

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

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The Footprints Project

Report of the Trustees for the Year Ended 31 March 2021

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

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2021

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 ("OOCDS") 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 Government's 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.

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2021

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 (OCD) 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.

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2021

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 Footprints Project

Report of the Trustees for the Year Ended 31 March 2021

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 OOC 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

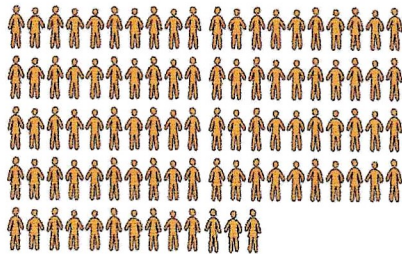


and supported 214
people in prison
and in the
community.

We trained 22 new
volunteer mentors in
Dorset and Hampshire

214 

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.

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2021

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 OOC 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."

OOC 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.

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2021

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 sessions between September and December 2020, when residents concentrated on new designs for sale through our online shop. The workshop will reopen in due course.

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2021

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 adaptations 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 statutory 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.

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2021

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

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2021

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:

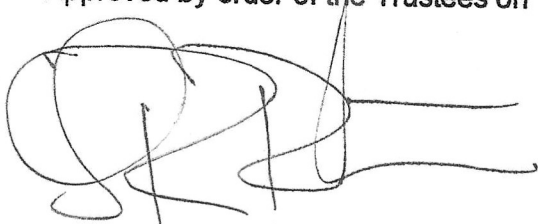
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures 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:

A handwritten signature in black ink, appearing to be 'Jennie Paterson', written over a horizontal line.

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 ACA

Date: 19 October 2021

8 Turnpike
Aldbourn
Wiltshire SN8 2BZ

The Footprints Project

Statement of Financial Activities for the Year Ended 31 March 2021

		Unrestricted Funds £	Restricted Funds £	31.3.21 Total Funds £	31.3.20 Total Funds £
INCOME FROM:	Notes				
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		<u>-</u>	<u>-</u>	<u>-</u>	<u>2,322</u>
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		<u>28,677</u>	<u>-</u>	<u>28,677</u>	<u>27,428</u>
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		<u>239,898</u>	<u>38,789</u>	<u>253,687</u>	<u>116,440</u>

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		<u>209,881</u>	<u>38,789</u>	<u>248,670</u>	<u>108,913</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		214,898	38,789	253,687	116,440
NET ASSETS		<u>214,898</u>	<u>38,789</u>	<u>253,687</u>	<u>116,440</u>
FUNDS	9/10				
Restricted Funds				38,789	41,869
Unrestricted Funds:					
General fund				179,898	39,571
Designated fund				<u>35,000</u>	<u>35,000</u>
Total Unrestricted Funds				214,898	74,571
TOTAL FUNDS				<u>253,687</u>	<u>116,440</u>

The notes form part of these financial statements

The Footprints Project

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.

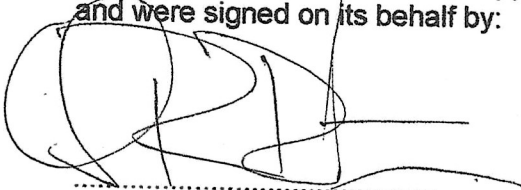
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

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

The Footprints Project

Notes to the Financial Statements for the Year Ended 31 March 2021

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

The Footprints Project

Notes to the Financial Statements – continued for the Year Ended 31 March 2021

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	-
	<u>374,227</u>	<u>233,142</u>

The Footprints Project

Notes to the Financial Statements – continued for the Year Ended 31 March 2021

3. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Deposit account interest	<u>122</u>	<u>245</u>

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
	<u> </u>	<u> </u>

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	<u>-</u>	<u>91</u>

The Footprints Project

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

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	<u>8,409</u>	<u>8,733</u>
	<u>208,749</u>	<u>195,518</u>

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

	31.3.21	31.3.20
Operating staff	<u>8</u>	<u>8</u>

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

7. TANGIBLE FIXED ASSETS

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

The Footprints Project

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Taxation and social security	5,175	3,596
Other creditors	<u>1,501</u>	<u>3,851</u>
	<u>6,676</u>	<u>7,447</u>

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
	<u>116,440</u>	<u>137,247</u>	<u>253,687</u>

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	-	-	-
	<u>391,008</u>	<u>(253,761)</u>	<u>137,247</u>

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

The Footprints Project

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

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	<u>16,659</u>	<u>70,832</u>
	<u>390,886</u>	<u>306,296</u>
Investment income		
Deposit account interest	<u>122</u>	<u>245</u>
Total income	<u>391,008</u>	<u>306,541</u>
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	<u>3,831</u>	<u>4,919</u>
	214,014	248,461
Governance costs		
Wages	2,900	3,595
Social security	341	377
Pensions	86	89
Rent	426	547
Accountancy	<u>2,368</u>	<u>1,477</u>
	<u>6,121</u>	<u>6,085</u>

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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	<u>27</u>	<u>-</u>
	11,848	12,919
Depreciation	2,510	2,510
Trustee Expenses		
Travel	-	91
Finance		
Bank charges	15	13
Information technology		
Communication and IT	<u>8,183</u>	<u>5,810</u>
Total resources expended	253,761	321,863
	<u> </u>	<u> </u>
Net income (expenditure)	<u>137,247</u>	<u>(15,322)</u>

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