

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

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The Footprints Project

Report of the Trustees for the Year Ended 31 March 2022

Charity number 1110916

Company registration number 05314401

Business address
290 Wimborne Road
Winton
Dorset
BH3 7AX

Registered office
c/o Martin and Company,
25 St Thomas Street,
Winchester,
Hampshire,
SO23 9HJ

Trustees
Jennie Paterson B.A., F.C.I.M.– Chair (resigned 12th October 2022)
Bernadette Macdonald-Raggett (resigned 12th October 2022)
The Rev Canon Dr Roland Riem B.Sc. Phd M.A.(resigned 5th August 2022)
Mark Hudson MA (Oxon), MA (London)
Sarah Jane Radford FCA
John Harding CBE
Sarah Peppiatt BA
Heather Bland
Michael Rowe (appointed 12th October 2022)

Chief Executive Dr Caroline Stevens

Banking Services
Unity Trust Bank
Four Brindley Place
Birmingham
B1 2JB

Santander UK PLC
2 Triton Square
Regents Park
London
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 ("OOCDS") 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.

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2022

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.

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2022

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

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Report of the Trustees for the Year Ended 31 March 2022

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 OOCOD 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 OOCOD 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**

OOCDC 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"

- **OOCDC 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

The Footprints Project

Report of the Trustees for the Year Ended 31 March 2022

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

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 Tumpike
Aldbourn
Wiltshire SN8 2BZ

The Footprints Project

Statement of Financial Activities for the Year Ended 31 March 2022

		Unrestricted Funds £	Restricted Funds £	31.3.22 Total Funds £	31.3.21 Total Funds £
INCOME FROM:	Notes				
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		<u>316</u>	<u>-</u>	<u>316</u>	<u>-</u>
Total		<u>71,784</u>	<u>106,516</u>	<u>178,300</u>	<u>391,008</u>
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		<u>28,751</u>	<u>-</u>	<u>28,751</u>	<u>28,677</u>
Total		<u>113,316</u>	<u>107,242</u>	<u>220,558</u>	<u>253,761</u>
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		<u>173,366</u>	<u>38,063</u>	<u>211,429</u>	<u>253,687</u>

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		<u>173,366</u>	<u>38,063</u>	<u>211,429</u>	<u>248,670</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		173,366	38,063	211,429	253,687
NET ASSETS		<u>173,366</u>	<u>38,063</u>	<u>211,429</u>	<u>253,687</u>
FUNDS	9/10				
Restricted Funds				38,063	38,789
Unrestricted Funds:					
General fund				138,366	179,898
Designated fund				<u>35,000</u>	<u>35,000</u>
Total Unrestricted Funds				173,366	214,898
TOTAL FUNDS				<u>211,429</u>	<u>253,687</u>

The notes form part of these financial statements

The Footprints Project

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

The Footprints Project

Notes to the Financial Statements – continued for the Year Ended 31 March 2022

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
	<u>176,094</u>	<u>374,227</u>

The Footprints Project

Notes to the Financial Statements – continued for the Year Ended 31 March 2022

3. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Deposit account interest	<u>73</u>	<u>122</u>

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

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

The Footprints Project

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

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	<u>2,890</u>	<u>8,409</u>
	<u>173,696</u>	<u>208,749</u>

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

	31.3.22	31.3.21
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 2021	25,094	2,114	27,208
Disposals during the year	(25,094)	(2,114)	(27,208)
	<u>-</u>	<u>-</u>	<u>-</u>
At 31st March 2022			
DEPRECIATION			
Brought Forward at 1 st April 2021	20,077	2,114	22,191
Charge for year	-	-	-
Disposals during the year	(20,077)	(2,114)	22,191
	<u>-</u>	<u>-</u>	<u>-</u>
At 31st March 2021	<u>5,017</u>	<u>-</u>	<u>5,017</u>
NET BOOK VALUE			
At 31 st March 2022	<u>-</u>	<u>-</u>	<u>-</u>

The Footprints Project

Notes to the Financial Statements - continued
for the Year Ended 31 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	<u>7,447</u>	<u>1,501</u>
	<u>11,562</u>	<u>6,676</u>

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
	<u>253,687</u>	<u>(42,258)</u>	<u>211,429</u>
TOTAL FUNDS	<u>253,687</u>	<u>(42,258)</u>	<u>211,429</u>

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	-	-	-
	<u>178,300</u>	<u>(220,558)</u>	<u>(42,258)</u>
TOTAL FUNDS	<u>178,300</u>	<u>(220,558)</u>	<u>(42,258)</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 2022

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	<u>1,594</u>	<u></u>
	<u>178,227</u>	<u>390,886</u>
Investment income		
Deposit account interest	<u>73</u>	<u>122</u>
Total income	<u>178,300</u>	<u>391,008</u>
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	<u>3,090</u>	<u>3,831</u>
	186,425	214,014
Governance costs		
Wages	2,920	2,900
Social security	349	341
Pensions	83	86
Rent	343	426
Accountancy	<u>1,464</u>	<u>2,368</u>
	<u>5,159</u>	<u>6,121</u>

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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	<u>-</u>	<u>27</u>
	8,641	11,848
Depreciation	-	2,510
Trustee Expenses		
Travel	-	-
Finance		
Bank charges	44	15
Information technology		
Communication and IT	<u>14,907</u>	<u>8,183</u>
Total resources expended	220,558	253,761
	<hr/>	<hr/>
Net (expenditure) income	<u>(42,258)</u>	<u>137,247</u>

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