

JIGSAW VISITORS CENTRE

England & Wales · Charity number 1113759

Details

Other names	ARMLEY PRISON VISITORS' CENTRE
Status	Registered
Legal form	Charitable company
Company number	04278920
Registered	2006-04-12
Register	View on the Charity Commission register

Contact

Address	Jigsaw Visitors Centre C/O HM Prison Leeds 2 Gloucester Terrace Leeds LS12 2TJ
Phone	01132032771
Email	info@jigsawcharity.org
Website	www.jigsawcharity.org

Activities

Objects: 1. THE RELIEF OF POVERTY, HARDSHIP AND DISTRESS AMONG PARTNERS, FAMILIES, CHILDREN AND DEPENDANTS OF PERSONS WHO HAVE SUFFERED A LEGAL RESTRICTION OF THEIR LIBERTY AND WHO ARE DETAINED AT HM PRISON, LEEDS;2. TO RELIEVE SICKNESS AND POOR HEALTH AND TO PROMOTE HEALTH AND HEALTH EDUCATION AMONG THOSE DETAINED AT HM PRISON, LEEDS, THEIR DEPENDANTS AND OTHER FAMILY MEMBERS AND AMONGST PEOPLE LIVING IN THE ARMLEY AREA OF LEEDS, BY PROVIDING A HEALTHY LIVING CENTRE AND ASSOCIATED NON-STATUTORY FACILITIES;3. TO PROMOTE OTHER CHARITABLE PURPOSES FOR THE BENEFIT OF PEOPLE LIVING OR WORKING IN THE ARMLEY AREA OF LEEDS

Activities: To provide a range of services at our prison sites and in the community, offering emotional support, advice and guidance, rehabilitation and family time. Enabling offenders and their loved ones to sustain meaningful relationships to benefit them during time in custody and beyond.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Other Defined Groups

Geography

- **Area of benefit:** ARMLEY, LEEDS
- Barnsley
- Bradford City
- Calderdale
- City Of Wakefield
- Doncaster
- Kirklees
- Leeds City
- North Yorkshire
- Rotherham
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£303,394	£298,006	-	-
2024-03-31	£304,500	£298,979	-	-
2023-03-31	£390,325	£330,346	-	-
2022-03-31	£292,510	£289,466	-	-
2021-03-31	£247,324	£214,732	-	-

Trustees

Name	Role	Appointed
Dr Simon Robert Sandison		2019-12-04
Guy Hill		2014-05-20
Helen Parkinson		2024-09-09
Neil Clephan		2015-11-24
Philip Turnpenney		2017-01-24

JIGSAW VISITORS CENTRE

England & Wales - Charity number 1113759

Accounts

Company registered number 4278920
Registered charity number 1113759

Jigsaw Visitors Centre

Financial Statements

for the year ended 31st March 2025

Jigsaw Visitors Centre
Report of the trustees for the year ended 31 March 2025

The trustees present their report and unaudited financial statements for the year ended 31st March 2025.

Reference and Administrative Information

Charity name	Jigsaw Visitors Centre
Charity Registration Number	1113759
Company Registration Number	4278920
Registered Office	HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees

Neil Clephan	Chair
Helen Parkinson	Treasurer
Guy Hill	
Philip Turnpenney	
Simon Sandison	

Company Secretary

Simon Sandison

Principal staff

Lee Stephenson – Project Director

Independent Examiner

Paul Cowham FCA DChA
Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

Bankers

Unity Trust Bank plc
9 Brindley Place
Birmingham
B1 2HB

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2025

Objectives and activities

The charity's objects ("Objects") are specifically restricted to the following:

- a) The relief of poverty, hardship and distress among partners, families, children and dependents of persons who have suffered a legal restriction of their liberty and who are detained at HM Prison, Leeds, or are otherwise involved in the justice system, such as other HM Prisons and the probation service;
- b) To relieve sickness and poor health and to promote health and health education among those detained at HM Prison, Leeds, their dependants and other family members and amongst people living in the Armley area of Leeds through the promotion of health and wellbeing in the work of Jigsaw.
- c) To work with HM Prison Service to provide services including, but not limited to, independent support, information and advice to the families of prisoners; management of play areas within the prison and provision of catering services;
- d) To work across the justice system to increase opportunities for the rehabilitation of offenders through activities including the maintenance of family ties and offering opportunities for work placements and job-based training through catering services and supporting the day to day activities of the charity;
- e) To consider other ways of working with offenders to reduce reoffending including, but not limited to, social housing, catering and other proposals that will enable offenders to gain work experience and find employment; and
- f) To promote other charitable purposes for the benefit of in particular but not exclusively anyone affected by the criminal justice system and people living or working in the Armley area of Leeds.

Activities undertaken for public benefit in relation to objects

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission

The company's overall aim remains the same, i.e.:-

"To provide friendly and independent support, information and advice and healthy living activities for all communities associated with the Visitors Centre – families of prisoners, prisoners and ex-prisoners, prison staff and the local community. We aim to empower people and their families to make positive choices about their lives and lifestyle."

The public benefits from the work carried out at the Visitors Centre through Jigsaw trying to reduce re-offending for prisoners through strengthening family ties and relationships, as prisoners who keep family ties and contact whilst in prison are 6 times less like to re-offend on release. This has a direct benefit to the public both financially and socially.

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2025

2024-25 Achievement and Performance

- Jigsaw completed the second full year of the Family Service Contract for HMP Leeds and HMP Wealstun. All contract obligations and deliverables were met.
- School project/workshops were set up at both establishments. This allowed teachers to visit both establishments to learn more on the impact of imprisonment on children and how they can support the children at their school who experience this.
- Jigsaw enhanced its social media presence by setting up Facebook and LinkedIn pages to showcase all the work that Jigsaw delivers. These pages are updated weekly.
- The Visitors Centre at HMP Leeds was refurbished which included a new reception area, new flooring, new lockers and improved play area within the Centre

2024-25 Financial Review

Jigsaw Visitors Centre has had another positive and productive year, both operationally and financially. All commitments outlined in our core family service contracts at HMP Leeds and HMP Wealstun were met, ensuring continuous provision of services for families and visitors throughout the year.

Subsequent to the accounting period Jigsaw received positive news on a correction to the inflation treatment of its main contract. This provides greater financial stability and predictability across the remaining contract period. As inflation levels have since stabilised and pay pressures eased, the trustees reviewed and prudently reduced the inflation reserve from £120,000 to £60,000, releasing funds back into general reserves to support ongoing operations while maintaining appropriate protection for the remainder of the contract period.

Also subsequent to the accounting period, Jigsaw were successful in securing National Lottery funding to deliver the new Inside Out Project — an enhanced schools initiative supporting children, families, and schools affected by parental imprisonment. This project will allow Jigsaw to extend its reach and deepen its support for those most impacted by the criminal justice system.

Overall, Jigsaw remains in a stable financial position, with secure funding, prudent reserves management, and a clear focus on sustainability and growth in the years ahead

Reserves policy

The policy of the charity is to maintain a level of reserves at least sufficient to cover liabilities in the event of closure of the charity. This figure is currently set at £40,000 and will be reviewed, along with the policy, annually and at such a time as any material change to Jigsaw's liabilities take place. Any remaining reserves will be held as a means of support in the event of revenue losses and to enable investment in any new ventures which further the aims of the organisation, to this end, the charity maintains two designated funds;

1. Inflation Reserve: This reserve is designed to protect against variations between contract-linked inflation (based on CPI uplifts) and actual pay inflation over the life of the contract. As at 31 March 2024, the reserve stood at £120,000. Given the ongoing reduction in CPI and the fact that two-fifths of the contract has already been delivered, it is recognised, that whilst Jigsaw is still exposed to risk from pay inflation, this has been significantly reduced. The reserve has therefore been reduced to £60,000, with the remaining £60,000 released back into general funds.
2. Charity Investment Reserve: This reserve supports specific opportunities that align with Jigsaw's charitable aims. During the year, the balance increased to £30,000 (2024: £22,690). The use of this reserve will continue to follow Jigsaw's approved investment policy.

