Total expenditure:** | | 82,011 | 144,840 | 226,851 | 257,502 |
| **NET MOVEMENT IN FUNDS** | | | | | |
| **NET INCOME/(EXPENDITURE) FOR THE YEAR** | | (6,949) | (285) | (7,234) | (58,119) |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 133,813 | 19,497 | 153,310 | 211,429 |
| Net movement in funds | | (6,949) | (285) | (7,234) | (58,119) |
| **Total funds carried forward** | | 126,864 | 19,212 | 146,076 | 153,310 |

The notes on pages 21 to 26 form part of these financial statements

The Footprints Project

Balance Sheet at 31 March 2024

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.03.24 Total Funds £ | 31.03.23 Total Funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Vehicles and Fittings | | - | - | - | - |
| **CURRENT ASSETS** | | | | | |
| Debtors | | - | - | - | 1,412 |
| Cash at bank and in hand | | 135,096 | 19,212 | 154,308 | 158,166 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 11 | (8,232) | - | (8,232) | (6,268) |
| **NET CURRENT ASSETS** | | 126,864 | 19,212 | 146,076 | 153,310 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 126,864 | 19,212 | 146,076 | 153,310 |
| **NET ASSETS** | | 126,864 | 19,212 | 146,076 | 153,310 |
| **FUNDS** | 12,13 | | | | |
| **Restricted Funds** | | | | 19,212 | 19,497 |
| **Unrestricted Funds:** | | | | | |
| General fund | | | | 91,864 | 98,813 |
| Designated fund | | | | 35,000 | 35,000 |
| Total Unrestricted Funds | | | | 126,864 | 133,813 |
| **TOTAL FUNDS** | | | | 146,076 | 153,310 |

The notes on pages 21 to 26 form part of these financial statements

Footprints Project

Balance Sheet - continued
At 31 March 2024

The trustees consider that the charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies for the year ended 31 March 2024.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and in accordance with the Charities SORP (FRS102).

The financial statements were approved by the Board of Trustees on 9 December 2024 and were signed on its behalf by:

Sarah Jane Radford
.....
(. ), Chair

SARAH JANE RADFORD

## 1. GENERAL INFORMATION

Footprints Project is a charitable company limited by guarantee, incorporated in England and Wales with the registered number 05314401, charity registered number 1110916 with the name Footprints Project Limited. Its registered office is c/o Martin and Company, 25 St Thomas Street, Winchester, Hampshire, SO23 9HJ and its business address is Oxford Point, 19 Oxford Road, Bournemouth, Dorset, BH8 8GS. In the event of the Trust being wound up, the liability in respect of the guarantee is limited to £1 per Member (Director) of the Charity whilst they are a member or within one year after they cease to be a member. The members are listed on page 3.

## 2. ACCOUNTING POLICIES

### Accounting convention

The charity constitutes a public benefit entity as defined by FRS 102. The accounts have been prepared in accordance with the Charities: Statement of Recommended Practice: Accounting and Reporting (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The principal accounting policies adopted in the preparation of the financial statements are set out below.

### Going Concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees have considered the financial position, forecasts and cash flows of the organisation and are satisfied that it is acceptable to prepare the accounts on a going concern basis.

### Income

All income is included on the Statement of Financial Activities when the charity becomes legally entitled to the income, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

#### Grants and donations

Income from grants and donations subject to the specific wishes of the donor are credited to the relevant restricted funds.

#### Government Grants

The charity has received government grants in the reporting period via various City and Local Authority grants.

#### Donated Services

The value of services and help provided by volunteers is not included in the accounts but is described in the Trustees' Annual Report.

### Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings

that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted general funds specifically to cover the estimated costs of winding up the charity should this need ever arise.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Tangible Fixed Assets and Depreciation**
Tangible Fixed Assets are included at cost less depreciation.

Assets costing less than £1,500 have been written off in the year of purchase.

**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.

**Financial instruments**
The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised at transaction value.

**Creditors (amounts falling due within one year)**
Short-term creditors are measured at the transaction price.

## 3. DONATIONS AND GRANTS

| | 31.03.24 | 31.03.23 |
|---|---|---|
| | £ | £ |
| Donations | 11,982 | 21,186 |
| Grants | 154,137 | 74,701 |
| Government Grants and Donations (City and County Councils) | 52,003 | 96,510 |
| | 218,122 | 192,397 |

In the year the restricted grants received were the government grants of £52,003 and other grants totalling £92,552.

**4.** The government grants received in the year were from Dorset Council, £7,000 to cover various Dorset expenses; £43,352.56 from Dorset Police to cover the Out of Court Diversionary Scheme; and £1,650 from Winchester Council for the charity's work at Approved Premises. There were no unfulfilled conditions or other contingencies and there was no other government assistance.

## 5. INVESTMENT INCOME

| | 31.03.24 | 31.03.23 |
|---|---|---|
| | £ | £ |
| Deposit account interest | 1,288 | 739 |

## 6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

| | 31.03.24 | 31.03.23 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 138,305 | 163,321 |
| Social security costs | 13,906 | 16,549 |
| Pension costs | 3,514 | 3,936 |
| Programme costs to support clients | 26,776 | 30,474 |
| Rent of office and room hire | 11,543 | 5,749 |
| Support costs (Note 6) | 28,777 | 32,281 |
| | 222,821 | 252,310 |

## 7. ANALYSIS OF SUPPORT COSTS

| | 31.03.24 | 31.03.23 |
|---|---|---|
| | £ | £ |
| Book-keeping | 1,660 | 1,840 |
| Insurance | 2,572 | 2,343 |
| Consultancy and professional fees | 5,372 | 5,305 |
| Postage and stationery | - | 1,614 |
| Sundries | 19 | 340 |
| Trustee expenses - travel | 129 | 50 |
| Bank charges | 150 | 122 |
| Communication and IT | 11,459 | 14,347 |
| Governance costs (Note 7) | 7,416 | 6,320 |
| | 28,777 | 32,281 |

In 2024 £10,000 of the support costs was covered by a grant restricted for that purpose.

## 8. ANALYSIS OF GOVERNANCE COSTS

| | 31.03.24 | 31.03.23 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 4,347 | 4,140 |
| Social security costs | 530 | 528 |
| Pension costs | 122 | 118 |
| Rent | 1,277 | 534 |
| Independent examination | 1,140 | 1,000 |
| | 7,416 | 6,320 |

## 9. NET (EXPENDITURE/) INCOME

This is stated after charging:

| | 31.03.24 | 31.03.23 |
|---|---|---|
| | £ | £ |
| Governance Costs | 7,416 | 6,320 |
| Independent Examiner's Fee (included above) | 1,140 | 1,000 |

## 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 31 March 2024 or for the year ended 31 March 2023.

**Trustees' expenses**

| | 31.03.24 | 31.03.23 |
|---|---|---|
| | £ | £ |
| Trustees' expenses | 129 | 50 |

Two trustees were reimbursed travel expenses during the year.

## 11. STAFF COSTS

| | 31.03.24 | 31.03.23 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 137,652 | 176,525 |
| Social security costs | 14,436 | 12,077 |
| Other pension costs | 3,636 | 4,054 |
| | 155,724 | 192,656 |

The average monthly number of employees during the year was as follows:

| | 31.03.24 | 31.03.23 |
|---|---|---|
| Operating staff | 7 | 7 |

No employees received emoluments in excess of £60,000.

All staff are considered key management personnel by the trustees.

## 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.03.24 | 31.03.23 |
|---|---|---|
| | £ | £ |
| Taxation and social security | 5,592 | 4,768 |
| Other creditors | 2,640 | 1,500 |
| | 8,232 | 6,268 |

## 13. MOVEMENT IN FUNDS

**Summary of funds - current year**

| | At 01.04.23 | Income | Expenditure | At 31.03.24 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Restricted Funds** | 19,497 | 144,555 | ( 144,840) | 19,212 |
| **Unrestricted Funds** | | | | |
| General fund | 98,813 | 63,080 | ( 82,011) | 79,882 |
| Designated fund | 35,000 | - | - | 35,000 |
| **TOTAL FUNDS** | 153,310 | 207,635 | ( 226,851) | 134,094 |

**Summary of funds - prior year**

| | At 01.04.22 | Income | Expenditure | At 31.03.23 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Restricted Funds** | 38,063 | 132,591 | ( 151,157) | 19,497 |
| **Unrestricted Funds** | | | | |
| General fund | 138,366 | 66,792 | ( 106,345) | 98,813 |
| Designated fund | 35,000 | - | - | 35,000 |
| **TOTAL FUNDS** | 211,429 | 199,383 | ( 257,502) | 153,310 |

Designated funds are unrestricted funds earmarked by management/trustees for particular purposes. Restricted funds represent income received specified by the donor for projects based in particular regions of the country or specific activities.

## 14. RESERVES

The Trustees have reviewed the charity's needs for contingency reserves in line with the guidance issued by the Charity Commission. Over a period of years the Trustees have pursued a policy which would establish financial reserves that would be sufficient to cover foreseeable costs and contingencies. The Trustees aim to be able to retain sufficient reserves necessary to meet employment liabilities and expenses, should any of the funding sources become unreliable or be delayed. The charity aims to ringfence three to six months' employment and relevant running costs.

In 2018 the Trustees denoted a designated reserve of £35,000 to cover the costs of closing the operations of the charity should funding become so difficult to obtain that it would be necessary to suspend activities in the opinion of the Trustees.

## 15. Indemnity Insurance

The Charity holds third party indemnity insurance, as authorised by the Articles of Association, to protect the Trustees and volunteers.

## 16. Related Party Note

The charity has not entered into any related party transactions during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2024.

The Footprints Project

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

**DONATIONS AND GRANTS**

| | 31.03.24<br>£ | 31.03.23<br>£ |
|---|---|---|
| **INCOME** | | |
| **Voluntary income** | | |
| Donations | 11,982 | 21,186 |
| Grants | 154,137 | 74,701 |
| Government Grants | 52,003 | 96,510 |
| Fundraising Events | 207 | 5,917 |
| Trading Activities | - | 330 |
| | 218,329 | 198,644 |
| **Investment income** | | |
| Deposit account interest | 1,288 | 739 |
| **Total income** | 219,617 | 199,383 |
| **EXPENDITURE** | | |
| **Costs of generating voluntary income** | | |
| Fund raising | 4,030 | 5,192 |
| **Charitable activities** | | |
| Wages and salaries | 138,305 | 163,321 |
| Social security costs | 13,906 | 16,549 |
| Pension costs | 3,514 | 3,936 |
| Programme costs to support clients | 26,776 | 30,474 |
| Rent | 11,543 | 5,749 |
| | 194,044 | 220,029 |
| **Governance costs** | | |
| Wages and salaries | 4,347 | 4,140 |
| Social security costs | 530 | 528 |
| Pension costs | 122 | 118 |
| Rent | 1,277 | 534 |
| Independent Examination | 1,140 | 1,000 |
| | 7,416 | 6,320 |

This page does not form part of the statutory financial statements

The Footprints Project

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

| | 31.03.24<br>£ | 31.03.23<br>£ |
|---|---|---|
| **Management** | | |
| Book-keeping | 1,660 | 1,840 |
| Insurance | 2,572 | 2,343 |
| Consultancy and professional fees | 5,372 | 5,305 |
| Postage and stationery | - | 1,614 |
| Sundries | 19 | 340 |
| | 9,623 | 11,442 |
| **Trustee Expenses** | | |
| Travel | 129 | 50 |
| **Finance** | | |
| Bank charges | 150 | 122 |
| **Information technology** | | |
| Communication and IT | 11,459 | 14,347 |
| **Total resources expended** | 226,851 | 257,502 |
| **Net (expenditure) income** | (7,234) | (58,119) |

This page does not form part of the statutory financial statements

**FOOTPRINTS PROJECT LIMITED**

England & Wales - Charity number 1110916

# Accounts

**REGISTERED COMPANY NUMBER: 05314401 (England and Wales)**
**REGISTERED CHARITY NUMBER: 1110916**

Report of the Trustees and
Unaudited Financial Statements for the Year ended 31 March 2023
for

# Footprints Project

# Footprints Project

## Contents of the Financial Statements for the Year Ended 31 March 2023


| | Page |
|---|---|
| Legal and administrative information | 3 |
| Trustees' report | 4-16 |
| Independent examiner's report | 17 |
| Statement of financial activities | 18 |
| Balance sheet | 19 - 20 |
| Notes to the financial statements | 21 - 25 |

Footprints Project

Report of the Trustees for the Year Ended 31 March 2023

| | |
|---|---|
| **Charity number** | 1110916 |
| **Company registration number** | 05314401 |
| **Business address** | Oxford Point,<br>19, Oxford Road,<br>Bournemouth<br>Dorset<br>BH8 8GS |
| **Registered office** | c/o Martin and Company,<br>25, St Thomas Street,<br>Winchester,<br>Hampshire,<br>SO23 9HJ |
| **Trustees** | Jennie Paterson B.A., F.C.I.M.– Chair (resigned 12th October 2022)<br>Sarah Jane Radford FCA (appointed Chair 12th October 2022)<br>Bernadette Macdonald-Raggett (resigned 12th October 2022)<br>Mark Hudson MA (Oxon), MA (London) (resigned 18th January 2023)<br>John Harding CBE<br>Sarah Peppiatt BA<br>Heather Bland<br>Michael Rowe BCL, PgDip, LLB (appointed 12th October 2022)<br>Lija Broka ACA CTA (appointed 13th April 2023) |
| **Chief Executive** | Dr Caroline Stevens |
| **Banking Services** | Unity Trust Bank<br>Four Brindley Place<br>Birmingham<br>B1 2JB<br><br>Santander UK PLC<br>2 Triton Square<br>Regents Park<br>London<br>NW1 3AN |

## Trustees' report

The Trustees present their report and the financial statements for the year ended 31 March 2023. The Trustees, who are also directors of Footprints Project for the purposes of company law, are set out on page 3.

