

Footprints Project

Report of the Trustees for the Year Ended 31 March 2024

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

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Footprints Project

Report of the Trustees for the Year Ended 31 March 2024

Charity number	1110916
Company registration number	05314401
Business address	Oxford Point, 19, Oxford Road, Bournemouth Dorset BH8 8GS
Registered office	c/o Martin and Company, 25, St Thomas Street, Winchester, Hampshire, SO23 9HJ
Trustees	Sarah Jane Radford FCA - Chair Lija Broka ACA CTA - Treasurer Heather Bland – Safeguarding Trustee John Harding CBE Sarah Peppiatt BA Brendan Ross (appointed 31 st July 2024) Michael Rowe BCL, PgDip, LLB Lady Elizabeth Toulson (appointed 18 th October 2023) The Very Reverend Stephen Waine (appointed 18 th October 2023)
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

Footprints Project

Report of the Trustees for the Year Ended 31 March 2024

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.

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Report of the Trustees for the Year Ended 31 March 2024

- 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.

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Report of the Trustees for the Year Ended 31 March 2024

- 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 OOC 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.

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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.

"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.

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“(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.”

O OCD 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.

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Report of the Trustees for the Year Ended 31 March 2024



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.

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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

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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

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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.

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Report of the Trustees for the Year Ended 31 March 2024

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.

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Report of the Trustees for the Year Ended 31 March 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 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

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
		<hr/>	<hr/>	<hr/>	<hr/>
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
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure:		82,011	144,840	226,851	257,502
		<hr/>	<hr/>	<hr/>	<hr/>
NET MOVEMENT IN FUNDS					
NET INCOME/(EXPENDITURE)		(6,949)	(285)	(7,234)	(58,119)
FOR THE YEAR		<hr/>	<hr/>	<hr/>	<hr/>
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)
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		126,864	19,212	146,076	153,310
		<hr/>	<hr/>	<hr/>	<hr/>

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

The Footprints ProjectBalance 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		<u>126,864</u>	<u>19,212</u>	<u>146,076</u>	<u>153,310</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		126,864	19,212	146,076	153,310
NET ASSETS		<u><u>126,864</u></u>	<u><u>19,212</u></u>	<u><u>146,076</u></u>	<u><u>153,310</u></u>
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				<u>126,864</u>	<u>133,813</u>
TOTAL FUNDS				<u><u>146,076</u></u>	<u><u>153,310</u></u>

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

Footprints Project

Notes to the Financial Statements for the Year Ended 31 March 2024

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

Footprints Project

Notes to the Financial Statements – continued for the Year Ended 31 March 2024

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.

Footprints Project

Notes to the Financial Statements – continued for the Year Ended 31 March 2024

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)	<u>52,003</u>	<u>96,510</u>
	<u>218,122</u>	<u>192,397</u>

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	<u>1,288</u>	<u>739</u>

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)	<u>28,777</u>	<u>32,281</u>
	<u>222,821</u>	<u>252,310</u>

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)	<u>7,416</u>	<u>6,320</u>
	<u>28,777</u>	<u>32,281</u>

The Footprints Project

Notes to the Financial Statements – continued for the Year Ended 31 March 2024

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
	<u>7,416</u>	<u>6,320</u>

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
	<u>7,416</u>	<u>6,320</u>

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	<u>129</u>	<u>50</u>

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
	<u>155,724</u>	<u>192,656</u>

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

	31.03.24	31.03.23
Operating staff	<u>7</u>	<u>7</u>

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

All staff are considered key management personnel by the trustees.

The Footprints Project

Notes to the Financial Statements – continued for the Year Ended 31 March 2024

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
	<u>8,232</u>	<u>6,268</u>

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	<u>153,310</u>	<u>207,635</u>	<u>(226,851)</u>	<u>134,094</u>

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	<u>211,429</u>	<u>199,383</u>	<u>(257,502)</u>	<u>153,310</u>

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.

The Footprints Project

Notes to the Financial Statements – continued for the Year Ended 31 March 2024

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 £	31.03.23 £
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
	<u>218,329</u>	<u>198,644</u>
Investment income		
Deposit account interest	<u>1,288</u>	<u>739</u>
Total income	<u>219,617</u>	<u>199,383</u>
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	<u>11,543</u>	<u>5,749</u>
	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	<u>1,140</u>	<u>1,000</u>
	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 £	31.03.23 £
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
	<hr/>	<hr/>
	9,623	11,442
Trustee Expenses		
Travel	129	50
Finance		
Bank charges	150	122
Information technology		
Communication and IT	11,459	14,347
	<hr/>	<hr/>
Total resources expended	226,851	257,502
	<hr/>	<hr/>
Net (expenditure) income	<u>(7,234)</u>	<u>(58,119)</u>

This page does not form part of the statutory financial statements