At the year end, free reserves (unrestricted reserves excluding designated funds) totalled £97,842.

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2025

Structure, governance and management

Governing document

Jigsaw Visitors Centre is a company limited by guarantee and is registered as a charity with the Charity Commission.

Jigsaw Visitors Centre, which changed its registered name from Armley Prison Visitors' Centre on 31st December 2010, started to operate in April 2006 following the merger of an unincorporated association also known as Armley Prison Visitors' Centre and the Jigsaw Healthy Living Project. The unincorporated association was established in 1993 and registered as a charity in November 1995 (charity number 1051052). The Jigsaw Healthy Living Project was initially known as "a project of the Visitors Centre", legally accountable to HMP Leeds who acted as the lead agency for the project with the Big Lottery Fund.

Company status

The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of guarantees at 31st March 2025 was 5.

Governance

The Board has adopted "The Good Governance Guide for Charitable Boards" as a focus for ensuring that Best Practice is in place regarding leadership, performance, delegation and integrity. Discussions have taken place around these principles confirming a consistent understanding of our position across the organisation.

Trustee selection methods

Trustees are elected by the members at the AGM. Recruitment is addressed through a number of methods ~ advertising, word of mouth connections, existing Board members, as a result of project activities and awareness days undertaken by staff and via contact with the local voluntary and business community.

Induction and training of trustees

An induction process exists allowing Trustees and co-opted representatives the opportunity to engage quickly and positively with the charity.

Organisational structure

All Trustees sit on the Board which meets every two months and is responsible for the operation and strategic direction of the charity. There are two sub-committees – the Strategy, Finance and Funding (SFF) and the People, Policies and Procedures (PPP) sub-groups where a mix of Trustees, co-opted members and senior operational staff in the Centre come together to discuss relevant issues and form plans for the future.

Day-to-day responsibility for the provision of services, management of staff and volunteers rests with the Director of the Centre.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the trustees must

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2025

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 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 accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the trustees and signed on its behalf by:



..... Signed

Helen Parkinson

..... Name

1st December 2025

..... Date

Independent Examiner's Report to the trustees of

Jigsaw Visitors Centre

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the 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 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 your 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.

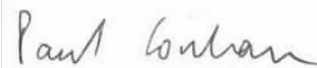
Independent examiner's statement

Since the Company's gross income exceeded £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 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 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.



Paul Cowham MA FCA DChA
Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

2 Dec 25

Date.....

Jigsaw Visitors Centre
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	Total funds 2025 £	Total funds 2024 £
Income					
Donations and legacies	3	-	525	525	173
Charitable activities	4	295,968	1,650	297,618	301,272
Fees and other income	-	-	-	-	-
Investments	5	5,251	-	5,251	3,055
Total income		301,219	2,175	303,394	304,500
Expenditure					
Raising funds	-	-	-	-	-
Charitable activities	6	296,067	1,939	298,006	298,979
Total expenditure		296,067	1,939	298,006	298,979
Net income/(expenditure) for the year	7	5,152	236	5,388	5,521
Transfer between funds		-	-	-	-
Net movement in funds for the year		5,152	236	5,388	5,521
Reconciliation of funds					
Total funds brought forward		182,690	2,743	185,433	179,912
Total funds carried forward		187,842	2,979	190,821	185,433

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Jigsaw Visitors Centre
Company number 4278920
Balance sheet as at 31 March 2025

	Note	2025	2024
		£	£
Fixed assets			
Tangible assets	11	-	-
Total fixed assets		-	-
Current assets			
Debtors	12	2,100	2,100
Cash at bank and in hand		189,771	184,383
Total current assets		191,871	186,483
Liabilities			
Creditors: amounts falling due in less than one year	13	(1,050)	(1,050)
Net current assets		190,821	185,433
Total assets less current liabilities		190,821	185,433
Net assets		190,821	185,433
Funds of the charity			
Restricted income funds	14	2,979	2,743
Unrestricted income funds	15	187,842	182,690
Total charity funds		190,821	185,433

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 9 to 18 form part of these accounts.

Approved by the trustees on 19th November 2025 and signed on their behalf by:

Helen Parkinson

Name

Signed



Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2025

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Jigsaw Visitors Centre meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Notes to the accounts for the year ended 31 March 2025 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Notes to the accounts for the year ended 31 March 2025 (continued)

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Motor vehicles:	4 years
Office fixtures and equipment	4 years
Improvements to premises:	4 years

k Debtors

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

l Cash at bank and in hand

Cash at bank and cash 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.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2025 (continued)

N Financial instruments

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

O Pensions

Jigsaw Visitor's Centre operates a work place pension scheme with People's Pensions.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2025 £	Unrestricted £	Restricted £	Total 2024 £
Donations	-	-	-	173	-	173
Small grants	-	525	525	-	-	-
Total	-	525	525	173	-	173

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2025 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2025 £	Unrestricted £	Restricted £	Total 2024 £
Grants						
Lottery mini bid	-	-	-	-	34,498	34,498
Leeds Christian						
Community Trust	-	1,650	1,650	-	2,750	2,750
St George	-	-	-	-	1,000	1,000
HM Prison Service						
Contracts	295,968	-	295,968	263,024	-	263,024
Total	295,968	1,650	297,618	263,024	38,248	301,272

5 Investment income

	Unrestricted £	Restricted £	2025 £	2024 £
Income from bank deposits	5,251	-	5,251	3,055
	5,251	-	5,251	3,055

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2025 (continued)

6 Analysis of expenditure on charitable activities

	Total 2025 £	Total 2024 £
Salaries	267,896	272,511
Travel and subsistence	1,635	1,692
Recruitment and training	255	21
Administration	18,984	21,640
Project costs	3,892	1,265
Miscellaneous expenses	-	800
Professional fees	4,294	-
Governance costs		
Independent examination	1,050	1,050
Trustee and other expenses	-	-
	298,006	298,979
	2025 £	2024 £
Restricted expenditure	1,939	35,505
Unrestricted expenditure	296,067	263,474
	298,006	298,979

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2025 (continued)

7 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2025 £	2024 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	650	650
- independent examination	400	400

8 Staff costs

Staff costs during the year were as follows:

	2025 £	2024 £
Wages and salaries	249,272	254,401
Social security costs	10,250	9,429
Employers pension contributions	7,714	8,165
Payroll costs	660	516
	267,896	272,511

No employee has employee benefits in excess of £60,000 (2024: Nil).

The average number of staff employed during the period was 15.5 (2024: 17).

The average full time equivalent number of staff employed during the period was 9.1 (2024: 8.4).

The key management personnel of the charity comprise the trustees, the Project Director and Senior engagement worker (Wealstun). The total employee benefits of the key management personnel of the charity were £70,277 (2024: £74,298).

9 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration during the year (2024: Nil), in addition, no expenses were claimed by the trustees in the year (2024: £nil).

Aggregate donations from related parties were £nil (2024: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2024: nil).