## Structure, governance and management

Footprints Project ("Footprints") is a registered charity and is thus exempt from taxation on any surpluses. The property of the charity is vested in the Trustees and management is through the Chief Executive, the managers and the Trustees.

The Trustees consider that sufficient resources exist for the continuance of the project. Risks are considered, at least quarterly, and taken into account in setting future levels of expense. New Trustees are recruited when necessary and are given appropriate training at the time of appointment.

## Objectives and Public Benefit

The objectives of the charity are to benefit the local community by supporting the rehabilitation and relieving the needs of people who are, or have been, in prison, under supervision, on licence or under investigation by the police, those identified as at risk of offending, their families and also victims of crime. The Trustees have reviewed the objectives and are satisfied the charity meets them in full.

Footprints is actively involved in educating the public as to the difficulties that face people when re-integrating into society following their release from prison. To this end, members of our staff are available to give talks to community groups and are actively engaged in interacting with other agencies within the Criminal Justice system.

In deciding these objectives, the Trustees have paid due regard to the Charity Commission guidance on public benefit and have complied with their duty in section 17 of the Charities Act 2011.

## Our Approach

Our approach is based on best practice and desistance theory, which states that people need to have a sense of belonging to their community, self-belief and the ability to develop a new self-identity through work, volunteering or contributing to the local community in order to stop committing crime.

Our support can be broken into three broad areas

- Crisis support including meeting the basic needs of people released from prison or in crisis in the community, such as accessing food, clothing, GP/health support, setting up bank account, benefits and small grants. For example, in the past year we have helped people with grants to assist with accommodation, white goods, and health/dentistry.

- Helping people make informed choices and gaining support around the root causes of crime, such as drug, alcohol or gambling problems, coercive or abusive relationships and self-harming behaviours. Whilst we do not seek to replace the specialist agencies in the local area, mentors will signpost, refer and accompany people to their appointments, increasing motivation to attend and engagement. Mentors remind people of up-coming appointments by text and also offer a non-judgemental space to discuss problems with addiction without repercussions. Mentees feel more able to off-load to a mentor they trust and move to a place of accepting help and addressing addiction.

- Developing support networks. At the start of the relationship the mentor will often be the only person from the community that our mentee has contact with. Mentors will help the person engage in new activities in their local community, to develop a new sense of belonging and new positive social networks. This may be through taking part in new hobbies or sports, clubs or activities or work and volunteering which will help reduce social isolation, develop a new self-identity and self-esteem.

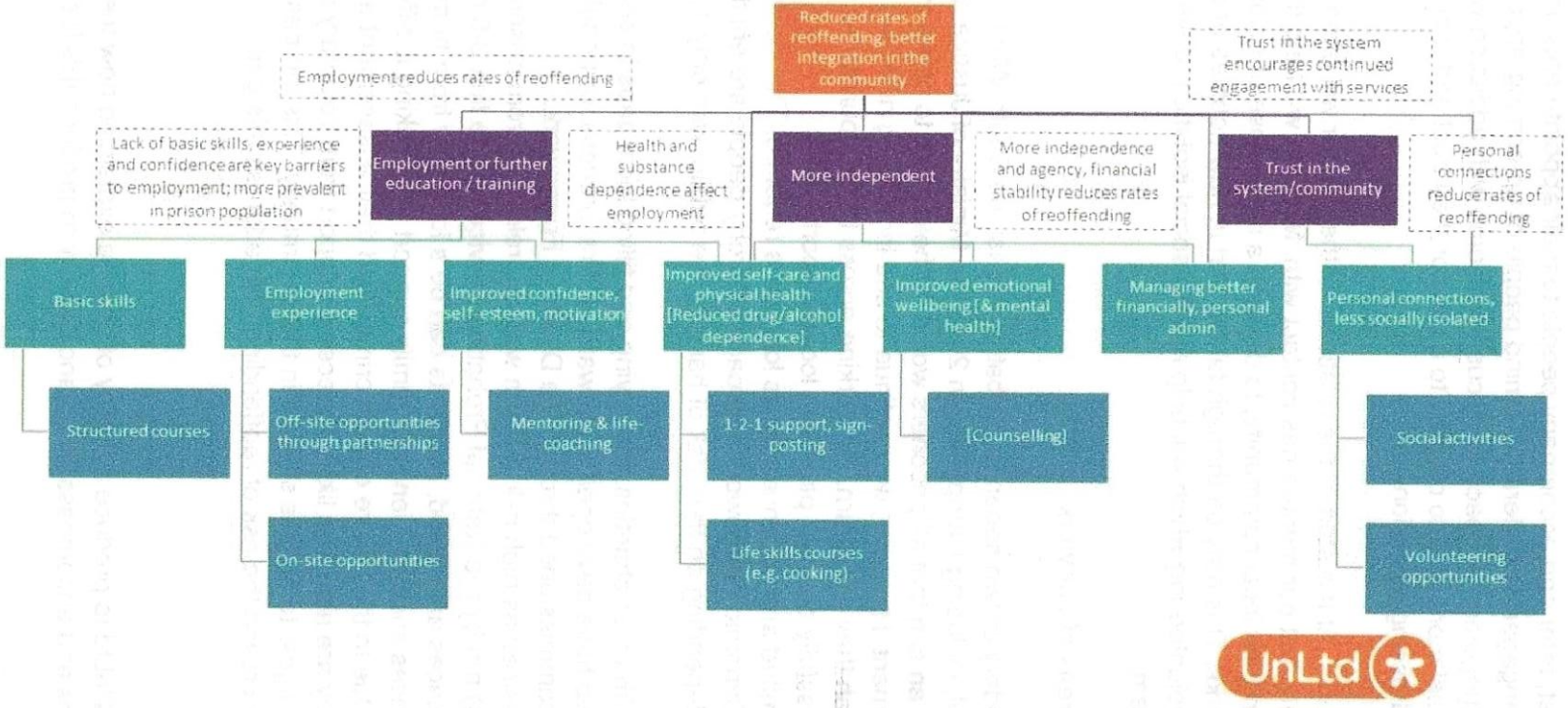
We have identified four unique areas of our work:

- We work across the boundary of two separate probation areas; the South West, including Dorset, and South Central, including Hampshire. In 2013 the Ministry of Justice developed resettlement prisons with an aim that all prisoners would be held close to home in their last three months of imprisonment. However, we continue to see increasing numbers held outside the probation area to which they will return. By working across these boundaries we have the local knowledge to successfully connect people to local support.
- Our support is not time limited and continues for as long as is required. This contrasts with the MOJ commissioned Dynamic Framework approach whereby people are entitled to 3, 6 or 12 contacts over a year depending on their risk of harm to the public, with only 1,2 or 3 meetings before release.
- We work in partnership with other charities, identifying and filling local gaps in service provision. For example, we have developed an onward referral process for people who have completed their support commissioned through the Dynamic Framework.
- We work with people classified as high risk of harm who are released from prison to reside in Approved Premises (APs) run by the National Probation Service for the first 3-6 months after release from prison. As places are limited, residents can be a long way from home, isolating them from positive influences such as friends or family support and making it difficult for them to secure employment. Due to the nature of their crimes and their assessment as "high risk of harm to the public", they are also less likely to receive support from voluntary agencies at the premises and may struggle to access support in the community. This increases their social isolation and can increase the risk of reoffending. We address this gap.

**Activities**

In 2020, Footprints worked with UnLtd to produce a theory of change explaining how the activities we undertake meet our objectives and encompass desistance theory to produce this lasting change in the people we support.

# Footprints Project: Theory of Change



In the year ending 31st March 2023 we provided:

- 'through the gate' and community mentoring of offenders who are, or will be, residing in Dorset or Hampshire, primarily led by trained local volunteer mentors;
- Specialist female-only support including our Out of Court Diversionary Scheme ("OOCD") in conjunction with Dorset Police and the Police Crime Commissioner and support at our Hub in Winton, Dorset;
- A focus on employment and training through our Solent Supporting Employment Programme;
- Support and training for offenders classified as high risk of harm to the public who are residing at Approved Premises in Hampshire;
- Mental Health support including coping strategies and complementary yoga, Indian head massage and art sessions for women at our community hub in Winton and drop-in sessions at approved premises in Hampshire.

**Key Achievements and Performance for the year ending 31st March 2023**

- We received 289 requests for support. This included 183 new referrals and 106 ongoing cases.
- 40% of people mentored were returning to, or living in, Hampshire and 60% in Dorset. 13% of referrals have been for cross border support.
- 52% of people referred self-identified as female, 41% as male and 7% as other genders.
- Less than 6% of women on our OOCD reoffended (proven 6 months reoffending evaluated by Dorset Police) and only 5% of people mentored were recalled during our support.
- 40% of people supported on our European Social Fund Employment Scheme in Hampshire moved from economic inactivity into training, volunteering, employment or actively seeking work, higher than our target and representing a fantastic achievement for this cohort who have often never held a job or had any qualifications.
- Only 4% of people mentored dropped out of support in the first six weeks after release, a crucial time of change, and 66% of people entered long-term mentoring staying with the project for over 12 weeks. We pride ourselves in providing ongoing support to people as long as they require help and are motivated to engage rather than support on a short term basis only. The majority of cases (61%) were completed within 6 months however 21% of people requested support for over a year.
- Our support is individualised and progress is measured on star outcomes charts utilising the Community Chaplaincy Association software. Stability is determined as a score of 6 or above (maximum score 7 or 8 depending on the area of support). Our mentoring and OOCD scheme supported the people to achieve stability in the following areas: Housing/Accommodation (81 people), Finance/Benefit Debt (80 people), Mental Health (81 people), Physical Health (65 people), Substance Misuse (23 people), Education / Training (12 people), Employment / Volunteering (46 people), Children / Family (46 people), Domestic Violence / Abuse (12 people), Sex Abuse (3 people) , Self-harm (23 people).
- 86% of people supported with mentoring or on our OOCD scheme achieved stability in at least one area of support. 19% achieved stability in one area of support, 22% in two areas of support, 15% in three areas of support, 12% in four areas of support, 9% in five areas of support and 9% in six or more areas of support.

**Prison, Through the Gate and Community Mentoring**

Our support is based on a co-developed action plan and varies with the needs of each person in length, intensity and type of support offered. Some people will only require help during their prison sentences, whilst others require short- or long-term support in the community or practical support.

We offer mentoring and practical support for those who are living in or are returning to live in Dorset or Hampshire. Staff work with the person to assess their needs around housing, education training and employment, finance and debt, mental and physical health, substance misuse, families and children as well as attitudes, thinking and behaviour. They will then be matched to a volunteer mentor.

Mentors typically supported people with weekly face-to-face or phone support meetings, with additional phone and text support between meetings as required. Our support continues for as long as is required.

We can also link people to small crisis grants provided by partner charities including the MacDougal Trust, Vicars Fund, Smallwood Trust and Acts 435 to name a few.

Footprints takes referrals from any prison. Referrals are concentrated on our local prisons (HMP Portland, HMP The Verne, HMP Guys Marsh, HMP Channings Wood, HMP Exeter, (all in Dorset and Devon), HMP Winchester (Hampshire), and our local female prison HMP Bronzefield (Middlesex), and HMP Eastwood Park (Gloucestershire)). However, this year we have seen 6 additional prisons referring people to us.

We continue to offer collections on the day of release where this is not being provided by the statutory contract holder, there is evidence of need, for example due to physical or mental disability, and the person wants on-going support from Footprints.

> *'I am really grateful for the work of Footprints; you guys have done more to help me than anyone else has. I sometimes feel like I am being set up to fail. You guys don't judge me and have done loads to help me, more than anyone else'.*
> ***Footprints Mentee June 2022***

In the year ended 31st March 2023, Footprints received 89 new requests for mentoring and supported 154 people in total. 40% of people were returning to or resident in Dorset and 60% Hampshire. 56% of referrals were for support of people already released in the community or on community sentences with 44% being for people still serving a sentence in prison. The continued increase in referrals for people already released is in part due to the success of our Approved Premises work with people residing in Approved Premises accounting for 31% of cases referred for mentoring, as well as our development of a referral system from commissioned services at the end of their short-term intervention.

13% of referrals were for cross border support i.e., people who were in prison in Hampshire returning to live in Dorset or vice versa.

Only 5% (8) people were recalled during our support. This compares favourably with the national level which has seen the percentage of recalled prisoner increase by 23% on the previous year. A recent Inspectorate report focussing on 100 individuals showed 30% being recalled to prison within 9 months of release.

Most people engaged with the project for up to 6 months, but 6% of individual request support for over 2 years, showing the limits to the current short term commissioned MOJ Dynamic Framework interventions.

**Support for women at risk of offending**

**1. Out of Court Diversionary scheme.**

We deliver an adult Out of Court Diversionary scheme for women in partnership with Dorset Police.

Women who are classified as vulnerable under the Police and Criminal Evidence Act ("PACE") regulations and are either first time offenders or have not offended in the past two years receive a conditional caution and opportunity to work with us for 16 weeks rather than progressing to court.

We supported 154 women with less than 6% reoffending at 6 months (proven reoffending analysed by Dorset Police), reducing reoffending by over 60% compared to a control group in the year before launch (2018-2019).

> *I think Footprints are great supporting me the way they have. Nice to have someone non judgmental (to talk to) –* ***SH OOCD participant September 2022***

**2. Community Hub and Art**

In October 2021 we were offered the free use of the former Barclays Bank site at Winton until October 2022. Following our MOJ funded research in 2020 looking at the needs of vulnerable women in Dorset, we developed a female-only support centre in collaboration with Probation, Bournemouth University, local charities and consultants. The centre provided drop-in and one to one-support provided by Footprints staff and volunteers, and complimentary sessions to improve health and wellbeing including yoga, Indian head massage and art. A counselling course for victims of domestic violence (The Phoenix Project) run in conjunction with Bournemouth University was also available. The hub also offered free office space to local agencies as well as housing a volunteer-run clothing bank and a stock of free toiletries.