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2025 (continued)

10 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

11 Fixed assets: tangible assets

	Office equipment & furniture £	Total £
Cost		
At 1 April 2024	14,069	14,069
Additions	-	-
Disposals	-	-
At 31 March 2025	14,069	14,069
Depreciation		
At 1 April 2024	14,069	14,069
Charge for the year	-	-
Disposals	-	-
At 31 March 2025	14,069	14,069
Net book value		
At 31 March 2025	-	-
At 31 March 2024	-	-

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2025 (continued)

12 Debtors

	2025 £	2024 £
Trade debtors and grant income	-	-
Prepayments & other debtors	2,100	2,100
	2,100	2,100

13 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	-	-
Other creditors and accruals	1,050	1,050
	1,050	1,050

14 Analysis of movements in restricted funds

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2025 £
Leeds Christian Community Trust	1,743	1,650	(1,939)	-	1,454
St George	1,000	-	-	-	1,000
New Wortley CA	-	400	-	-	400
Ecclesiastical	-	125	-	-	125
	2,743	2,175	(1,939)	-	2,979

Previous reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
Lottery mini bid	-	34,498	(34,498)	-	-
Leeds Christian Community Trust	-	2,750	(1,007)	-	1,743
St George	-	1,000	-	-	1,000
	-	38,248	(35,505)	-	2,743

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2025 (continued)

15 Analysis of movement in unrestricted funds

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers £	As at 31 March 2025 £
General fund	40,000	301,219	(296,067)	52,690	97,842
Inflation reserve	120,000	-	-	(60,000)	60,000
Charity Investment Reserve	22,690	-	-	7,310	30,000
	182,690	301,219	(296,067)	-	187,842

Previous reporting period	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	As at 31 March 2024 £
General fund	40,000	266,252	(263,474)	(2,778)	40,000
Inflation reserve	120,000	-	-	-	120,000
Charity Investment Reserve	19,912	-	-	2,778	22,690
	179,912	266,252	(263,474)	-	182,690

Name and description/purpose of the fund

Inflation reserve - this is guard against variation in contract inflation (based on CPI uplifts) vs real inflation for the length of the contract

Charity Investment Reserve - for specific opportunities in line with our charitable aims

16 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	97,842	90,000	2,979	190,821
Total	97,842	90,000	2,979	190,821

Accounts

Jigsaw Visitors Centre

Financial Statements

for the year ended 31st March 2024

Jigsaw Visitors Centre
Report of the trustees for the year ended 31 March 2024

The trustees present their report and unaudited financial statements for the year ended 31st March 2024.

Reference and Administrative Information

Charity name	Jigsaw Visitors Centre
Charity Registration Number	1113759
Company Registration Number	4278920
Registered Office	HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees!

Neil Clephan	Chair
Guy Hill	Treasurer
Philip Turnpenney	
Simon Sandison	
Helen Parkinson	(from January 2024)
Val Heywood	(until October 2023)

Company Secretary

Simon Sandison

Principal staff

Lee Stephenson – Project Director

Independent Examiner

Paul Cowham FCA DChA
Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

Bankers

Unity Trust Bank plc
9 Brindley Place
Birmingham
B1 2HB

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2024

Objectives and activities

The charity's objects ("Objects") are specifically restricted to the following:

- a) The relief of poverty, hardship and distress among partners, families, children and dependents of persons who have suffered a legal restriction of their liberty and who are detained at HM Prison, Leeds, or are otherwise involved in the justice system, such as other HM Prisons and the probation service;
- b) To relieve sickness and poor health and to promote health and health education among those detained at HM Prison, Leeds, their dependants and other family members and amongst people living in the Armley area of Leeds through the promotion of health and wellbeing in the work of Jigsaw.
- c) To work with HM Prison Service to provide services including, but not limited to, independent support, information and advice to the families of prisoners; management of play areas within the prison and provision of catering services;
- d) To work across the justice system to increase opportunities for the rehabilitation of offenders through activities including the maintenance of family ties and offering opportunities for work placements and job-based training through catering services and supporting the day to day activities of the charity;
- e) To consider other ways of working with offenders to reduce reoffending including, but not limited to, social housing, catering and other proposals that will enable offenders to gain work experience and find employment; and
- f) To promote other charitable purposes for the benefit of in particular but not exclusively anyone affected by the criminal justice system and people living or working in the Armley area of Leeds.

Activities undertaken for public benefit in relation to objects

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission

The company's overall aim remains the same, i.e.:-

"To provide friendly and independent support, information and advice and healthy living activities for all communities associated with the Visitors Centre – families of prisoners, prisoners and ex-prisoners, prison staff and the local community. We aim to empower people and their families to make positive choices about their lives and lifestyle."

The public benefits from the work carried out at the Visitors Centre through Jigsaw trying to reduce re-offending for prisoners through strengthening family ties and relationships, as prisoners who keep family ties and contact whilst in prison are 6 times less like to re-offend on release. This has a direct benefit to the public both financially and socially.

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2024

2023-24 Achievement and Performance

- Jigsaw completed the first full year of the Family Service Contract for HMP Leeds and HMP Wealstun. All contract obligations and deliverables were met.
- After testing demand, Jigsaw set up and delivered a food parcel service for families to access at both establishments.
- Virtual Family Forums were set up at both establishments. This allowed more families access to speak to Governors about any issues and concern.
- Jigsaw set up and delivered a monthly Virtual Homework club at HMP Leeds, meaning fathers could see the schoolwork done by their children at school and allowing prisoners to be part of their child's education.
- Jigsaw started a new Family Learning Programme at HMP Wealstun to enhance the parenting skills of prisoners.

2023-24 Financial Review

In line with plans, Jigsaw met all of its core contract and charitable deliverables whilst delivering a slightly better than breakeven financial position.

The revised payment structure of the new contract has given Jigsaw more certainty of income levels and increased financial stability. Jigsaw's biggest financial challenge remains the balancing of pay inflation costs with income inflation levels. This challenge is mitigated by healthy reserve levels and a specific 'inflation reserve' which will guard against losses caused by this inflation balance over the life of the contract.

Reserves policy

The policy of the charity is to maintain a level of reserves at least sufficient to cover liabilities in the event of closure of the charity. This figure is currently set at £40,000 and will be reviewed, along with the policy, annually and at such a time as any material change to Jigsaw's liabilities take place. Any remaining reserves will be held as a means of support in the event of revenue losses and to enable investment in any new ventures which further the aims of the organisation, to this end, the charity maintains two designated funds;

1. an inflation guard against variation in contract inflation (based on CPI uplifts) vs real inflation for the length of the contract. As at 31 March 2023, this reserve stood at £120,000. The reserve will remain at the same value as at 31 March 2024. Although CPI inflation has reduced significantly, Jigsaw is still exposed to a pay inflation risk. As and when this risk reduces throughout the contract some of this reserve will be repurposed to general fund or the 'charity investment reserve'
2. a 'charity investment reserve' for specific opportunities in line with our charitable aims. In the year this fund balance has increased to £22,690 (2023: £19,912). Usage of the investment reserve will be in line with Jigsaw's investment policy.

At the year end the free reserves, i.e. unrestricted reserves less designated funds equalled £40,000 in line with policy (2023: £40,000).

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2024

Structure, governance and management

Governing document

Jigsaw Visitors Centre is a company limited by guarantee and is registered as a charity with the Charity Commission.

Jigsaw Visitors Centre, which changed its registered name from Armley Prison Visitors' Centre on 31st December 2010, started to operate in April 2006 following the merger of an unincorporated association also known as Armley Prison Visitors' Centre and the Jigsaw Healthy Living Project. The unincorporated association was established in 1993 and registered as a charity in November 1995 (charity number 1051052). The Jigsaw Healthy Living Project was initially known as "a project of the Visitors Centre", legally accountable to HMP Leeds who acted as the lead agency for the project with the Big Lottery Fund.

Company status

The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of guarantees at 31st March 2024 was 5.

Governance

The Board has adopted "The Good Governance Guide for Charitable Boards" as a focus for ensuring that Best Practice is in place regarding leadership, performance, delegation and integrity. Discussions have taken place around these principles confirming a consistent understanding of our position across the organisation.

Trustee selection methods

Trustees are elected by the members at the AGM. Recruitment is addressed through a number of methods ~ advertising, word of mouth connections, existing Board members, as a result of project activities and awareness days undertaken by staff and via contact with the local voluntary and business community.

Induction and training of trustees

An induction process exists allowing Trustees and co-opted representatives the opportunity to engage quickly and positively with the charity.

Organisational structure

!

All Trustees sit on the Board which meets every two months and is responsible for the operation and strategic direction of the charity. There are two sub-committees – the Strategy, Finance and Funding (SFF) and the People, Policies and Procedures (PPP) sub-groups where a mix of Trustees, co-opted members and senior operational staff in the Centre come together to discuss relevant issues and form plans for the future.

Day-to-day responsibility for the provision of services, management of staff and volunteers rests with the Director of the Centre.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the trustees must

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2024

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 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 accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the trustees and signed on its behalf by:



..... Signed

Guy Hill

..... Name

2 July 2024

..... Date

Independent Examiner's Report to the trustees of

Jigsaw Visitors Centre

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the 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 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 your 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.

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 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 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.

Paul Cowham

Paul Cowham MA FCA DChA
Withington Works
Withington Baths
30 Burton Road
Manchester, M20 3EB

Date

16/7/24

Jigsaw Visitors Centre
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income					
Donations and legacies	3	173	-	173	472
Charitable activities	4	-	38,248	38,248	40,639
Fees and other income	5	263,024	-	263,024	349,214
Investments	6	3,055	-	3,055	-
Total income		266,252	38,248	304,500	390,325
Expenditure					
Raising funds	-	-	-	-	-
Charitable activities	7	263,474	35,505	298,979	330,346
Total expenditure		263,474	35,505	298,979	330,346
Net income/(expenditure) for the year	8	2,778	2,743	5,521	59,979
Transfer between funds		-	-	-	-
Net movement in funds for the year		2,778	2,743	5,521	59,979
Reconciliation of funds					
Total funds brought forward		179,912	-	179,912	119,933
Total funds carried forward		182,690	2,743	185,433	179,912

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Jigsaw Visitors Centre
Company number 4278920
Balance sheet as at 31 March 2024

	Note	2024	2023
		£	£
Fixed assets			
Tangible assets	12	-	-
Total fixed assets		-	-
Current assets			
Debtors	13	2,100	13,257
Cash at bank and in hand		184,383	167,705
Total current assets		186,483	180,962
Liabilities			
Creditors: amounts falling due in less than one year	14	(1,050)	(1,050)
Net current assets		185,433	179,912
Total assets less current liabilities		185,433	179,912
Net assets		185,433	179,912
Funds of the charity			
Restricted income funds	15	2,743	-
Unrestricted income funds	16	182,690	179,912
Total charity funds		185,433	179,912

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 9 to 18 form part of these accounts.

Approved by the trustees on 2 July 2024 and signed on their behalf by:

Guy Hill
Name

Signed 

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2024

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Jigsaw Visitors Centre meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Notes to the accounts for the year ended 31 March 2024 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Notes to the accounts for the year ended 31 March 2024 (continued)

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Motor vehicles:	4 years
Office fixtures and equipment	4 years
Improvements to premises:	4 years

k Debtors

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

l Cash at bank and in hand

Cash at bank and cash 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.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2024 (continued)

N Financial instruments

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

O Pensions

Jigsaw Visitor's Centre operates a work place pension scheme with People's Pensions.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2024 £	Unrestricted £	Restricted £	Total 2023 £
Donations	173	-	173	472	-	472
Total	173	-	173	472	-	472

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2024 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2024 £	Unrestricted £	Restricted £	Total 2023 £
Grants						
Lottery mini bid	-	34,498	34,498	-	40,639	40,639
Leeds Christian Community Trust	-	2,750	2,750	-	-	-
St George	-	1,000	1,000	-	-	-
Total	-	38,248	38,248	-	40,639	40,639

5 Fees and other income

	Unrestricted £	Restricted £	2024 £	Unrestricted £	Restricted £	2023 £
HM Prison Service Contracts	263,024	-	263,024	209,104	-	209,104
Tea and coffee bars	-	-	-	138,100	-	138,100
Other income	-	-	-	2,010	-	2,010
	263,024	-	263,024	349,214	-	349,214

All income from fees and trading is unrestricted.

6 Investment income

	Unrestricted £	Restricted £	2024 £	2023 £
Income from bank deposits	3,055	-	3,055	-
	3,055	-	3,055	-

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2024 (continued)

7 Analysis of expenditure on charitable activities

	Total 2024 £	Total 2023 £
Salaries	272,511	240,171
Travel and subsistence	1,692	209
Recruitment and training	21	1,473
Administration	21,640	17,479
Project costs	1,265	1,116
Café and tea bar supplies	-	67,583
Miscellaneous expenses	800	273
Professional fees	-	992
Governance costs		
Independent examination	1,050	1,050
Trustee and other expenses	-	-
	298,979	330,346
	2024 £	2023 £
Restricted expenditure	35,505	40,639
Unrestricted expenditure	263,474	289,707
	298,979	330,346

Notes to the accounts for the year ended 31 March 2024 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2024 £	2023 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	650	650
- independent examination	400	400

9 Staff costs

Staff costs during the year were as follows:

	2024 £	2023 £
Wages and salaries	254,401	225,441
Social security costs	9,429	8,513
Employers pension contributions	8,165	6,217
Payroll costs	516	-
	272,511	240,171

No employee has employee benefits in excess of £60,000 (2023: Nil).

The average number of staff employed during the period was 17 (2023: 17).

The average full time equivalent number of staff employed during the period was 8.4 (2023: 9.75).

The key management personnel of the charity comprise the trustees, the Project Director and Senior engagement worker (Wealstun). The total employee benefits of the key management personnel of the charity were £74,298 (2023: £63,662).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration during the year (2023: Nil), in addition, no expenses were claimed by the trustees in the year (2023: £nil).

Aggregate donations from related parties were £nil (2023: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2023: nil).

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2024 (continued)

11 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

12 Fixed assets: tangible assets

	Office equipment & furniture £	Total £
Cost		
At 1 April 2023	14,069	14,069
Additions	-	-
Disposals	-	-
At 31 March 2024	14,069	14,069
Depreciation		
At 1 April 2023	14,069	14,069
Charge for the year	-	-
Disposals	-	-
At 31 March 2024	14,069	14,069
Net book value		
At 31 March 2024	-	-
At 31 March 2023	-	-

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2024 (continued)

13 Debtors

	2024 £	2023 £
Trade debtors and grant income	-	13,257
Prepayments & other debtors	2,100	-
	<u>2,100</u>	<u>13,257</u>

14 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	-	-
Other creditors and accruals	1,050	1,050
	<u>1,050</u>	<u>1,050</u>

15 Analysis of movements in restricted funds

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
Lottery mini bid	-	34,498	(34,498)	-	-
Leeds Christian Community Trust	-	2,750	(1,007)	-	1,743
St George	-	1,000	-	-	1,000
	<u>-</u>	<u>38,248</u>	<u>(35,505)</u>	<u>-</u>	<u>2,743</u>

Previous reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
Lottery mini bid	-	40,639	(40,639)	-	-
	<u>-</u>	<u>40,639</u>	<u>(40,639)</u>	<u>-</u>	<u>-</u>

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2024 (continued)

16 Analysis of movement in unrestricted funds

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	As at 31 March 2024 £
General fund	40,000	266,252	(263,474)	(2,778)	40,000
Inflation reserve	120,000	-	-	-	120,000
Charity Investment Reserve	19,912	-	-	2,778	22,690
	179,912	266,252	(263,474)	-	182,690

Previous reporting period	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	As at 31 March 2023 £
General fund	40,000	349,686	(289,707)	(59,979)	40,000
Inflation reserve	50,000	-	-	70,000	120,000
Charity Investment Reserve	29,933	-	-	(10,021)	19,912
	119,933	349,686	(289,707)	-	179,912

Name and description/purpose of the fund

Inflation reserve - this is guard against variation in contract inflation (based on CPI uplifts) vs real inflation for the length of the contract

Charity Investment Reserve - for specific opportunities in line with our charitable aims

17 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	40,000	142,690	2,743	185,433
Total	40,000	142,690	2,743	185,433

Accounts

Company registered number 4278920
Registered charity number 1113759

Jigsaw Visitors Centre

Financial Statements

for the year ended 31st March 2023

Jigsaw Visitors Centre
Report of the trustees for the year ended 31 March 2023

The trustees present their report and unaudited financial statements for the year ended 31st March 2023.