> *"I have been a teacher/facilitator of some description for nearly 25 years and can honestly say spending time on a weekly basis, working with these women has been one of the most satisfying and humbling experiences of my career. It has been an absolute joy and delight to know how much having the opportunity to be creative means to them."*
> ***Samantha March, Art Teacher***

27 women were referred to the hub to either utilise drop-in support from our female support workers, access the toiletries and clothing bank and a group of 11 women regularly attended our wellbeing and art sessions. Further women utilised the space to meet other agencies or participate in the Pheonix Project.

*Clockwise from top left yoga, art, the clothing bank and wellbeing sessions at the hub*

**Solent Supporting Employment**

Footprints was part of the Solent Supporting Employment partnership from December 2020 to December 2022. The partnership, part funded by the European Social Fund, was set up to reach economically inactive people in Hampshire and assist them into employment or actively seeking employment. Footprints provided a dedicated team of two part-time staff supported by our Hampshire Co-ordinator, helping people predominantly at APs by creating CVs, searching for job opportunities, accessing grants for work and interview clothing, writing job applications and giving advice on basic interview skills. Support was offered to 55 people, exceeding 100% of our target. 40% of those supported entered into employment or active job search.

*"This was particularly challenging with their target group and the additional broad impact of the Covid pandemic during the project period. These results relate very highly in comparison to other ESF funded employability work.*
*The organisation and staff team were coordinated in their project delivery, and administratively sound with all reporting and financial requirements. They were responsive as required and I fully appreciated the open dialogue and support where required to successfully address any matters as they arose throughout the period of this complex project. I would recommend Footprints for any similar project funding application."*
***Rob Armstrong, ESF Contract Manager, HIWCF***

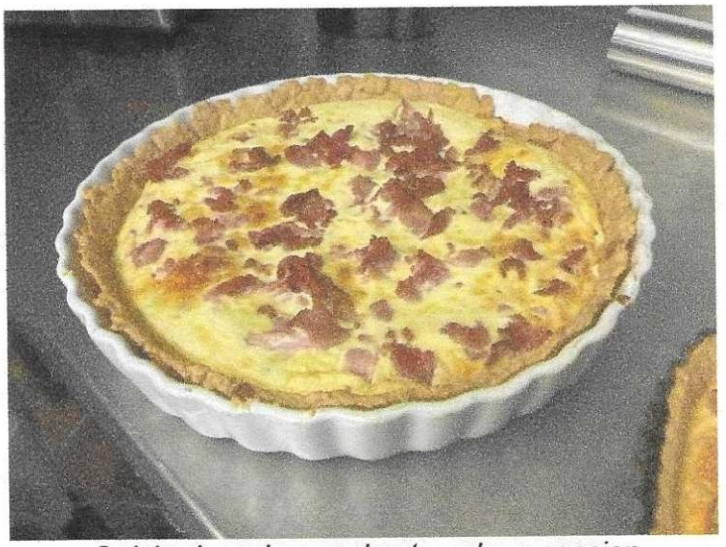
We are extremely pleased with our achievements, especially when set against the transient nature of the people in the APs and the difficulties faced by people with convictions entering the workforce, including disclosure of criminal records, a lack of employment record, qualifications or skills and lower than average reading and writing abilities.

**Approved Premises**

Since 2019 we have been working across the area, including 3 Aps in Hampshire and 2 in Dorset as well as one in Bridgwater, Somerset and The Elizabeth Fry AP in Berkshire to support men and women returning to our area.

We offer additional services at the Grange, Waterlooville and Dickson's House, Fareham including the development of skills training to enhance employability and mental health support to increase self-coping techniques. We deliver basic cookery, NVQ level 2 in Food Hygiene and received a grant to develop basic gardening in 2023.

Cookery takes place monthly, with funding for 2023-2024 to extend this to 2 sessions per month. Participants cook a meal from scratch which they then share, often producing enough food for other residents and staff. They are given recipe cards to take away and also learn about budgeting. All the meals produced cost under £1 per portion for a 2 course meal and can be frozen in portions, making the recipes suitable for residents to cook at home once they leave the AP. This increases their skills and knowledge of nutrition as well as reducing food poverty. Due to the limitations of the premises sessions are limited to 4 participants attending each session with people attending 3-6 sessions during their stay. 33 individuals attended sessions across the year.



*Quiche Lorraine made at cookery session*

We also offer mentoring support to residents at Landguard Road, Southampton; The Pines, Bournemouth; Weston; Weymouth and women at Elizabeth Fry House who are coming back to the area.

## Mental Health Support

We secured a grant from Hampshire and Isle of Wight NHS No Wrong Door Community Mental Health Transformation Programme to develop mental health drop-ins at The Grange and Dickson's house APs to ensure residents had access to basic health and coping strategies to manage their mental health. The drop-ins are led by a former GP and Footprint mentor assisted by a team of Footprints volunteers and staff.

> *"This support group helps me manage my anxiety"*
> *"It was well delivered and I learnt a new technique"*
>
> ***Taken from Mental health group participant feedback forms April 2022- December 2022***

At the halfway point in the project (reported in December 2022) we had supported a total of 44 people with a target of 50 for the year. 19 people had received one-to-one mentoring sessions, and 25 people attended group sessions and we had delivered 54 sessions at the approved premises in total.

Participants reported decreased anxiety following sessions and some reported feeling well enough to seek employment. After the intervention 100% of offenders were able to access basic health care i.e. were registered with a GP. We provided bespoke health advice including information on managing ADHD. At the time of the interim report, 100% of people rated the service as 8 or more out of 10.

## Funders and Fundraising Events

It has been a busy and productive year with four main fundraising events. We were lucky enough to gain two places in the London Marathon with our development manager, Sara Armstrong and volunteer Matt Meech successfully completing the course. In September, Kate Adie, our Patron and Paula Harriott, Head of Prisoner Engagement at the Prison Reform Trust, discussed "Women's prisons: The damage done to families and children" at the Alton Maltings to a packed auditorium.

*Matt and Sara finishing the London Marathon, Kate Adie and Paula Harriott at Alton Maltings Event*

In December we were proud to be selected as a supported charity and attended Winchester Cathedral Christmas Market. We showcased art made by our women, and woodwork previously made at the Grange AP. We followed this up with a further exhibition of art in February at the Gallery Upstairs at Upton Country Park. The exhibition was attended by over 100 people including former staff, volunteers, colleagues from Probation, women involved in the project and the general public.

*"Great Project and some Brilliant Work. The world is a better place for it"*
*"Beautiful display of creativity – so many inspiring pieces of work. Loved the variety of mediums used and the emotion conveyed in every piece!"*
*"Some of these are excellently created and would stand out in any exhibition"*
*"It has given me some ideas for my own art"*
***Taken from Exhibition comments book***

Whilst we cannot list all our donors and volunteers individually, we would like to thank each and every one for their generosity and support. In addition to donations, Footprints relies upon securing contracts and grants from Trusts, Foundations and Corporations to deliver our support.

During the year we have received grant funding or donations from:

Dorset Police,
Dorset Community Foundation
Dorset Council,
European Union Social Fund and Solent Supporting Employment – HIOWCF and Solent LEP,
Hampshire Police and Crime Commissioner,
Hampshire and the Isle of Wight Community Foundation – Kenwood Community Fund
Lloyds Bank Foundation,
Sir Jerimiah Colman Gift Trust,
St Martin in the Fields, Frontline Network
The Big Give Women and Girls Campaign
The Henry Smith Charity
The Worshipful Company of Leathersellers
Winchester City Council.

**Volunteer mentors**
Our volunteer mentors range in age and gender and some mentors have past convictions. New volunteers apply with references, undergo a Disclosure and Barring Service check, and attend induction training prior to volunteering. We usually have around 10-20 trained mentors supporting people at any one time. Most mentors support one mentee at a time with a maximum of 2 mentees.

Ongoing training is delivered on a quarterly basis with topics including: conditioning and manipulation, working with women, older offenders, drug and alcohol misuse, and working with those suffering with poor Mental Health.

Mentors are matched on a range of factors, including geographical base, risks highlighted by probation and needs of the person to be supported. Volunteer length of engagement is long-lasting compared to the national average, with many volunteers giving 3 or more hours a week for several years.

**Affiliations**

We are part of a local consortium, South West Mentoring Association and an affiliated partner of the National Community Chaplaincy Association. We are also a member of the National Criminal Justice Alliance, Clinks and Beyond the Streets and the Corbett Network.

**Reserves Policy**

The charity holds three to six months' expenditure in general reserves to maintain the day-to-day operations of the charity should there be a temporary fall in funding; this sum is calculated to be between £65,000 and £130,000. At the year-end the charity held free reserves of £99,000 highlighting the need to attract increased funding. The charity holds a Designated Fund which covers the estimated amount required as a contingency to wind up the charity should this need ever arise. The level of reserves is monitored and reviewed regularly.

**Future Plans and Direction**

We continue to follow our strategy to identify and fill gaps that are not addressed by contracted services. This includes our work with APs and Diversionary scheme. We will focus on gaps in provision of mentoring services, for example working with those who are at the end of their statutory support.

Opportunities that are being investigated include "Grow and Cook" groups at the Grange, utilising unused outside space to grow vegetables to use in our basic cookery. We would also like to expand this opportunity for those in the community.

We would also like to offer a diversionary scheme to vulnerable men and are part of a multi-agency bid to the government for this provision.

To increase sustainability, we are looking at development of micro enterprises such as developing sales from our art and grow and eat sessions. Whilst the turnover of items may be small, we also recognise the benefit in providing additional opportunities for participants.

**Financial Results and Review of the year ended 31st March 2023**

The financial results for the year are set out on pages 18-25 and show net deficit of £58,119 (2022: net deficit £42,258) with net assets of £153,310 (2022: £211,429). Income this year from all sources amounted to £199,383 (2022: £178,300) an increase of 12%. Total expenditure was £257,502 (2021: £220,558) an increase of 17%. The increase in income was unexpected but reflects the endeavours of the CEO to ensure that Footprints wins bids and continues to attract funding notwithstanding economic climate.

This has helped the charity to stay solvent through the pandemic. The increase in costs is due to staff cost-of-living pay awards and other salary increases. Footprints has also had to start paying rent on a small office whereas last year Footprints was able to operate from a premises free of charge. The overall loss for the year was budgeted. Attracting adequate funding in ensuing years will be vital to the future success of Footprints. Footprints has been awarded two 3-year funding bids recently.

Costs and staffing levels are kept constantly under review.

**Risk Management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Charity maintains a risk register. A risk assessment is continuously monitored and presented at Trustee meetings. As in previous years the highest risks identified relate to the uncertainty of future income.

**Diversity and Inclusion**

The Charity follows its Diversity and Inclusion policies. The CEO and Trustees continue to consider the representation of Footprint's stakeholders at all levels including clients, staff, volunteers, Trustees and advisors and to strive to have a diverse representation.

**Climate Change**

The Charity do not consider climate change to be a principal risk or uncertainty facing the company however it continues to have regard to the impact of its operations on the community and the environment.

**Thanks**

We would also like to thank Bo de Groot for taking all the minutes at our meetings and our Patrons for their ongoing support during the year:

Lord Phillips of Worth Matravers
Right Rev. Nicholas Holtam
Right Rev. Timothy Thornton
Mrs Minette Walters
Ms Kate Adie CBE DL
The Hon Mrs Sarah Chester
Mr Erwin James

**Statement of Trustees' Responsibilities**

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

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies subject to the small companies regime and in accordance with FRS 102 SORP.

Approved by order of the Trustees on 18/10/23 2023 and signed on their behalf by:

Sarah Jane Radford

**SJ Radford, Chair**

## Independent Examiner's Report to the Trustees of Footprints Project

**Responsibilities and basis of report**

I report on my examination of the accounts of the company for the year ended 31 March 2023 set out on pages 18 to 25.

The charity's trustees of the Company (who are also the directors of the company for the purposes of company law), are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

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

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Vivien Bayne-Jardine

Vivien Bayne-Jardine ACA

Date: 18 October 2023

8 Turnpike
Aldbourne
Wiltshire SN8 2BZ

Footprints Project

Statement of Financial Activities for the Year Ended 31 March 2023

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.3.23 Total Funds £ | 31.3.22 Total Funds £ |
|---|---|---|---|---|---|
| **INCOME FROM:** | | | | | |
| Donations and grants | 2 | 59,806 | 132,591 | 192,397 | 176,094 |
| Other trading activities | | 330 | - | 330 | 223 |
| Investment income | 3 | 739 | - | 739 | 73 |
| Profit on sale of Fixed Assets | | - | | - | 1,594 |
| Other – Fundraising Events | | 5,917 | - | 5,917 | 316 |
| **Total** | | 66,792 | 132,591 | 199,383 | 178,300 |
| **EXPENDITURE ON:** | | | | | |
| Generating Funds | | 5,192 | - | 5,192 | 5,382 |
| Charitable activities | | 68,872 | 151,157 | 220,029 | 186,425 |
| Other | | 32,281 | - | 32,281 | 28,751 |
| **Total** | | 106,345 | 151,157 | 257,502 | 220,558 |
| **NET (EXPENDITURE) INCOME** | 4/5/6 | (39,553) | (18,566) | (58,119) | (42,258) |
| **NET MOVEMENT IN FUNDS** | | (39,553) | (18,566) | (58,119) | (42,258) |
| **RECONCILIATION OF FUNDS** | | | | | |
| **Total funds brought forward** | | 173,366 | 38,063 | 211,429 | 253,687 |
| **TOTAL FUNDS CARRIED FORWARD** | | 133,813 | 19,497 | 153,310 | 211,429 |

The notes form part of these financial statements

Footprints Project

Balance Sheet
At 31 March 2023

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.3.23 Total Funds £ | 31.3.22 Total Funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Vehicles and Fittings | | - | - | - | - |
| **CURRENT ASSETS** | | | | | |
| Debtors | | 1,412 | | 1,412 | - |
| Cash at bank and in hand | | 138,669 | 19,497 | 158,166 | 222,991 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 7 | (6,268) | - | (6,268) | (11,562 ) |
| **NET CURRENT ASSETS** | | 133,813 | 19,497 | 153,310 | 211,429 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 133,813 | 19,497 | 153,310 | 211,429 |
| **NET ASSETS** | | 133,813 | 19,497 | 153,310 | 211,429 |
| **FUNDS** | 8/9 | | | | |
| **Restricted Funds** | | | | 19,497 | 38,063 |
| **Unrestricted Funds:** | | | | | |
| General fund | | | | 98,813 | 138,366 |
| Designated fund | | | | 35,000 | 35,000 |
| Total Unrestricted Funds | | | | 133,813 | 173,366 |
| **TOTAL FUNDS** | | | | 153,310 | 211,429 |

The notes form part of these financial statements

Balance Sheet - continued
At 31 March 2023

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies for the year ended 31 March 2023.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015) and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 18/10/23 and were signed on its behalf by:

Sarah Jane Radford

SJ Radford, Chair

## 1. ACCOUNTING POLICIES

### Accounting convention

The charity constitutes a public benefit entity as defined by FRS 102. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued 16 July 2014, the Charities Act 2011, the Companies Act 2006 and the UK Generally Accepted Accounting Practice.