Reference and Administrative Information

Charity name	Jigsaw Visitors Centre
Charity Registration Number	1113759
Company Registration Number	4278920
Registered Office	HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees

Valerie Heywood	
Guy Hill	Treasurer
Neil Clephan	Chair
Philip Turnpenney	
Simon Sandison	

Company Secretary

Simon Sandison

Principal staff

Lee Stephenson – Project Director

Independent Examiner

Paul Cowham FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Bankers

Unity Trust Bank plc
9 Brindley Place
Birmingham
B1 2HB

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2023

Objectives and activities

The charity's objects ("Objects") are specifically restricted to the following:

- a) The relief of poverty, hardship and distress among partners, families, children and dependents of persons who have suffered a legal restriction of their liberty and who are detained at HM Prison, Leeds, or are otherwise involved in the justice system, such as other HM Prisons and the probation service;
- b) To relieve sickness and poor health and to promote health and health education among those detained at HM Prison, Leeds, their dependants and other family members and amongst people living in the Armley area of Leeds through the promotion of health and wellbeing in the work of Jigsaw.
- c) To work with HM Prison Service to provide services including, but not limited to, independent support, information and advice to the families of prisoners; management of play areas within the prison and provision of catering services;
- d) To work across the justice system to increase opportunities for the rehabilitation of offenders through activities including the maintenance of family ties and offering opportunities for work placements and job-based training through catering services and supporting the day to day activities of the charity;
- e) To consider other ways of working with offenders to reduce reoffending including, but not limited to, social housing, catering and other proposals that will enable offenders to gain work experience and find employment; and
- f) To promote other charitable purposes for the benefit of in particular but not exclusively anyone affected by the criminal justice system and people living or working in the Armley area of Leeds.

Activities undertaken for public benefit in relation to objects

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission

The company's overall aim remains the same, i.e.:-

"To provide friendly and independent support, information and advice and healthy living activities for all communities associated with the Visitors Centre – families of prisoners, prisoners and ex-prisoners, prison staff and the local community. We aim to empower people and their families to make positive choices about their lives and lifestyle."

The public benefits from the work carried out at the Visitors Centre through Jigsaw trying to reduce re-offending for prisoners through strengthening family ties and relationships, as prisoners who keep family ties and contact whilst in prison are 6 times less like to re-offend on release. This has a direct benefit to the public both financially and socially.

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2023

2022-23 Achievement and Performance

- Jigsaw met all of its contractual and charitable aims in the year through a hybrid approach of remote and face to face family services.
- Jigsaw entered into a new family services contract (for 5 years plus optional 2 years) with the prison service in October 2022 after being successful in a tender process.
- Jigsaw provided Visitors Centre support for all visit sessions at HMP Wealstun from October 2022
- Opened a new play area at HMP Wealstun from October 2022 to provide play provision for all weekend and school holiday visit sessions
- Provided one to one case work with prisoners at HMP Leeds addressing their family issues from October 2022

2022-23 Financial Review

In line with plans, Jigsaw met all of its core contract and charitable deliverables whilst achieving a financial surplus. Following a a year transitioning out of the COVID pandemic in 2021-22, this financial year saw Jigsaw fully open throughout, with tea bar revenue contributing a surplus for the year.

In the early part of the financial year Jigsaw was successful in tendering for a continuation of its core contracts to provide family services to the prisons at Leeds and Wealstun. The new contract is for 5 years from October 2022 and has the option of a two-year further extension. This success bolsters Jigsaw's financial and strategic stability. The revised payment structure of the contract also goes some way to mitigating Jigsaw's financial risks in that it removes the variability of the tea bar revenue as being a risk factor by setting payments as a constant amount throughout the year rather than Jigsaw using uncertain amounts of tea bar revenue to achieve financial balance. Whilst the contract brings more financial certainty, Jigsaw has also maintained healthy reserves to further invest in its charitable aims and if necessary to guard against the impact of an uncertain macro inflationary financial landscape which translates as a specific risk to Jigsaw of contracts uplifted by CPI but main inflationary drivers being payroll related.

Reserves policy

The policy of the charity is to maintain a level of reserves at least sufficient to cover liabilities in the event of closure of the charity. This figure is currently set at £40,000 and will be reviewed, along with the policy, annually and at such a time as any material change to Jigsaw's liabilities take place. Any remaining reserves will be held as a means of support in the event of revenue losses and to enable investment in any new ventures which further the aims of the organisation, to this end, the charity maintains two designated funds;

1. an inflation guard against variation in contract inflation (based on CPI uplifts) vs real inflation for the length of the contract. As at March 2022, this reserve stood at £50,000 and a £70,000 has been transferred into this reserve in 2022/23 to total £120,000. As and when the inflation risk reduces throughout the contract some of this reserve will be repurposed to general fund or the 'charity investment reserve'
2. a 'charity investment reserve' for specific opportunities in line with our charitable aims. In year this fund has been reduced to £19,912. Usage of the investment reserve will be in line with Jigsaw's investment policy.

At the year end the free reserves, i.e. unrestricted reserves less designated funds equalled £40,000 in line with policy (2022: £40,000).

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2023

Structure, governance and management

Governing document

Jigsaw Visitors Centre is a company limited by guarantee and is registered as a charity with the Charity Commission.

Jigsaw Visitors Centre, which changed its registered name from Armley Prison Visitors' Centre on 31st December 2010, started to operate in April 2006 following the merger of an unincorporated association also known as Armley Prison Visitors' Centre and the Jigsaw Healthy Living Project. The unincorporated association was established in 1993 and registered as a charity in November 1995 (charity number 1051052). The Jigsaw Healthy Living Project was initially known as "a project of the Visitors Centre", legally accountable to HMP Leeds who acted as the lead agency for the project with the Big Lottery Fund.

Company status

The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of guarantees at 31st March 2023 was 5.

Governance

The Board has adopted "The Good Governance Guide for Charitable Boards" as a focus for ensuring that Best Practice is in place regarding leadership, performance, delegation and integrity. Discussions have taken place around these principles confirming a consistent understanding of our position across the organisation.

Trustee selection methods

Trustees are elected by the members at the AGM. Recruitment is addressed through a number of methods ~ advertising, word of mouth connections, existing Board members, as a result of project activities and awareness days undertaken by staff and via contact with the local voluntary and business community.

Induction and training of trustees

An induction process exists allowing Trustees and co-opted representatives the opportunity to engage quickly and positively with the charity.

Organisational structure

All Trustees sit on the Board which meets every two months and is responsible for the operation and strategic direction of the charity. There are two sub-committees – the Strategy, Finance and Funding (SFF) and the People, Policies and Procedures (PPP) sub-groups where a mix of Trustees, co-opted members and senior operational staff in the Centre come together to discuss relevant issues and form plans for the future.

Day-to-day responsibility for the provision of services, management of staff and volunteers rests with the Director of the Centre.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the trustees must

Jigsaw Visitors Centre

Report of the trustees for the year ended 31 March 2023

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 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 accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the trustees and signed on its behalf by:



..... Signed

Guy Hill

..... Name

12 / July / 2023

..... Date

Independent Examiner's Report to the trustees of

Jigsaw Visitors Centre

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the 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 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 your 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.

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 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 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.