The charity has applied update bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds it is applying FRS 102 Section 1A.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The principal accounting policies adopted in the preparation of the financial statements are set out below.

### Going Concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees have considered the financial position, forecasts and cash flows of the organisation and are satisfied that it is acceptable to prepare the accounts on a going concern basis.

### Income

All income is included on the Statement of Financial Activities when the charity becomes legally entitled to the income, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

#### Grants and donations

Income from grants and donations subject to the specific wishes of the donor are credited to the relevant restricted funds.

#### Government Grants

The charity has received government grants in the reporting period via various City and Local Authority grants.

#### Donated Services

The value of services and help provided by volunteers is not included in the accounts but is described in the Trustees' Annual Report.

### Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings

that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

The charity made redundancy payments during the year.

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted general funds specifically to cover the estimated costs of winding up the charity should this need ever arise.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Tangible Fixed Assets and Depreciation**

Tangible Fixed Assets are included at cost less depreciation.

Assets costing less than £1,500 have been written off in the year of purchase.

## 2. DONATIONS AND GRANTS

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Donations | 21,186 | 21,102 |
| Grants | 74,701 | 62,619 |
| Government Grants and Donations (city and county councils) | 96,510 | 90,080 |
| Government HMRC JRS Grant | - | 2,293 |
| | 192,397 | 176,094 |

## 3. INVESTMENT INCOME

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Deposit account interest | 739 | 73 |

## 4. NET (EXPENDITURE) INCOME

This is stated after charging:

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Governance Costs | 6,320 | 5,162 |
| Independent Examiner's Fee | 1,000 | 1,000 |

## 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 31 March 2023 or for the year ended 31 March 2022.

**Trustees' expenses**

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Trustees' expenses | 50 | - |

## 6. STAFF COSTS

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 176,525 | 158,774 |
| Social security costs | 12,077 | 12,031 |
| Other pension costs | 4,054 | 2,890 |
| | 192,656 | 173,696 |

The average monthly number of employees during the year was as follows:

| | 31.3.23 | 31.3.22 |
|---|---|---|
| Operating staff | 7 | 8 |

No employees received emoluments in excess of £60,000.

## 7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.23 | 31.3.22 |
|---|---|---|
| | £ | £ |
| Taxation and social security | 4,768 | 4,116 |
| Other creditors | 1,500 | 7,446 |
| | 6,268 | 11,562 |

## 8. MOVEMENT IN FUNDS

| | At 1.4.22 | Net movement in funds | At 31.3.23 |
|---|---|---|---|
| | £ | £ | £ |
| **Restricted Funds** | 38,063 | (18,566) | 19,497 |
| **Unrestricted Funds** | | | |
| General fund | 138,366 | (39,553) | 98,813 |
| Designated fund | 35,000 | - | 35,000 |
| **TOTAL FUNDS** | 211,429 | (58,119) | 153,310 |

Net movement in funds, included in the above are as follows:

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| | £ | £ | £ |
| **Restricted funds** | 132,591 | (151,157) | (18,566) |
| **Unrestricted funds** | 66,792 | (106,345) | (39,553) |
| **Designated funds** | - | - | - |
| **TOTAL FUNDS** | 199,383 | (257,502) | (58,119) |

Designated funds are unrestricted funds earmarked by management/trustees for particular purposes.

## 9. RESERVES

The Trustees have reviewed the charity's needs for contingency reserves in line with the guidance issued by the Charity Commission. Over a period of years the Trustees have pursued a policy which would establish financial reserves that would be sufficient to cover foreseeable costs and contingencies. The Trustees aim to be able to retain sufficient reserves

necessary to meet employment liabilities and expenses, should any of the funding sources become unreliable or be delayed. The charity aims to ringfence three to six months' employment and relevant running costs.

In 2018 the Trustees denoted a designated reserve of £35,000 to cover the costs of closing the operations of the charity should funding become so difficult to obtain that it would be necessary to suspend activities in the opinion of the Trustees.

Footprints Project

Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

| | 31.3.23 £ | 31.3.22 £ |
|---|---|---|
| **INCOME** | | |
| **Voluntary income** | | |
| Donations | 21,186 | 21,102 |
| Grants | 74,701 | 62,619 |
| Government JRS Grants | - | 2,293 |
| Government Grants | 96,510 | 90,080 |
| Fundraising Events | 5,917 | 316 |
| Trading Activities | 330 | 223 |
| Sale of Fixed Assets | - | 1,594 |
| | 198,644 | 178,227 |
| **Investment income** | | |
| Deposit account interest | 739 | 73 |
| **Total income** | 199,383 | 178,300 |
| **EXPENDITURE** | | |
| **Costs of generating voluntary income** | | |
| Fund raising | 5,192 | 5,382 |
| **Charitable activities** | | |
| Wages | 163,321 | 146,750 |
| Social security | 16,549 | 12,031 |
| Pensions | 3,936 | 6,580 |
| Programme costs to support clients | 30,474 | 17,974 |
| Rent | 5,749 | 3,090 |
| | 220,029 | 186,425 |
| **Governance costs** | | |
| Wages | 4,140 | 2,920 |
| Social security | 528 | 349 |
| Pensions | 118 | 83 |
| Rent | 534 | 343 |
| Independent Examination | 1,000 | 1,464 |
| | 6,320 | 5,159 |

This page does not form part of the statutory financial statements

Footprints Project

Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

| | 31.3.23 £ | 31.3.22 £ |
|---|---|---|
| **Management** | | |
| Book-keeping | 1,840 | |
| Insurance | 2,343 | 2,396 |
| Consultancy and professional fees | 5,305 | 4,001 |
| Light, heat and service charge | - | 128 |
| Postage and stationery | 1,614 | 2,116 |
| Sundries | 340 | - |
| | 11,442 | 8,641 |
| **Trustee Expenses** | | |
| Travel | 50 | - |
| **Finance** | | |
| Bank charges | 122 | 44 |
| **Information technology** | | |
| Communication and IT | 14,347 | 14,907 |
| **Total resources expended** | 257,502 | 220,558 |
| **Net (expenditure) income** | (58,119) | (42,258) |

This page does not form part of the statutory financial statements

**FOOTPRINTS PROJECT LIMITED**

England & Wales - Charity number 1110916

# Accounts

**REGISTERED COMPANY NUMBER: 05314401 (England and Wales)**
**REGISTERED CHARITY NUMBER: 1110916**

Report of the Trustees and
Unaudited Financial Statements for the Year ended 31 March 2022
for

# The Footprints Project

The Footprints Project

Contents of the Financial Statements for the Year Ended 31 March 2022


| | Page |
|---|---|
| Legal and administrative information | 3 |
| Trustees' report | 4-14 |
| Independent examiner's report | 15 |
| Statement of financial activities | 16 |
| Balance sheet | 17 - 18 |
| Notes to the financial statements | 18 - 24 |

| | |
|---|---|
| **Charity number** | 1110916 |
| **Company registration number** | 05314401 |
| **Business address** | 290 Wimborne Road<br>Winton<br>Dorset<br>BH3 7AX |
| **Registered office** | c/o Martin and Company,<br>25 St Thomas Street,<br>Winchester,<br>Hampshire,<br>SO23 9HJ |
| **Trustees** | Jennie Paterson B.A., F.C.I.M.– Chair (resigned 12th October 2022)<br>Bernadette Macdonald-Raggett (resigned 12th October 2022)<br>The Rev Canon Dr Roland Riem B.Sc. Phd M.A.(resigned 5th August 202<br>Mark Hudson MA (Oxon), MA (London)<br>Sarah Jane Radford FCA<br>John Harding CBE<br>Sarah Peppiatt BA<br>Heather Bland<br>Michael Rowe (appointed 12th October 2022) |
| **Chief Executive** | Dr Caroline Stevens |
| **Banking Services** | Unity Trust Bank<br>Four Brindley Place<br>Birmingham<br>B1 2JB<br><br>Santander UK PLC<br>2 Triton Square<br>Regents Park<br>London<br>NW1 3AN |

## Trustees' report

The Trustees present their report and the financial statements for the year ended 31 March 2022. The Trustees, who are also directors of The Footprints Project Limited for the purposes of company law, are set out on page 3.

## Structure, governance and management

The Footprints Project ("Footprints") is a registered charity and is thus exempt from taxation on any surpluses. The property of the charity is vested in the Trustees and management is through the Chief Executive, the managers and the Trustees.

The Trustees consider that sufficient resources exist for the continuance of the project. Risks are considered, at least quarterly, and taken into account in setting future levels of expense. New Trustees are recruited when necessary and are given appropriate training at the time of appointment.

## Objectives and activities

The objectives of the charity are to reduce the risk of re-offending and make communities in Hampshire and Dorset safer. The Trustees have reviewed the objectives and are satisfied the charity meets them in full.

## Review of Activities

We meet our aim through the following activities:

- Provision of 'through the gate' and community mentoring of offenders who are, or will be, residing in Dorset or Hampshire
- Specialist female only support for women including our Out of Court Diversionary Scheme ("OOCD") for women in conjunction with Dorset Police and the Police Crime Commissioner and female support at our Hub in Winton, Dorset.
- Support and training for offenders classified as high risk of harm to the public who are residing at Approved Premises in Hampshire

## Support during Covid-19 and Covid-19 Response

During 2021 we have continued to adapt our service delivery to meet the changing circumstances presented by the pandemic as well as the needs of the people we support. There have been continued outbreaks of COVID-19 in Approved Premises, including in March 2022, which have disrupted our face-to-face support services.

## Through the Gate and Community Mentoring

We offer mentoring and practical support for those who are living in or are returning to live in Dorset or Hampshire. Staff work with the person to assess their needs around housing, education training and employment, finance and debt, mental and physical health, substance misuse, families and children as well as attitudes, thinking and behaviour. They will then be matched to a volunteer mentor.

Our support is based on desistance research, helping people develop a new self-identity, self-belief and belonging through paid or voluntary work, engaging them in local support groups, or developing new hobbies and sports.

We can also link people to small crisis grants provided by partner charities including the MacDougal Trust, Vicars Fund, Smallwood Trust and Acts 435 to name a few.

Our support helps people successfully re-integrate into society and thereby reduces the risk of their re-offending Footprints takes referrals from any prison. Referrals have been concentrated from our eight local prisons (HMP Portland, HMP The Verne, HMP Guys Marsh, HMP Channings Wood, (all in Dorset and Devon), HMP Winchester (Hampshire), and our local female prison HMP Bronzefield (Middlesex), HMP Send (Surrey) and HMP East Woodpark (Gloucestershire)). However, this year we have seen 12 additional prisons referring people to us.

Mentors typically supported people with weekly face-to-face or phone support meetings, with additional phone and text support between meetings as required. Our support continues for as long as is required.

**Support for women at risk of offending**

We deliver an adult Out of Court Diversionary scheme for women in partnership with Dorset Police.

Women who are classified as vulnerable under the Police and Criminal Evidence Act ("PACE") regulations and are either first time offenders or have not offended in the past two years receive a conditional caution and opportunity to work with us for 16 weeks rather than progressing to court.

**Approved Premises**

People who are classified as "high risk of harm to the public" often reside in Approved Premises run by the National Probation Service for the first 3-6 months after release from prison.

As places are limited, residents can be a long way from home, isolating them from positive influences such as friends or family support and making it difficult for them to secure employment. Due to the nature of their crimes and their assessment as "high risk of harm to the public", they are also less likely to receive support from voluntary agencies at the premises and may struggle to access support in the community. This increases their social isolation and therefore can increase the risk of reoffending.

To address these needs, we offer a variety of support including mentoring, mental health support, basic cookery and employment schemes, predominantly at Dickson's House, Fareham and the Grange, Waterlooville.

We also offer mentoring support to residents at Landguard Road, Southampton; The Pines, Bournemouth; Weston; Weymouth and women at Elizabeth Fry House who are coming back to the area.

**Funders and Fundraising Events**

Whilst we cannot list all our donors and volunteers individually, we would like to thank each and every one for their generosity and support.

In addition to donations, Footprints relies upon securing contracts and grants from Trusts, Foundations and Corporations to deliver our support.

During the year we have received funding from:

Diocese of Salisbury
Dorset Police,
Dorset Council,
European Union Social Fund and Solent Support Employment – Hampshire IOWCF EFS,
European Union Social Fund and Groundworks – Dorset ESF
Hampshire Police and Crime Commissioner,
Lloyds Bank Foundation,
Powerstock PCC,
Preston Redman Solicitors
Matrix Chambers,
Mrs RP Tindall's Charitable Trust
NHS Hampshire CCG – No wrong Door
Sir Jerimiah Colman Gift Trust,
The Big Give - Digital Capacity Building Grant,
The Foster Wood Foundation,
The Leathersellers Company
The Valentine Charitable Trust
Winchester City Council.

We have also received pro-bono support and services from:

Bournemouth University
CAN
Coffee#1
ISG
John Lewis Partnership
Little Pickles Deli
Lush
Morrisons
The Yak Pak Theatre
Threaded
Warrior Agency

We held two events during the period. Our "Far From Home" bicycle ride raised awareness of the distances that families and the children of offenders have to travel to see their loved ones during their sentence, putting strain on these relationships, which have been shown to be vital in reducing reoffending. Our intrepid riders, including volunteers, mentors, staff and trustees cycling from Weymouth and Winchester across the 100 mile journey facing families. The event was kindly started in Weymouth and Winchester by the High Sheriff of Dorset, Michael Dooley and High Sheriff of Hampshire, Phillip Sykes, respectively, and culminated with a celebration at the New Forest

Showground, who kindly allowed us to use the site for free. The event raised over £5000 and has since been followed up with a BBC interview aired on BBC South Today in June 2022.

Our second event was held in March 2022 to fit in with our Big Give Women and Girls Campaign. The event, hosted by Kate Adie at Bournemouth University, saw a panel of professionals and lived experience leaders composed of Dr Sarah Hean, PhD Professor of Social work at University of Stavanger, Norway, Dr Sarah Heaslip, Associate Professor of Nursing at Bournemouth University, Julia Killick, former Governor of HMP Holloway, and Paula Harriott, Head of Prisoner Involvement at the Prison Reform Trust discussing difficulties facing female prisoners. The event and campaign jointly raised in excess of £12,000 to support our women's work.

We are extremely thankful for the sponsorship of ISG for both of the above events.

**Public Benefit**

The key public benefits which Footprints aims to deliver are the reduction of re-offending and building safer communities in Hampshire and Dorset by helping ex-prisoners, those serving community sentences, women who have received a conditional caution in Dorset and others to reintegrate into their local communities. Footprints achieves this through mentoring and providing the assistance required for accessing local services, exploring employment and training opportunities and giving support.

Footprints is actively involved in educating the public as to the difficulties that face people when re-integrating into society following their release from prison. To this end, members of our staff are available to give talks to community groups and are actively engaged in interacting with other agencies within the Criminal Justice system.

In deciding these objectives, the Trustees have paid due regard to the Charity Commission guidance on public benefit and have complied with their duty in section 17 of the Charities Act 2011.

**Key Achievements and Performance for the year ending 31st March 2022**

- We received 281 referrals for support
- At any one time we were supporting around 80 people in the community; volunteer mentors were supporting around 50% of cases and support workers were managing the remaining cases.
- 40% of people were returning to, or living in, Hampshire and 60% in Dorset.
- 50% of people referred self-identified as female, 47% as male and 3% as other genders.
- only 10% of women on our OOCD reoffended (proven 6 months reoffending evaluated by Dorset Police) and only 6 people mentored were recalled (from 187 completed cases). This produced a social return on investment of £2.51 per £1 invested.
- 79% people supported reduced their social isolation (information taken from our October 2021 to March 2022 PCC Hampshire and Dorset Council scheme reports).
- 52 people attended sessions at Approved Premises increasing their self-confidence and skills including cookery, woodwork and employment support sessions
- 38% of people supported on our European Social Fund Employment Scheme in Dorset returned to training or employment, higher than our target and representing a fantastic achievement for this cohort who have often never held a job or had any qualifications.
- We pride ourselves in providing ongoing support to people as long as they require help and are motivated to engage rather than short and ineffective support. Last year 77% of people were still engaged after 12 weeks.
- 93% of people requesting mentoring support with mental health issues decreased their mental health needs e.g. by gaining access to additional support, correct levels or reducing medication or coping strategies.

**National and International Recognition and Partnerships**

Footprints has had a successful year and felt highly honoured to be selected for consideration of an award from the Centre for Justice Innovation for our OOCD scheme.

Our participation in the COLAB: Collaboration within Criminal Justice Services EU Horizon 2020 MSCA RISE project has led to the successful publication of a book and a series of podcasts to share our knowledge and best practice in the field. We were proud to host the final event at Bournemouth University in March.

We are also pleased to be formally working in partnership with the Shannon Trust to help offenders learn to read.

**Prison and Community Support**

In the year ended 31st March 2022, Footprints received 168 referrals for this support. Our support is based on a co-developed action plan and varies with the needs of each person in length, intensity and type of support offered. Some people will only require help during their prison sentences, whilst others require short- or long-term support in the community or practical support. We continue to offer collections on the day of release where this is not being provided by the statutory contract holder, there is evidence of need, for example due to physical or mental disability, and the person wants on-going support from Footprints.

*"I will always be forever grateful for the time and effort yourself and Footprints gave me as without your help at the start of my journey I don't think I would be in the position that I am now. Keep up the good work"*

- **Footprints Mentee Feedback 2022**

**OOCD Scheme**

113 women were referred to the scheme. Dorset Police evaluated 86 women who had reached the 6 months post-disposal point and found that 90% had not reoffended reducing reoffending by approximately 33% when compared to a control group of women in 2019 (the year preceding launch).

*"I felt it was the best service -you were fully engaged with everything and what I had to say really mattered. If I hadn't had this support I don't think I would have had it from anyone else…. My relationships with family have been restored – I am working fulltime and we can move into a flat (so) I am able to save money"*

- **OOCD Participant Feedback 2022**

**Winton Hub**

We were offered a 12 month rent free sub-lease of a large premise in Winton enabling us to develop new and additional services for the people we support and the wider community. As Dorset does not have a dedicated Women's centre we have been utilising the space as a dedicated space for women open two days a week. Women can access crisis support as well as on-going mentoring support from our dedicated female support worker, help with immediate needs including access to our clothing bank with items donated from the Yak Pak Theatre and Threaded, free toiletries donated by local churches and community groups and access to local foodbanks. We have also been able to utilise grants from Ecclesiastical (given in 2019) and Matrix Chambers to offer additional support opportunities including mental health sessions and art sessions. All women attending the sessions have rated them as excellent and felt safe in the space.

We have also been able to offer free use of the space to other charities including Acts Fast, CAN and Phoenix project.

*Hub opening event*

*Examples of art from charcoal therapy and printing sessions*

*"I think I have come a long way being reminded of healthier life choices accessing yoga at the hub… I have achieved all the goals I set and I am running again"*

- **Hub Participant Feedback 2022**

**Reduction in Social Isolation and Criminogenic needs**

Our Theory of Change relies upon us effectively building a person's motivation to desist by increasing their self-worth through mentoring, building a pro-social network in their local community by engaging them in local groups, hobbies, sports or volunteering and increasing their resilience to deal with life problems.

Of the 121 people who completed support with the project last year, 103 decreased their criminogenic needs (85%) with 25 people (21%) achieving positive change in 5 or more different areas of need.

We delivered the following support:

**Emotional support and practical support**. Mentors fundamentally are there to help people manage their emotions through a difficult time of change. Our support is based on developing a supportive, positive professional relationship. We can also help them access small grants to improve their immediate circumstances. This year such support has included providing a bicycle, basic clothing, white goods and furniture for those moving into accommodation, ID and funding to help a person apply for a drivers licence, thanks to grants given by MacDougal Trust, Valentine Trust, Vicars fund, and Acts 465 and others.

**Mental and Physical Health.** 72 people received support and decreased their needs around mental health and 36 around physical health. Support offered included ensuring they had access to specialist agencies, such as free counselling sessions, accompanying people to appointments and supporting people to complete forms.

**Finance and Benefits.** 77 decreased their needs in this area with support including completing benefits claims, setting up bank accounts, providing advocacy and referring people to specialist support.

**Housing and accommodation.** Mentors provided 74 people with support including completing referrals or attending interviews with external housing providers.

**Education Training and Employment.** 64 people achieved outcomes related to this pathway. This is an increased number from 2021, reflecting our additional support through our European Social Fund work in Dorset and Hampshire. The Dorset scheme, which came to an end in 2021, saw 38% of people supported returning to training or employment, higher than our target and representing a fantastic achievement in this cohort who have often never held a job or had any qualifications. Whilst the specific funding has completed we continue to deliver these interventions within our mentoring support.

As our provision is individualised, we also supported people with substance misuse, domestic violence, families and children, sexual abuse and exploitation. 57 people have decreased their needs in these areas.

**Approved Premises**

Unfortunately, COVID-19 restrictions continued to interfere with delivery of our food hygiene training, basic cookery and weekly support groups with residents from Dickson's House. Our woodwork at the Grange was able to re-open and started to upcycle items of furniture for sale. However, due to staff sickness and shortages as well as the impact of on-going COVID-19 outbreaks at the premises, this has not been running regularly since October 2021. We remain committed to overcoming these problems to re-start this program as soon as possible.

We are pleased to announce that in March we were notified that we have been successful in an application to Hampshire NHS CCG No Wrong Door Scheme which aims to combat health inequalities across the county and will enable us to deliver mental health and mentoring support for residents at both the Grange and Dickson House throughout the next financial year.

**Volunteer mentors**

Our volunteer mentors range in age and gender and some are ex-offenders. New volunteers apply with references, undergo a DBS (Disclosure and Barring Service) check, and attend induction training, currently online, prior to volunteering. We usually have around 20-30 trained mentors supporting people at any one time. Most mentors support one mentee at a time with a maximum of 2 mentees.

Ongoing training is delivered on a quarterly basis including: conditioning and manipulation, working with women, older offenders, drug and alcohol misuse, and working with those suffering with Mental Health.

Mentors are matched on a range of factors, including geographical base, risks highlighted by probation and needs of the person to be supported. Volunteer length of engagement is long lasting compared to the national average, with many volunteers giving 3 or more hours a week for several years.

**Other volunteers**

Volunteers include the five-person events team who organise our fundraising events in Dorset. Other 'Friends' in both Hampshire and Dorset have organised events to fundraise for us and this has proved equally successful and we are very grateful for their support.

## Affiliations

We are part of a local consortium, South West Mentoring Association and an affiliated partner of the National Community Chaplaincy Association. We are also a member of the National Criminal Justice Alliance, Clinks and Beyond the Streets and the Corbett Network.

## Reserves Policy

The charity holds three to six months' expenditure in general reserves to maintain the day-to-day operations of the charity should there be a temporary fall in funding; this sum is calculated to be between £90,000 and £180,000. At the year-end the charity had free reserves slightly in excess of this. The charity also holds a Designated Fund which covers the estimated amount required as a contingency to wind up the charity should this need ever arise. The level of reserves is monitored and reviewed regularly

## Future Plans and Direction

Following the changes in probation we continue to follow our strategy to identify and fill gaps that are not addressed by the newly contracted services. This includes our work with Approved Premises and Diversionary scheme. We will focus on gaps in provision of mentoring services, for example working with those who are at the end of their statutory support.

At the time of writing, we expect that the people we support will soon be experiencing increased and varying needs due to the cost of living crisis that is developing across the UK. We will remain committed to working in partnership with others to provide or enable them to access support, including food, housing and heating and are looking at innovative partnerships and developments to enable us to ensure that these needs are met, without compromising our charitable aims. We remain cautious about expansion in these times, with our main priority to ensure we can sustain our current work, however our acceptance onto the Probation Dynamic Framework Commissioning Portal, successful NHS and Police contracts and evidenced quality of provision has put us in as good a position as possible.

Opportunities that are being investigated include "Grow and Cook" groups at the approved premises, utilising unused outside space to grow vegetables to use in our basic cookery. We would also like to expand this opportunity for those in the community. To increase sustainability, we are looking at development of micro enterprises such as developing sales from our art and woodwork sessions, which will also develop skills and potential opportunities for participants.

Our Dorset European Social Fund project completed this year, and our Hampshire project will finish in 2023. The funding will not continue however. It is a relatively small amount of funding and the services will be absorbed in to our core mentoring support.

**Financial Results and Review of the year ended 31st March 2022**

The financial results for the year are set out on pages 16-24 and show net deficit of £42,258 (2021: net income £137,247) with net assets of £211,429 (2021: £253,687). Income this year from all sources amounted to £178,300 (2021: £391,008) a decrease of 54%. Total expenditure was £220,558 (2021: £253,761) a decrease of 13%. The decrease in income was due to the highly successful Covid Appeal in 2021 and the endeavours of the CEO to ensure that Footprints had a solid financial basis to withstand the predicted competitive environment for securing funds as a result of the economic climate. This has helped the charity to stay solvent through the pandemic. The decrease in costs is due to the cessation of LifeWorks activities. During the year the charity took advantage of £2,293 of Job Retention Scheme grants. The overall loss for the year was budgeted and does not currently give the charity any cause for concern given the current level of reserves although securing funding continues to vital to the future success of Footprints

Costs and staffing levels are kept constantly under review.

**Risk Management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Charity maintains a risk register. A risk assessment is continuously monitored and presented at Trustee meetings. As in previous years the highest risks identified relate to the uncertainty of future income.

**Diversity and Inclusion**

The Charity follows its Diversity and Inclusion policies. The CEO and Trustees continue to consider the representation of Footprint's clients at all levels including staff, volunteers, Trustees and advisors and to strive to have a diverse representation.

**Climate Change**

The Charity do not consider climate change to be a principal risk or uncertainty facing the company however it continues to have regard to the impact of its operations on the community and the environment.