Paul Cowham

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Date

18 July 2023

Jigsaw Visitors Centre
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2023

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
Income					
Donations and legacies	3	472	-	472	152
Charitable activities	4	-	40,639	40,639	50,791
Fees and other income	5	349,214	-	349,214	241,567
Investments	6	-	-	-	-
Total income		349,686	40,639	390,325	292,510
Expenditure					
Raising funds	-	-	-	-	-
Charitable activities	7	289,707	40,639	330,346	289,466
Total expenditure		289,707	40,639	330,346	289,466
Net income/(expenditure) for the year	8	59,979	-	59,979	3,044
Transfer between funds		-	-	-	-
Net movement in funds for the year		59,979	-	59,979	3,044
Reconciliation of funds					
Total funds brought forward		119,933	-	119,933	116,889
Total funds carried forward		179,912	-	179,912	119,933

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Jigsaw Visitors Centre
Company number 4278920
Balance sheet as at 31 March 2023

	Note	2023	2022
		£	£
Fixed assets			
Tangible assets	13	-	-
Total fixed assets		-	-
Current assets			
Debtors	14	13,257	-
Cash at bank and in hand		167,705	120,933
Total current assets		180,962	120,933
Liabilities			
Creditors: amounts falling due in less than one year	15	(1,050)	(1,000)
Net current assets		179,912	119,933
Total assets less current liabilities		179,912	119,933
Net assets		179,912	119,933
Funds of the charity			
Restricted income funds	16	-	-
Unrestricted income funds	17	179,912	119,933
Total charity funds		179,912	119,933

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

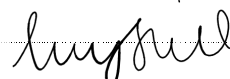
The notes on pages 9 to 18 form part of these accounts.

Approved by the trustees on 12 / 07 / 2023 and signed on their behalf by:

Guy Hill

Name

Signed



Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2023

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Jigsaw Visitors Centre meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Notes to the accounts for the year ended 31 March 2023 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Notes to the accounts for the year ended 31 March 2023 (continued)

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Motor vehicles:	4 years
Office fixtures and equipment	4 years
Improvements to premises:	4 years

k Debtors

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

l Cash at bank and in hand

Cash at bank and cash 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.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Notes to the accounts for the year ended 31 March 2023 (continued)

N Financial instruments

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

O Pensions

Jigsaw Visitor's Centre operates a work place pension scheme with People's Pensions.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2023 £	Unrestricted £	Restricted £	Total 2022 £
Donations	472	-	472	152	-	152
Total	472	-	472	152	-	152

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2023 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2023 £	Unrestricted £	Restricted £	Total 2022 £
Grants						
HMRC JRS	-	-	-	-	5,865	5,865
Lottery mini bid	-	40,639	40,639	-	44,926	44,926
Total	-	40,639	40,639	-	50,791	50,791

5 Fees and other income

	Unrestricted £	Restricted £	2023 £	Unrestricted £	Restricted £	2022 £
HM Prison Service Leeds Contract	130,335	-	130,335	171,725	-	171,725
HM Prison Service Wealstun Contract	78,769	-	78,769	-	-	-
Tea and coffee bars	138,100	-	138,100	69,185	-	69,185
Other income	2,010	-	2,010	657	-	657
	349,214	-	349,214	241,567	-	241,567

All income from fees and trading is unrestricted.

6 Investment income

	Unrestricted £	Restricted £	2023 £	2022 £
Income from bank deposits	-	-	-	-
	-	-	-	-

All of the charity's investment income arises from money held in interest bearing deposit accounts.
All investment income is unrestricted.

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2023 (continued)

7 Analysis of expenditure on charitable activities

	Total 2023 £	Total 2022 £
Salaries	240,171	217,219
Travel and subsistence	209	201
Recruitment and training	1,473	1,412
Administration	17,479	14,827
Project costs	1,116	851
Café and tea bar supplies	67,583	48,135
Miscellaneous expenses	273	36
Professional fees	992	5,785
Governance costs		
Independent examination	1,050	1,000
Trustee and other expenses	-	-
	330,346	289,466
	2023 £	2022 £
Restricted expenditure	40,639	60,115
Unrestricted expenditure	289,707	229,351
	330,346	289,466

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2023 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2023 £	2022 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	650	600
- independent examination	400	400

9 Staff costs

Staff costs during the year were as follows:

	2023 £	2022 £
Wages and salaries	225,441	201,554
Social security costs	8,513	7,788
Employers pension contributions	6,217	5,767
Payroll costs		2,110
	240,171	217,219

No employee has employee benefits in excess of £60,000 (2022: Nil).

The average number of staff employed during the period was 17 (2022: 13).

The average full time equivalent number of staff employed during the period was 9.75 (2022: 8.75).

The key management personnel of the charity comprise the trustees, the Project Director and Senior engagement worker (Wealstun). The total employee benefits of the key management personnel of the charity were £63,662 (2022: £62,608).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration during the year (2022: Nil), in addition, no expenses were claimed by the trustees in the year (2022 £nil).

Aggregate donations from related parties were £nil (2022: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2022: nil).

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2023 (continued)

11 Government grants

	2023 £	2022 £
HMRC Job Retention Scheme	-	5,865
	-	5,865

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

13 Fixed assets: tangible assets

	Office equipment & furniture £	Total £
Cost		
At 1 April 2022	14,069	14,069
Additions	-	-
Disposals	-	-
At 31 March 2023	14,069	14,069
Depreciation		
At 1 April 2022	14,069	14,069
Charge for the year	-	-
Disposals	-	-
At 31 March 2023	14,069	14,069
Net book value		
At 31 March 2023	-	-
At 31 March 2022	-	-

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2023 (continued)

14 Debtors

	2023 £	2022 £
Trade debtors and grant income	13,257	-
Prepayments & other debtors	-	-
	13,257	-

15 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	-	-
Other creditors and accruals	1,050	1,000
	1,050	1,000

16 Analysis of movements in restricted funds

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
Lottery mini bid	-	40,639	(40,639)	-	-
	-	40,639	(40,639)	-	-

Previous reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
HMRC JRS	-	5,865	(5,865)	-	-
Lottery mini bid	-	44,926	(44,926)	-	-
Peoples Postcode	9,324	-	(9,324)	-	-
	9,324	50,791	(60,115)	-	-

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2023 (continued)

17 Analysis of movement in unrestricted funds

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	As at 31 March 2023 £
General fund	40,000	349,686	(289,707)	(59,979)	40,000
Inflation reserve	50,000	-	-	70,000	120,000
Charity Investment Reserve	29,933	-	-	(10,021)	19,912
	119,933	349,686	(289,707)	-	179,912

Previous reporting period	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	As at 31 March 2022 £
General fund	107,565	241,719	(229,351)	(79,933)	40,000
Designated	-	-	-	50,000	50,000
Revaluation reserve	-	-	-	29,933	29,933
	107,565	241,719	(229,351)	-	119,933

Name and description/purpose of the fund

Inflation reserve - this is guard against variation in contract inflation (based on CPI uplifts) vs real inflation for the length of the contract

Charity Investment Reserve - for specific opportunities in line with our charitable aims

18 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	40,000	139,912	-	179,912
Total	40,000	139,912	-	179,912

JIGSAW VISITORS CENTRE

England & Wales - Charity number 1113759

Accounts

Jigsaw Visitors Centre

Financial Statements

for the year ended 31st March 2022

Jigsaw Visitors Centre
Report of the trustees for the year ended 31 March 2022

The trustees present their report and unaudited financial statements for the year ended 31st March 2022.

Reference and Administrative Information

Charity name	Jigsaw Visitors Centre
Charity Registration Number	1113759
Company Registration Number	4278920
Registered Office	HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees

Valerie Heywood	
Guy Hill	Treasurer
Neil Clephan	Chair
Philip Turnpenney	
Simon Sandison	

Company Secretary

Simon Sandison

Principal staff

Lee Stephenson – Project Director

Independent Examiner

Paul Cowham FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Bankers

Unity Trust Bank plc
9 Brindley Place
Birmingham
B1 2HB

Jigsaw Visitors Centre
Report of the trustees
for the year ended 31 March 2022

Objectives and activities

The charity's objects ("Objects") are specifically restricted to the following:

- a) The relief of poverty, hardship and distress among partners, families, children and dependents of persons who have suffered a legal restriction of their liberty and who are detained at HM Prison, Leeds, or are otherwise involved in the justice system, such as other HM Prisons and the probation service;
- b) To relieve sickness and poor health and to promote health and health education among those detained at HM Prison, Leeds, their dependants and other family members and amongst people living in the Armley area of Leeds through the promotion of health and wellbeing in the work of Jigsaw.
- c) To work with HM Prison Service to provide services including, but not limited to, independent support, information and advice to the families of prisoners; management of play areas within the prison and provision of catering services;
- d) To work across the justice system to increase opportunities for the rehabilitation of offenders through activities including the maintenance of family ties and offering opportunities for work placements and job-based training through catering services and supporting the day to day activities of the charity;
- e) To consider other ways of working with offenders to reduce reoffending including, but not limited to, social housing, catering and other proposals that will enable offenders to gain work experience and find employment; and
- f) To promote other charitable purposes for the benefit of in particular but not exclusively anyone affected by the criminal justice system and people living or working in the Armley area of Leeds.