**We would also like to thank our Patrons for their ongoing support during the year:**

Lord Phillips of Worth Matravers
Right Rev. Nicholas Holtam
Right Rev. Tim Thornton
Mrs Minette Walters
Ms Kate Adie CBE DL
The Hon Mrs Sarah Chester
Mr Erwin James

**Statement of Trustees' Responsibilities**

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

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies subject to the small companies regime and in accordance with FRS 102 SORP.

Approved by order of the Trustees on 12th October 2022 and signed on their behalf by:

Sarah Jane Radford

**SJ Radford, Chair**

## Independent Examiner's Report to the Trustees of The Footprints Project

**Responsibilities and basis of report**

I report on my examination of the accounts of the company for the year ended 31 March 2022 set out on pages 16 to 24.

The charity's trustees of the Company (who are also the directors of the company for the purposes of company law), are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

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

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Vivien Bayne-Jardine

Vivien Bayne-Jardine ACA

Date: 12 October '22

8 Turnpike
Aldbourne
Wiltshire SN8 2BZ

The Footprints Project

Statement of Financial Activities for the Year Ended 31 March 2022

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.3.22 Total Funds £ | 31.3.21 Total Funds £ |
|---|---|---|---|---|---|
| **INCOME FROM:** | | | | | |
| Donations and grants | 2 | 69,578 | 106,516 | 176,094 | 374,227 |
| Other trading activities | | 223 | - | 223 | 16,659 |
| Investment income | 3 | 73 | - | 73 | 122 |
| Profit and sale of Fixed Asset | | 1,594 | | 1,594 | |
| Other - fundraising | | 316 | - | 316 | - |
| **Total** | | 71,784 | 106,516 | 178,300 | 391,008 |
| **EXPENDITURE ON:** | | | | | |
| **Costs of generating funds** | | | | | |
| Raising Funds | | 5,382 | - | 5,382 | 6,223 |
| Charitable activities | | 79,183 | 107,242 | 186,425 | 214,014 |
| Trading activities | | - | - | - | 4,847 |
| Other | | 28,751 | - | 28,751 | 28,677 |
| **Total** | | 113,316 | 107,242 | 220,558 | 253,761 |
| **NET (EXPENDITURE) INCOME** | 4/5/6 | (41,532) | (726) | (42,258) | 137,247 |
| **NET MOVEMENT IN FUNDS** | | (41,532) | (726) | (42,258) | 137,247 |
| **RECONCILIATION OF FUNDS** | | | | | |
| **Total funds brought forward** | | 214,898 | 38,789 | 253,687 | 116,440 |
| **TOTAL FUNDS CARRIED FORWARD** | | 173,366 | 38,063 | 211,429 | 253,687 |

The notes form part of these financial statements

The Footprints Project

Balance Sheet
At 31 March 2022

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.3.22 Total Funds £ | 31.3.21 Total Funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Vehicles and Fittings | 7 | - | - | - | 5,017 |
| **CURRENT ASSETS** | | | | | |
| Debtors | | - | | - | 10,066 |
| Cash at bank and in hand | | 184,928 | 38,063 | 222,991 | 245,280 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 8 | (11,562) | - | (11,562 ) | (6,676 ) |
| **NET CURRENT ASSETS** | | 173,366 | 38,063 | 211,429 | 248,670 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 173,366 | 38,063 | 211,429 | 253,687 |
| **NET ASSETS** | | 173,366 | 38,063 | 211,429 | 253,687 |
| **FUNDS** | 9/10 | | | | |
| **Restricted Funds** | | | | 38,063 | 38,789 |
| **Unrestricted Funds:** | | | | | |
| General fund | | | | 138,366 | 179,898 |
| Designated fund | | | | 35,000 | 35,000 |
| Total Unrestricted Funds | | | | 173,366 | 214,898 |
| **TOTAL FUNDS** | | | | 211,429 | 253,687 |

The notes form part of these financial statements

Balance Sheet - continued
At 31 March 2022

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies for the year ended 31 March 2022.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015) and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 12th October 2022 and were signed on its behalf by:

Sarah Jane Radford
.....
SJ Radford, Chair

## 1. ACCOUNTING POLICIES

**Accounting convention**
The charity constitutes a public benefit entity as defined by FRS 102. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued 16 July 2014, the Charities Act 2011, the Companies Act 2006 and the UK Generally Accepted Accounting Practice.

The charity has applied update bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds it is applying FRS 102 Section 1A.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The principal accounting policies adopted in the preparation of the financial statements are set out below.

**Going Concern**
At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees have considered the financial position, forecasts and cash flows of the organisation and are satisfied that it is acceptable to prepare the accounts on a going concern basis.

**Income**
All income is included on the Statement of Financial Activities when the charity becomes legally entitled to the income, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

**Grants and donations**
Income from grants and donations subject to the specific wishes of the donor are credited to the relevant restricted funds.

**Charitable trading activities**
Income from the delivery Life Works services in the community is included in the year in which such income is invoiced.

**Government Grants**
The charity has received government grants in the reporting period via various City and Local Authority grants.

**Donated Services**
The value of services and help provided by volunteers is not included in the accounts but is described in the Trustees' Annual Report.

**Expenditure**
Expenditure is accounted for on an accruals basis and has been classified under headings

that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

The charity made redundancy payments during the year.

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted general funds for specific future purposes of projects.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Tangible Fixed Assets and Depreciation**

Tangible Fixed Assets are included at cost less depreciation. Depreciation has been computed to write off the cost of fixed assets as follows: Life Works Van – 50% in the first year and then a further 10% in each subsequent year; Life Works Shed – 100% in the first year.

Assets costing less than £1,500 have been written off in the year of purchase.

## 2. DONATIONS AND GRANTS

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Donations | 21,102 | 65,035 |
| Grants | 62,619 | 126,295 |
| Government Grants and Donations (city and county councils) | 90,080 | 117,919 |
| Government COVID Funding | - | 26,858 |
| Government HMRC JRS Grant | 2,293 | 38,120 |
| | 176,094 | 374,227 |

## 3. INVESTMENT INCOME

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Deposit account interest | 73 | 122 |

## 4. NET (EXPENDITURE) INCOME

This is stated after charging:

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Governance Costs | 5,162 | 6,121 |
| Depreciation | - | 2,510 |
| Independent Examiner's Fee | 1,000 | 1,000 |

## 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 31 March 2022 or for the year ended 31 March 2021.

**Trustees' expenses**

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Trustees' expenses | - | - |

## 6. STAFF COSTS

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 158,774 | 184,847 |
| Social security costs | 12,031 | 15,493 |
| Other pension costs | 2,890 | 8,409 |
| | 173,696 | 208,749 |

The average monthly number of employees during the year was as follows:

| | 31.3.22 | 31.3.21 |
|---|---|---|
| Operating staff | 8 | 8 |

No employees received emoluments in excess of £60,000.

## 7. TANGIBLE FIXED ASSETS

| | Vehicles | Fixtures and Fittings | TOTAL |
|---|---|---|---|
| | £ | £ | £ |
| **COST** | | | |
| **Brought Forward at 1st April 2021** | 25,094 | 2,114 | 27,208 |
| **Disposals during the year** | (25,094) | (2,114) | (27,208) |
| At 31st March 2022 | - | - | - |
| **DEPRECIATION** | | | |
| **Brought Forward at 1st April 2021** | 20,077 | 2,114 | 22,191 |
| Charge for year | - | - | - |
| Disposals during the year | (20,077) | (2,114) | 22,191 |
| At 31st March 2021 | 5,017 | - | 5,017 |
| **NET BOOK VALUE** | | | |
| At 31st March 2022 | - | - | - |

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.22 | 31.3.21 |
|---|---|---|
| | £ | £ |
| Taxation and social security | 4,115 | 5,175 |
| Other creditors | 7,447 | 1,501 |
| | 11,562 | 6,676 |

## 9. MOVEMENT IN FUNDS

| | At 1.4.21 | Net movement in funds | At 31.3.22 |
|---|---|---|---|
| | £ | £ | £ |
| **Restricted Funds** | 38,789 | (726) | 38,063 |
| **Unrestricted Funds** | | | |
| General fund | 179,898 | (41,532) | 138,366 |
| Designated fund | 35,000 | - | 35,000 |
| **TOTAL FUNDS** | 253,687 | (42,258) | 211,429 |

Net movement in funds, included in the above are as follows:

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| | £ | £ | £ |
| **Restricted funds** | 106,516 | (107,242) | (726) |
| **Unrestricted funds** | 71,784 | (113,316) | (41,532) |
| **Designated funds** | - | - | - |
| **TOTAL FUNDS** | 178,300 | (220,558) | (42,258) |

Designated funds are unrestricted funds earmarked by management/trustees for particular purposes.

## 10. RESERVES

The Trustees have reviewed the charity's needs for contingency reserves in line with the guidance issued by the Charity Commission. Over a period of years the Trustees have pursued a policy which would establish financial reserves that would be sufficient to cover foreseeable costs and contingencies. The Trustees aim to be able to retain sufficient reserves

necessary to meet employment liabilities and expenses, should any of the funding sources become unreliable or be delayed. The charity aims to ringfence three to six months' employment and relevant running costs.

In 2018 the Trustees denoted a designated reserve of £35,000 to cover the costs of closing the operations of the charity should funding become so difficult to obtain that it would be necessary to suspend activities in the opinion of the Trustees.

The Footprints Project

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

| | 31.3.22 £ | 31.3.21 £ |
|---|---|---|
| **INCOME** | | |
| **Voluntary income** | | |
| Donations | 21,102 | 65,035 |
| Grants | 62,619 | 126,295 |
| Government JRS Grants | 2,293 | 38,120 |
| Government Grants | 90,080 | 144,777 |
| Fundraising Events | 316 | - |
| Trading Activities | 223 | 16,659 |
| Sale of Fixed Assets | 1,594 | |
| | 178,227 | 390,886 |
| **Investment income** | | |
| Deposit account interest | 73 | 122 |
| **Total income** | 178,300 | 391,008 |
| **EXPENDITURE** | | |
| **Costs of generating voluntary income** | | |
| Fund raising | 5,382 | 6,223 |
| **Trading Activities** | | |
| Cost of materials | - | 4,847 |
| **Charitable activities** | | |
| Wages | 146,750 | 175,604 |
| Social security | 12,031 | 15,493 |
| Pensions | 6,580 | 8,323 |
| Programme costs to support clients | 17,974 | 10,763 |
| Rent | 3,090 | 3,831 |
| | 186,425 | 214,014 |
| **Governance costs** | | |
| Wages | 2,920 | 2,900 |
| Social security | 349 | 341 |
| Pensions | 83 | 86 |
| Rent | 343 | 426 |
| Accountancy | 1,464 | 2,368 |
| | 5,159 | 6,121 |

This page does not form part of the statutory financial statements

The Footprints Project

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

| | 31.3.22 £ | 31.3.21 £ |
|---|---|---|
| **Management** | | |
| Insurance | 2,396 | 4,181 |
| Consultancy and professional fees | 4,001 | 7,362 |
| Light, heat and service charge | 128 | 185 |
| Postage and stationery | 2,116 | 93 |
| Sundries | - | 27 |
| | 8,641 | 11,848 |
| **Depreciation** | - | 2,510 |
| **Trustee Expenses** | | |
| Travel | - | - |
| **Finance** | | |
| Bank charges | 44 | 15 |
| **Information technology** | | |
| Communication and IT | 14,907 | 8,183 |
| **Total resources expended** | 220,558 | 253,761 |
| **Net (expenditure) income** | (42,258) | 137,247 |

This page does not form part of the statutory financial statements

**FOOTPRINTS PROJECT LIMITED**

England & Wales - Charity number 1110916

# Accounts

**REGISTERED COMPANY NUMBER: 05314401 (England and Wales)**
**REGISTERED CHARITY NUMBER: 1110916**

Report of the Trustees and
Unaudited Financial Statements for the Year ended 31 March 2021
for

# The Footprints Project

The Footprints Project

Contents of the Financial Statements for the Year Ended 31 March 2021


| | Page |
|---|---|
| Legal and administrative information | 3 |
| Trustees' report | 4-13 |
| Independent examiner's report | 14 |
| Statement of financial activities | 14 |
| Balance sheet | 16 - 17 |
| Notes to the financial statements | 18 - 23 |

| | |
|---|---|
| **Charity number** | 1110916 |
| **Company registration number** | 05314401 |
| **Business address** | Parkstone URC<br>Commercial Road<br>Poole<br>Dorset<br>BH14 0JW |
| **Registered office** | c/o A Hunter and Co<br>61 St Thomas Street<br>Weymouth<br>Dorset<br>DT4 8EQ |
| **Trustees** | Mrs Jennie Paterson B.A., F.C.I.M.– Chair<br>Mrs Bernadette Macdonald-Raggett<br>The Rev Canon Dr Roland Riem B.Sc. Phd M.A.(resigned 5th August 2021)<br>Mr Mark Hudson MA (Oxon), MA (London)<br>Mrs Sarah Jane Radford FCA<br>Mr John Harding CBE<br>Mrs Sarah Peppiatt BA<br>Ms Heather Bland (appointed 14th January 2021) |
| **Chief Executive** | Dr Caroline Stevens |
| **Banking Services** | Unity Trust Bank<br>Four Brindleyplace<br>Birmingham<br>B1 2JB<br><br>Santander UK PLC<br>2 Triton Square<br>Regents Park<br>London<br>NW1 3AN |

## Trustees' report

The Trustees present their report and the financial statements for the year ended 31 March 2021. The Trustees, who are also directors of The Footprints Project Limited for the purposes of company law, are set out on page 3.

## Structure, governance and management

The Footprints Project ("Footprints") is a registered charity and is thus exempt from taxation on any surpluses. The property of the charity is vested in the Trustees and management is through the Chief Executive, the managers and the Trustees.