Activities undertaken for public benefit in relation to objects

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission

The company's overall aim remains the same, i.e.:-

"To provide friendly and independent support, information and advice and healthy living activities for all communities associated with the Visitors Centre – families of prisoners, prisoners and ex-prisoners, prison staff and the local community. We aim to empower people and their families to make positive choices about their lives and lifestyle."

The public benefits from the work carried out at the Visitors Centre through Jigsaw trying to reduce re-offending for prisoners through strengthening family ties and relationships, as prisoners who keep family ties and contact whilst in prison are 6 times less like to re-offend on release. This has a direct benefit to the public both financially and socially.

2021-22 Achievements and Performance

- Jigsaw met all of its contractual and charitable aims in the year through a hybrid approach of remote and face to face services.
- Following the need for fully remote service provision during the Coronavirus pandemic in the previous year, Jigsaw resumed all of its face-to-face services.
- Jigsaw also continued to deliver some remote interventions, such as *Storybook dads*, and a video messaging service for prisoners and their families.

Jigsaw Visitors Centre
Report of the trustees
for the year ended 31 March 2022

- The tea bar, and visits play area reopened during the year following lengthy lockdown, whilst group family interventions also restarted.

2021-22 Financial Review

In line with plans, Jigsaw managed to meet its service deliverables whilst achieving a small financial surplus. Following the severe impact of the Coronavirus pandemic on the sector in the previous financial year, 2021-22 was a transitional period where services gradually moved back to being face to face whilst maintaining some of the remote activities which started during lockdown.

After the 2021-22 financial year end, Jigsaw was successful in tendering for a continuation of its core contracts to provide family services to the prisons at Leeds and Wealstun. The new contract is for 5 years from October 2022 and has the option of a two-year further extension. This success bolsters Jigsaw's financial and strategic stability. The revised payment structure of the contract also goes some way to mitigating Jigsaw's financial risks in that it removes the variability of the tea bar revenue as being a risk factor by setting payments as a constant amount throughout the year rather than Jigsaw using uncertain amounts of tea bar revenue to achieve financial balance. Whilst the contract brings more financial certainty, Jigsaw has also maintained healthy reserves to further invest in its charitable aims and if necessary to guard against the impact of an uncertain macro inflationary financial landscape.

Reserves policy

The policy of the charity is to maintain a level of reserves at least sufficient to cover liabilities in the event of closure of the charity. This figure is currently set at £40,000 and will be reviewed, along with the policy, annually and at such a time as any material change to Jigsaw's liabilities take place. Any remaining reserves will be held as a means of support in the event of revenue losses and to enable investment in any new ventures which further the aims of the organisation, to this end, the charity has created two designated funds during the year;

1. an inflation guard against variation in contract inflation (based on CPI uplifts) vs real inflation for the length of the contract. £50,000 has been transferred into this reserve
2. an 'charity investment reserve' for specific opportunities in line with our charitable aims. £29,933 has been transferred into this fund.

At the year end the free reserves, i.e. unrestricted reserves less designated funds equalled £40,000 in line with policy (2021: £107,565).

Structure, governance and management

Governing document

Jigsaw Visitors Centre is a company limited by guarantee and is registered as a charity with the Charity Commission.

Jigsaw Visitors Centre, which changed its registered name from Armley Prison Visitors' Centre on 31st December 2010, started to operate in April 2006 following the merger of an unincorporated association also known as Armley Prison Visitors' Centre and the Jigsaw Healthy Living Project. The unincorporated association was established in 1993 and registered as a charity in November 1995 (charity number 1051052). The Jigsaw Healthy Living Project was initially known as "a project of the Visitors Centre", legally accountable to HMP Leeds who acted as the lead agency for the project with the Big Lottery Fund.

Company status

The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of guarantees at 31st March 2022 was 5.

Governance

The Board has adopted "The Good Governance Guide for Charitable Boards" as a focus for ensuring that Best Practice is in place regarding leadership, performance, delegation and integrity. Discussions have taken place around these principles confirming a consistent understanding of our position across the organisation.

Trustee selection methods

Trustees are elected by the members at the AGM. Recruitment is addressed through a number of methods ~ advertising, word of mouth connections, existing Board members, as a result of project activities and awareness days undertaken by staff and via contact with the local voluntary and business community.

Induction and training of trustees

An induction process exists allowing Trustees and co-opted representatives the opportunity to engage quickly and positively with the charity.

Organisational structure

All Trustees sit on the Board which meets every two months and is responsible for the operation and strategic direction of the charity. There are two sub-committees – the Strategy, Finance and Funding (SFF) and the People, Policies and Procedures (PPP) sub-groups where a mix of Trustees, co-opted members and senior operational staff in the Centre come together to discuss relevant issues and form plans for the future.

Day-to-day responsibility for the provision of services, management of staff and volunteers rests with the Director of the Centre.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). 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 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 accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the trustees and signed on its behalf by:



..... Signed

Guy Hill

..... Name

6 December 2022

..... Date

Independent Examiner's Report to the trustees of

Jigsaw Visitors Centre

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the 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 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 your 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.

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 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 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.

Paul Cowham

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

12 / 07 / 2022

Date

Jigsaw Visitors Centre
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income					
Donations and legacies	3	152	-	152	126
Charitable activities	4	-	50,791	50,791	102,249
Fees and other income	5	241,567	-	241,567	144,949
Investments	6	-	-	-	-
Total income		241,719	50,791	292,510	247,324
Expenditure					
Raising funds	-	-	-	-	-
Charitable activities	7	229,351	60,115	289,466	214,732
Total expenditure		229,351	60,115	289,466	214,732
Net income/(expenditure) for the year	8	12,368	(9,324)	3,044	32,592
Transfer between funds		-	-	-	-
Net movement in funds for the year		12,368	(9,324)	3,044	32,592
Reconciliation of funds					
Total funds brought forward		107,565	9,324	116,889	84,297
Total funds carried forward		119,933	-	119,933	116,889

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Jigsaw Visitors Centre
Company number 4278920
Balance sheet as at 31 March 2022

	Note	2022	2021
		£	£
Fixed assets			
Tangible assets	13	-	-
Total fixed assets		-	-
Current assets			
Debtors	14	-	-
Cash at bank and in hand		120,933	117,889
Total current assets		120,933	117,889
Liabilities			
Creditors: amounts falling due in less than one year	15	(1,000)	(1,000)
Net current assets		119,933	116,889
Total assets less current liabilities		119,933	116,889
Net assets		119,933	116,889
Funds of the charity			
Restricted income funds	16	-	9,324
Unrestricted income funds	17	119,933	107,565
Total charity funds		119,933	116,889

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

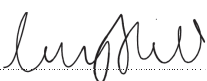
The notes on pages 9 to 18 form part of these accounts.