The Trustees consider that sufficient resources exist for the continuance of the project. Risks are considered, at least quarterly, and taken into account in setting future levels of expense. New Trustees are recruited when necessary and are given appropriate training at the time of appointment.

## Objectives and activities

The objectives of the charity are to reduce the risk of re-offending and make communities in Hampshire and Dorset safer. The Trustees have reviewed the objectives and are satisfied the charity meets them in full.

## Review of Activities

We meet our aim through the following activities:

- Provision of 'through the gate' and community mentoring of offenders who are, or will be, residing in Dorset and Hampshire
- Specialist female only support for women including our Out of Court Diversionary Scheme ("OOCD") for women in conjunction with Dorset Police and the Police Crime Commissioner
- Support and training for offenders classified as high risk of harm to the public who are residing at Approved Premises in Hampshire
- Provision of training, volunteer opportunities and work experience through our Life Works programme in partnership with Parkstone United Reformed Church.

## Through the Gate and Community Mentoring during Covid-19 and Covid-19 Response

The past year has been challenging for everyone. We have had to make considerable changes to our service delivery, however, we worked hard to continue to support people and meet their changing needs throughout the year. We were able to make use of the Governments Job Retention Scheme at various stages during the year and our landlord gave us one month's rent waiver.

We offer mentoring and practical support for those who are living in or are returning to live in Dorset and Hampshire. Staff normally visit people whilst they are still in prison to assess their needs around housing, education training and employment, finance and debt, mental and physical health, substance misuse, families and children as well as attitudes, thinking and behaviour.

During the pandemic we have been unable to visit people in prison, however at the start of the lockdown in March 2020 we worked successfully with the prison resettlement teams to gain information from clients. As lockdown progressed and the resettlement team were not able to facilitate this contact, we moved our support to a mail and email based system, encouraging people to take ownership of their own needs assessment and produce an action plan for their release.

Our volunteer mentors and staff help people successfully re-integrate into society and thereby reduce the risk of their re-offending. Footprints takes referrals from any prison. In previous years referrals have been concentrated from our eight local prisons (HMP Portland, HMP The Verne, HMP Guys Marsh, HMP Channings Wood, (all in Dorset and Devon), HMP Winchester (Hampshire), HMP Bronzefield (Middlesex), HMP Send (Surrey) and HMP East Woodpark (Gloucestershire)). However, this year we have seen 18 prisons referring people to us. We presume that the increase was due to the impact of the pandemic, reducing the capacity in local prisons and increasing the distance people were located from home.

This year we have not been able to meet people at the gate, however we have been able to offer phone support on the day of release and, when lockdown policies allowed, meet people on the day of release in the local community. In exceptional circumstances, such as a mentee with a mobility impediment making public transport an impossibility, a gate collection was arranged. In these cases considerable additional measures were put in place to maintain staff and mentee safety. This included pre-release Covid testing at the prison and a safeguarding plan agreed by a committee composed of Trustees and the CEO.

Mentors typically supported people with weekly meetings. These have now moved to support phone calls, a minimum of once a week but often daily to motivate and encourage people. We were often their only contact in the community.

Our support continues for as long as is required.

**Support for women at risk of offending**

We deliver an adult Out of Court Diversionary Scheme (OOCD) for women in partnership with Dorset Police. Women who are classified as vulnerable under the Police and Criminal Evidence Act ("PACE") regulations and are either first time offenders or have not offended in the past two years receive a conditional caution and the opportunity to work with us for 16 weeks rather than progressing to court. Vulnerabilities include mental health problems, women living in coercive or controlling relationships, domestic violence, and committing petty crime to support their family. Women will meet with our specialist worker once a week and may be offered additional volunteer support.

**Approved Premises**

People who are classified as "high risk of harm to the public" often reside in Approved Premises run by the National Probation Service for the first 3-6 months after release from prison. Due to the lack of places available nationally, they can be a long way from home, isolating them from positive influences such as friends or family support and making it difficult to secure employment. Due to the nature of their crimes and their assessment as high risk of harm to the public, they are also less likely to receive support from voluntary agencies at the premises and may struggle to access support in the community. This increases their social isolation and therefore can increase the risk of reoffending. To address these needs, we offer support and employment schemes at Dickson's House, Fareham and the Grange, Waterlooville.

## Life Works

Following a period of reflection and due, in part, to the impact of the Coronavirus Pandemic, The Footprints Project Ltd and Parkstone United Reformed Church decided to end our partnership encompassing the Life Works project as of the 31st March 2021. Life Works has offered holistic support and volunteering opportunities to marginalised people over the past 5 years. Based at the Parkstone United Reformed Church site in Poole the project supported up to 100 people a year, with many progressing into voluntary or paid work or returning to further studies. We would like to thank all the staff, volunteers and supporters involved in the project for their valuable contributions.

Footprints will continue our woodwork training with residents at Approved Premises in Hampshire, focussing on upcycling and recycling wood and old furniture.

## Funders and Fundraising Events

Whilst we cannot list all our donors and volunteers individually, we would like to thank each and every one for their generosity and support.

During the initial stage of the pandemic we faced increased financial challenges due to the loss of income from our Life Works property renovations enterprise and fundraising events. We contacted our supporters in April 2020 and were overwhelmed by the number and generosity of responses, helping us raise over £60,000. This included two anonymous donations of £10,000 allowing us to match fund other donations. These donations are reflected in the figures for the year ended 31st March 2021.

In addition to donations, Footprints relies upon securing contracts and grants from Trusts, Foundations and Corporations to deliver our support.

During the year we have received funding from:

Charities Aid Foundation,
Dorchester Market Car Boot Fund,
Dorset Police and Crime Commissioner,
Dorset Police,
Dorset Community Foundation,
Dorset Council,
European Union Social Fund and Solent Support Employment,
Hall & Woodhouse Community Chest,
Hampshire and the Isle of Wight Community Foundation,
Hampshire Police and Crime Commissioner,
Henry Smith Charity,
Legal and General,
Lloyds Bank Foundation,
One Family Foundation,
Poole Bay Rotary Club,
School for Social Entrepreneurs,
Screwfix Foundation,
Sir Jerimiah Colman Gift Trust,
Talbot Village Trust
The Alice Ellen Cooper-Dean Charitable Foundation
The Arms Trust
The Edward Gostling Foundation
The Leathersellers Company
The Ministry of Justice,
The National Lottery Community Fund

The Noel Buxton Trust,
The Worshipful Company of Weavers,
Winchester City Council.

**Public Benefit**

The key public benefits which Footprints aims to deliver are the reduction of re-offending and building safer communities in Hampshire and Dorset by helping ex-prisoners, those serving community sentences, women who have received a conditional caution in Dorset and others to reintegrate into their local communities. Footprints achieves this through mentoring and providing the assistance required for accessing local services, exploring employment and training opportunities and giving support.

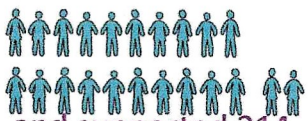
Footprints is actively involved in educating the public as to the difficulties that face people when re-integrating into society following their release from prison. To this end, members of our staff are available to give talks to community groups and are actively engaged in interacting with other agencies within the Criminal Justice system.

In deciding these objectives, the Trustees have paid due regard to the Charity Commission guidance on public benefit and have complied with their duty in section 17 of the Charities Act 2011.

**Key Achievements and Performance for the year ending 31st March 2021**

During the year ended 31st March 2021 Footprints received requests for support from a total 332 individuals, of which 163 identified as female, 162 male and 7 other identities. We supported 214 people in the community. The remaining 118 people are still serving their prison sentence or were ineligible for support (returned to a different area, were classified by probation as too high risk for volunteers to support or declined support during their sentence). At any one time, we are working with around 100 people in prison or in the community in Dorset and Hampshire, including around 40 women on the OOCD scheme. Our outreach workers are working with nearly half of them, and volunteer mentors support the remainder.

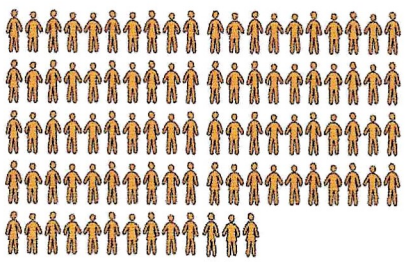
**Key Achievements and Performance for the year ending 31st March 2021**



and supported 214 people in prison and in the community.

We trained 22 new volunteer mentors in Dorset and Hampshire

93% of women on our Diversionary Scheme have not reoffended.



We were awarded a commendation for our women's work from the Howard League for Penal reform, shortlisted as outstanding Local/Regional Organisation of the year in the Criminal Justice Alliance awards, and received 2 community awards from the High Sheriff of Dorset.

## National and Local Recognition

Footprints has had a successful year and felt highly honoured to receive a Commendation in the Howard League Community Awards women's section for our OOCD scheme. We were also shortlisted for Outstanding Local/Regional Organisation of the year in the Criminal Justice Alliance Awards and received two awards from the Dorset High Sheriff which we were able to collect with one of our Dorset volunteers, Michael Rowe.

## Prison and Community Support

In the year ended 31st March 2021, Footprints received referrals from 188 people. The average length of engagement was between 2 to 3 months, however some people received over 6 months of support.

> ***"I got a lot of support from Footprints. I got help figuring out how to do things and learning about how technology has changed. I also got help going to the library and getting to the shops, going to the bank and learning what contactless payments are."***

## OOCD Scheme

114 women were referred to the scheme during the year. Dorset Police evaluated 86 women who had reached the 6 months post-disposal point and found that 93.1% had not reoffended reducing reoffending by approximately 50% when compared to a control group of women in the year before the intervention. The results were featured in Association of Police and Crime Commissioners report Reducing Reoffending in Focus.

> ***"I think it's a great project to help women who have offended, without putting them through the criminal system. I felt I received support and incentive not to make the same mistake that lead me to police trouble"***

## Reduction in Social Isolation and Criminogenic needs

Our Theory of Change relies upon us effectively building a person's motivation to desist by increasing their self-worth through mentoring, building a pro-social network in their local community by engaging them in local groups, hobbies, sports or volunteering and increasing their resilience ability to deal with life problems. The majority of community services and groups that are key to this strategy closed during the pandemic. The focus of our work therefore shifted during the pandemic to meet these needs. In line with national findings we saw an increase in domestic violence and also mentees feeling suicidal as well as an increase in food and technology poverty.

We delivered the following support:

**Emotional support and practical support**. This year the major need has been for on-going, consistent contact and emotional support. We became the main, and often the only, contact that the people we supported had. We partnered with FareShare and Parkstone United Reformed Church to provide food for those who were isolated, clinically vulnerable to Covid or suffering from food or financial poverty across Hampshire and Dorset. We were also able to provide computer tablets, phones, training courses, basic clothing and support families with book tokens, thanks to grants given by The Arms Trust, MacDougal Trust and others.

> ***"I really valued the company and practical help figuring things out. Talking over the phone really helped me as well, especially in the lockdown because of my age."***

**Finance and Benefits.** 44% of people requested support, including completing benefits claims, setting up bank accounts, providing advocacy and referring people to specialist support.

**Mental and Physical Health.** 41% of people were supported including the completion of information regarding specialist agencies, accompanying people to appointments and supporting people to complete forms.

**Housing and accommodation**. Mentors provided 30% of people with support including completing referrals or attending interviews with external housing providers. This figure had decreased considerably from the previous year (45%), reflecting the positive impact of the housing support offered during the pandemic. However, it remains to be seen if this support will continue.

As our provision is individualised, we also supported people with education training and employment (26%), substance misuse (20%), domestic violence, families and children, sexual abuse and exploitation and self-harm.

**Approved Premises**

Unfortunately, Covid-19 restrictions stopped our food hygiene, basic cookery and weekly support groups with residents from Dickson's House. Our woodwork at the Grange was able to deliver 24 session between September and December 2020, when residents concentrated on new designs for sale through our online shop. The workshop will reopen in due course.

**Volunteer mentors**

Our volunteer mentors range in age and gender and some are ex-offenders. New volunteers apply with references, undergo a DBS (Disclosure and Barring Service) check and attend induction training, currently online, prior to volunteering.

Ongoing training is delivered on a quarterly basis and includes: conditioning and manipulation, working with women, older offenders, drug and alcohol misuse, and working with those suffering with Mental Health.

During the year 22 new volunteers attended training.

Mentors are matched considering protected characteristics and other factors, including geographical base, risks highlighted by probation and needs of the person to be supported. Volunteer length of engagement is long lasting compared to the national average, with many volunteers giving 3 or more hours a week for several years.

**Other volunteers**

Volunteers include the five-person events team who organise our fundraising events in Dorset. Other 'Friends' in both Hampshire and Dorset have organised events to fundraise for us and this has proved equally successful in the past and we are very grateful for their support. Several events are planned for spring/summer 2022.

**Affiliations**

We are part of a local consortium, South West Mentoring Association and an affiliated partner of the National Community Chaplaincy Association. We are also a member of the National Criminal Justice Alliance, Clinks and Beyond the Streets and the Corbett Network.

**Reserves Policy**

The charity holds three to six months' expenditure in general reserves to maintain the day-to-day operations of the charity should there be a temporary fall in funding; this sum is calculated to be between £90,000 and £180,000. At the year-end the charity had free reserves slightly in excess of this. The charity also holds a Designated Fund which covers the estimated amount required as a contingency to wind up the charity should this need ever arise. The level of reserves is monitored and reviewed regularly.

**Future Plans and Direction**

At the time of writing, the next round of probation reforms are being introduced. Whilst we welcome the additional support that may be on offer to some service users, we do not anticipate that the mentoring and support needs of all our service users will be met.

We are therefore looking to make the following adaptions to our service delivery:

1) To fill gaps that are not addressed by the newly contracted services. This includes our work with Approved Premises and Diversionary Scheme. We will focus on gaps in the provision of mentoring services, for example working with those who are at the end of their statuary support.

2) To maintain and develop our phone support for mentees, especially in areas where we do not have mentors or the capacity to deliver face-to-face support

3) To increase the role of service users within the organisation.

**Financial Results and Review of the year ended 31st March 2021**

The financial results for the year are set out on pages 15-23 and show net income of £137,247 (2020: deficit £15,322) with net assets of £253,687 (2020: £116,440). Income this year from all sources amounted to £391,008 (2020: £306,541) an increase of 21.6%. Total expenditure was £253,761 (2020: £321,863) a decrease of 21.1%. The increase in income was due to the highly successful Covid Appeal and the continued support of a number of our donors. This helped the charity to stay solvent through the initial stages of the lockdown and has provided a secure base in the face of increased competition for scarce funding. The decrease in costs is partly due to the decrease in LifeWorks activities during the various lockdowns and partly due to cost savings on travel and other mentor and mentee associated costs as our services moved on-line. As previously mentioned, the charity took advantage of £38,120 of Job Retention Scheme grants and also benefitted from one month's rent waiver resulting in a £400 cost saving.

Costs and staffing levels are kept constantly under review.

**Risk Management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Charity maintains a risk register. A risk assessment is continuously monitored and presented at Trustee meetings. As in previous years the highest risks identified relate to the uncertainty of future income.

**Diversity and Inclusion**

The Charity follows its Diversity and Inclusion policies. The CEO and Trustees continue to consider the representation of Footprint's clients at all levels including staff, volunteers, Trustees and advisors.

**We would also like to thank our Patrons for their ongoing support during the year:**

Lord Phillips of Worth Matravers
Right Rev. Nicholas Holtham
Right Rev. Tim Thornton
Mrs Minette Walters
Ms Kate Adie CBE DL
The Hon Mrs Sarah Chester
Mr Erwin James

## Statement of Trustees' Responsibilities

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

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

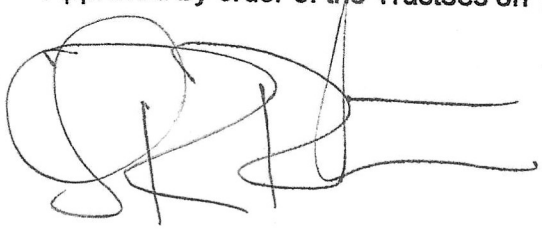
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Small company provisions

This report has been prepared in accordance with the special provisions for small companies subject to the small companies regime and in accordance with FRS 102 SORP.

Approved by order of the Trustees on 19th October 2021 and signed on their behalf by:



**Jennie Paterson, Chair**

## Independent Examiner's Report to the Trustees of The Footprints Project

**Responsibilities and basis of report**

I report on my examination of the accounts of the company for the year ended 31 March 2021 set out on pages 15 to 23.

The charity's trustees of the Company (who are also the directors of the company for the purposes of company law), are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

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

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Vivien Bayne-Jardine

Vivien Bayne-Jardine ACA

Date: 19 October 2021

8 Turnpike
Aldbourne
Wiltshire SN8 2BZ

The Footprints Project

Statement of Financial Activities for the Year Ended 31 March 2021

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.3.21 Total Funds £ | 31.3.20 Total Funds £ |
|---|---|---|---|---|---|
| **INCOME FROM:** | | | | | |
| Donations and grants | 2 | 212,424 | 161,803 | 374,227 | 233,142 |
| Other trading activities | | 16,659 | - | 16,659 | 70,832 |
| Investment income | 3 | 122 | - | 122 | 245 |
| Other - fundraising | | - | - | - | 2,322 |
| **Total** | | 229,205 | 161,803 | 391,008 | 306,541 |
| **EXPENDITURE ON:** | | | | | |
| **Costs of generating funds** | | | | | |
| Raising Funds | | 6,223 | - | 6,223 | 1,835 |
| Charitable activities | | 49,131 | 164,883 | 214,014 | 248,461 |
| Trading activities | | 4,847 | - | 4,847 | 44,139 |
| Other | | 28,677 | - | 28,677 | 27,428 |
| **Total** | | 88,878 | 164,883 | 253,761 | 321,863 |
| **NET INCOME (EXPENDITURE)** | 4/5/6 | 140,327 | (3,080) | 137,247 | (15,322) |
| **NET MOVEMENT IN FUNDS** | | 140,327 | (3,080) | 137,247 | (15,322) |
| **RECONCILIATION OF FUNDS** | | | | | |
| **Total funds brought forward** | | 74,571 | 41,869 | 116,440 | 131,762 |
| **TOTAL FUNDS CARRIED FORWARD** | | 239,898 | 38,789 | 253,687 | 116,440 |

The notes form part of these financial statements

The Footprints Project

Balance Sheet
At 31 March 2021

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 31.3.21 Total Funds £ | 31.3.20 Total Funds £ |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Vehicles and Fittings | 7 | 5,017 | - | 5,017 | 7,527 |
| **CURRENT ASSETS** | | | | | |
| Debtors | | 10,066 | | 10,066 | - |
| Cash at bank and in hand | | 206,491 | 38,789 | 245,280 | 116,360 |
| **CREDITORS** | | | | | |
| Amounts falling due within one year | 8 | (6,676) | - | (6,676 ) | (7,447) |
| **NET CURRENT ASSETS** | | 209,881 | 38,789 | 248,670 | 108,913 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 214,898 | 38,789 | 253,687 | 116,440 |
| **NET ASSETS** | | 214,898 | 38,789 | 253,687 | 116,440 |
| **FUNDS** | 9/10 | | | | |
| **Restricted Funds** | | | | 38,789 | 41,869 |
| **Unrestricted Funds:** | | | | | |
| General fund | | | | 179,898 | 39,571 |
| Designated fund | | | | 35,000 | 35,000 |
| Total Unrestricted Funds | | | | 214,898 | 74,571 |
| **TOTAL FUNDS** | | | | 253,687 | 116,440 |

The notes form part of these financial statements

## Balance Sheet - continued
## At 31 March 2021

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies for the year ended 31 March 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

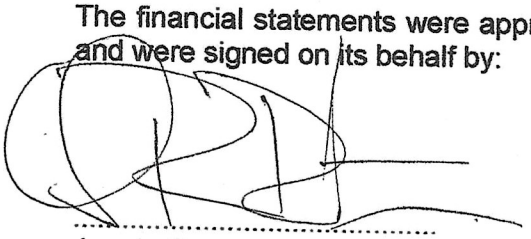
The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015) and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 19/10/2021 and were signed on its behalf by:



Jennie Paterson, Chair

## 1. ACCOUNTING POLICIES

**Accounting convention**
The charity constitutes a public benefit entity as defined by FRS 102. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued 16 July 2014, the Charities Act 2011, the Companies Act 2006 and the UK Generally Accepted Accounting Practice.

The charity has applied update bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds it is applying FRS 102 Section 1A.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The principal accounting policies adopted in the preparation of the financial statements are set out below.

**Going Concern**
At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees have considered the financial position, forecasts and cash flows of the organisation and are satisfied that it is acceptable to prepare the accounts on a going concern basis.

**Income**
All income is included on the Statement of Financial Activities when the charity becomes legally entitled to the income, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

**Grants and donations**
Income from grants and donations subject to the specific wishes of the donor are credited to the relevant restricted funds.

**Charitable trading activities**
Income from the delivery Life Works services in the community is included in the year in which such income is invoiced.

**Government Grants**
The charity has received government grants in the reporting period via various City and Local Authority grants.

**Donated Services**
The value of services and help provided by volunteers is not included in the accounts but is described in the Trustees' Annual Report.

**Expenditure**
Expenditure is accounted for on an accruals basis and has been classified under headings

that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

The charity made redundancy payments during the year.

**Taxation**
The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted general funds for specific future purposes of projects.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Tangible Fixed Assets and Depreciation**

Tangible Fixed Assets are included at cost less depreciation. Depreciation has been computed to write off the cost of fixed assets as follows:

Life Works Van – 50% in the first year and then a further 10% in each subsequent year.

Life Works Shed – 100% in the first year.

## 2. DONATIONS AND GRANTS

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Donations | 65,035 | 43,772 |
| Grants | 126,295 | 182,178 |
| Government Grants and Donations (city and county councils) | 117,919 | 7,192 |
| Government COVID Funding | 26,858 | - |
| Government HMRC JRS Grant | 38,120 | - |
| | 374,227 | 233,142 |

## 3. INVESTMENT INCOME

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Deposit account interest | 122 | 245 |

## 4. NET (EXPENDITURE) INCOME

This is stated after charging:

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Governance Costs | 6,121 | 6,085 |
| Depreciation | 2,510 | 2,510 |
| Independent Examiner's Fee | 1,000 | 1,000 |

## 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 31 March 2021 or for the year ended 31 March 2020.

**Trustees' expenses**

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Trustees' expenses | - | 91 |

## 6. STAFF COSTS

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 184,847 | 174,926 |
| Social security costs | 15,493 | 11,859 |
| Other pension costs | 8,409 | 8,733 |
| | 208,749 | 195,518 |

The average monthly number of employees during the year was as follows:

| | 31.3.21 | 31.3.20 |
|---|---|---|
| Operating staff | 8 | 8 |

No employees received emoluments in excess of £60,000.

## 7. TANGIBLE FIXED ASSETS

| | Vehicles | Fixtures and Fittings | TOTAL |
|---|---|---|---|
| | £ | £ | £ |
| **COST** | | | |
| **Brought Forward at 1st April 2020** | 25,094 | 2,114 | 27,208 |
| At 31st March 2021 | 25,094 | 2,114 | 27,208 |
| **DEPRECIATION** | | | |
| **Brought Forward at 1st April 2020** | 17,567 | 2,114 | 19,681 |
| Charge for year | 2,510 | - | 2,510 |
| At 31st March 2021 | 20,077 | 2,114 | 22,191 |
| **NET BOOK VALUE** | | | |
| At 31st March 2021 | 5,017 | 0 | 5,017 |

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.21 | 31.3.20 |
|---|---|---|
| | £ | £ |
| Taxation and social security | 5,175 | 3,596 |
| Other creditors | 1,501 | 3,851 |
| | 6,676 | 7,447 |

## 9. MOVEMENT IN FUNDS

| | At 1.4.20 | Net movement in funds | At 31.3.21 |
|---|---|---|---|
| | £ | £ | £ |
| **Restricted Funds** | 41,869 | (3,080) | 38,789 |
| **Unrestricted Funds** | | | |
| General fund | 39,571 | 140,327 | 179,898 |
| Designated fund | 35,000 | - | 35,000 |
| **TOTAL FUNDS** | 116,440 | 137,247 | 253,687 |

Net movement in funds, included in the above are as follows:

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| | £ | £ | £ |
| **Restricted funds** | 161,803 | (164,883) | (3,080) |
| **Unrestricted funds** | 229,205 | (88,878) | 140,327 |
| **Designated funds** | - | - | - |
| **TOTAL FUNDS** | 391,008 | (253,761) | 137,247 |

Designated funds are unrestricted funds earmarked by management/trustees for particular purposes.

## 10. RESERVES

The Trustees have reviewed the charity's needs for contingency reserves in line with the guidance issued by the Charity Commission. Over a period of years the Trustees have pursued a policy which would establish financial reserves that would be sufficient to cover foreseeable costs and contingencies. The Trustees aim to be able to retain sufficient reserves

necessary to meet employment liabilities and expenses, should any of the funding sources become unreliable or be delayed. The charity aims to ringfence three to six months' employment and relevant running costs.

In 2018 the Trustees denoted a designated reserve of £35,000 to cover the costs of closing the operations of the charity should funding become so difficult to obtain that it would be necessary to suspend activities in the opinion of the Trustees.

The Footprints Project

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

| | 31.3.21 £ | 31.3.20 £ |
|---|---|---|
| **INCOME** | | |
| **Voluntary income** | | |
| Donations | 65,035 | 43,772 |
| Grants | 126,295 | 182,178 |
| Government JRS Grants | 38,120 | |
| Government Grants | 144,777 | 7,192 |
| Fundraising Events | - | 2,322 |
| Trading Activities | 16,659 | 70,832 |
| | 390,886 | 306,296 |
| **Investment income** | | |
| Deposit account interest | 122 | 245 |
| **Total income** | 391,008 | 306,541 |
| **EXPENDITURE** | | |
| **Costs of generating voluntary income** | | |
| Fund raising | 6,223 | 1,835 |
| **Trading Activities** | | |
| Cost of materials | 4,847 | 44,139 |
| **Charitable activities** | | |
| Wages | 175,604 | 171,331 |
| Social security | 15,493 | 11,482 |
| Pensions | 8,323 | 8,643 |
| Programme costs to support clients | 10,763 | 52,086 |
| Rent | 3,831 | 4,919 |
| | 214,014 | 248,461 |
| **Governance costs** | | |
| Wages | 2,900 | 3,595 |
| Social security | 341 | 377 |
| Pensions | 86 | 89 |
| Rent | 426 | 547 |
| Accountancy | 2,368 | 1,477 |
| | 6,121 | 6,085 |

This page does not form part of the statutory financial statements

The Footprints Project

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

| | 31.3.21 £ | 31.3.20 £ |
|---|---|---|
| **Management** | | |
| Insurance | 4,181 | 4,760 |
| Consultancy and professional fees | 7,362 | 7,279 |
| Light, heat and service charge | 185 | 245 |
| Postage and stationery | 93 | 635 |
| Sundries | 27 | - |
| | 11,848 | 12,919 |
| **Depreciation** | 2,510 | 2,510 |
| **Trustee Expenses** | | |
| Travel | - | 91 |
| **Finance** | | |
| Bank charges | 15 | 13 |
| **Information technology** | | |
| Communication and IT | 8,183 | 5,810 |
| **Total resources expended** | 253,761 | 321,863 |
| **Net income (expenditure)** | 137,247 | (15,322) |

This page does not form part of the statutory financial statements