6 December 2022

Approved by the trustees on and signed on their behalf by:

Guy Hill

Name


Signed

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2022

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Jigsaw Visitors Centre meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Notes to the accounts for the year ended 31 March 2022 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Notes to the accounts for the year ended 31 March 2022 (continued)

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Motor vehicles:	4 years
Office fixtures and equipment	4 years
Improvements to premises:	4 years

k Debtors

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

l Cash at bank and in hand

Cash at bank and cash 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.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Notes to the accounts for the year ended 31 March 2022 (continued)

N Financial instruments

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

O Pensions

Jigsaw Visitor's Centre operates a work place pension scheme with People's Pensions.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2022 £	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2021 £</i>
Donations	152	-	152	126	-	126
Total	152	-	152	126	-	126

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2022 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
Grants						
AB Charitable Trust	-	-	-	15,000	-	15,000
HMPPS covid relief						
tea bar	-	-	-	49,594	-	49,594
HMRC JRS	-	5,865	5,865	-	19,983	19,983
Lottery mini bid	-	44,926	44,926	-	8,348	8,348
Peoples Postcode Trust	-	-	-	-	9,324	9,324
Total	-	50,791	50,791	64,594	37,655	102,249

5 Fees and other income

	Unrestricted £	Restricted £	2022 £	Unrestricted £	Restricted £	2021 £
HM Prison Service						
Leeds Contract	171,725	-	171,725	75,889	-	75,889
HM Prison Service						
Wealstun Contract	-	-	-	57,463	-	57,463
Tea and coffee bars	69,185	-	69,185	11,131	-	11,131
Other income	657	-	657	466	-	466
	241,567	-	241,567	144,949	-	144,949

All income from fees and trading is unrestricted.

6 Investment income

	Unrestricted £	Restricted £	2022 £	2021 £
Income from bank deposits	-	-	-	-
	-	-	-	-

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2022 (continued)

7 Analysis of expenditure on charitable activities

	Total 2022 £	Total 2021 £
Salaries	217,219	193,656
Travel and subsistence	201	-
Recruitment and training	1,412	398
Administration	14,827	10,775
Project costs	851	273
Café and tea bar supplies	48,135	4,493
Irrecoverable VAT	-	2,958
Miscellaneous expenses	36	1,179
Professional fees	5,785	-
Governance costs		
Independent examination	1,000	1,000
Trustee and other expenses	-	-
	289,466	214,732
	2022 £	2021 £
Restricted expenditure	60,115	35,201
Unrestricted expenditure	229,351	179,531
	289,466	214,732

Notes to the accounts for the year ended 31 March 2022 (continued)

8 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2022 £	2021 £
Depreciation	-	-
Independent examiner's remuneration		
- accountancy	600	600
- independent examination	400	400

9 Staff costs

Staff costs during the year were as follows:

	2022 £	2021 £
Wages and salaries	201,554	181,859
Social security costs	7,788	7,142
Employers pension contributions	5,767	5,770
Payroll costs	2,110	-
	217,219	194,771

No employee has employee benefits in excess of £60,000 (2021: Nil).

The average number of staff employed during the period was 13 (2021: 11.6).

The average full time equivalent number of staff employed during the period was 8.75 (2021: 7.8).

The key management personnel of the charity comprise the trustees, the Project Director and Senior engagement worker (Wealstun). The total employee benefits of the key management personnel of the charity were £62,608 (2021: £52,067).

10 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration during the year (2021: Nil), in addition, no expenses were claimed by the trustees in the year (2021: £nil).

Aggregate donations from related parties were £nil (2021: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2021: nil).

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2022 (continued)

11 Government grants

	2022 £	2021 £
HMRC Job Retention Scheme	5,865	19,983
	<u>5,865</u>	<u>19,983</u>

There were no unfulfilled conditions and contingencies attaching to the grants.

12 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

13 Fixed assets: tangible assets

	Office equipment & furniture £	Total £
Cost		
At 1 April 2021	14,069	14,069
Additions	-	-
Disposals	-	-
	<u>14,069</u>	<u>14,069</u>
At 31 March 2022	<u>14,069</u>	<u>14,069</u>
Depreciation		
At 1 April 2021	14,069	14,069
Charge for the year	-	-
Disposals	-	-
	<u>14,069</u>	<u>14,069</u>
At 31 March 2022	<u>14,069</u>	<u>14,069</u>
Net book value		
At 31 March 2022	-	-
	<u>-</u>	<u>-</u>
At 31 March 2021	-	-
	<u>-</u>	<u>-</u>

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2022 (continued)

14 Debtors

	2022 £	2021 £
Trade debtors and grant income	-	-
Prepayments & other debtors	-	-
	-	-

15 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	-	-
Other creditors and accruals	1,000	1,000
Taxation and social security costs	-	-
Deferred income	-	-
	1,000	1,000

16 Analysis of movements in restricted funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2022 £
Awards for All	-	-	-	-	-
HMRC JRS	-	5,865	(5,865)	-	-
Lottery mini bid	-	44,926	(44,926)	-	-
Peoples Postcode	9,324	-	(9,324)	-	-
	9,324	50,791	(60,115)	-	-

Previous reporting period	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Awards for All	6,870	-	(6,870)	-	-
HMRC JRS	-	19,983	(19,983)	-	-
Lottery mini bid	-	8,348	(8,348)	-	-
Peoples Postcode	-	9,324	-	-	9,324
	6,870	37,655	(35,201)	-	9,324

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2022 (continued)

17 Analysis of movement in unrestricted funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	As at 31 March 2022 £
General fund	107,565	241,719	(229,351)	(79,933)	40,000
Inflation reserve	-	-	-	50,000	50,000
Charity Investment Reserve	-	-	-	29,933	29,933
	107,565	241,719	(229,351)	-	119,933

Previous reporting period	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	As at 31 March 2021 £
General fund	77,427	209,669	(179,531)	-	107,565
	77,427	209,669	(179,531)	-	107,565

Name of Description, nature and purposes of the fund

Inflation reserve - this is guard against variation in contract inflation (based on CPI uplifts) vs real inflation for the length of the contract

Charity Investment Reserve - for specific opportunities in line with our charitable aims

18 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	40,000	79,933	-	119,933
Total	40,000	79,933	-	119,933

JIGSAW VISITORS CENTRE

England & Wales - Charity number 1113759

Accounts

Jigsaw Visitors Centre

Financial Statements

for the year ended 31st March 2021

Jigsaw Visitors Centre
Report of the trustees for the year ended 31 March 2021

The trustees present their report and unaudited financial statements for the year ended 31st March 2021.

Reference and Administrative Information

Charity name	Jigsaw Visitors Centre
Charity Registration Number	1113759
Company Registration Number	4278920
Registered Office	HMP Leeds 2 Gloucester Terrace Leeds LS12 2TJ

Trustees

Valerie Heywood	
Guy Hill	Treasurer
Neil Clephan	Chair
Philip Turnpenney	
Simon Sandison	

Company Secretary

Valerie Heywood

Principal staff

Lee Stephenson – Project Director

Independent Examiner

Paul Cowham FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Bankers

Unity Trust Bank plc
9 Brindley Place
Birmingham
B1 2HB

Jigsaw Visitors Centre
Report of the trustees
for the year ended 31 March 2021

Objectives and activities

The charity's objects ("Objects") are specifically restricted to the following:

- a) The relief of poverty, hardship and distress among partners, families, children and dependents of persons who have suffered a legal restriction of their liberty and who are detained at HM Prison, Leeds, or are otherwise involved in the justice system, such as other HM Prisons and the probation service;
- b) To relieve sickness and poor health and to promote health and health education among those detained at HM Prison, Leeds, their dependants and other family members and amongst people living in the Armley area of Leeds through the promotion of health and wellbeing in the work of Jigsaw.
- c) To work with HM Prison Service to provide services including, but not limited to, independent support, information and advice to the families of prisoners; management of play areas within the prison and provision of catering services;
- d) To work across the justice system to increase opportunities for the rehabilitation of offenders through activities including the maintenance of family ties and offering opportunities for work placements and job-based training through catering services and supporting the day to day activities of the charity;
- e) To consider other ways of working with offenders to reduce reoffending including, but not limited to, social housing, catering and other proposals that will enable offenders to gain work experience and find employment; and
- f) To promote other charitable purposes for the benefit of in particular but not exclusively anyone affected by the criminal justice system and people living or working in the Armley area of Leeds.

Activities undertaken for public benefit in relation to objects

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission

The company's overall aim remains the same, i.e.:-

"To provide friendly and independent support, information and advice and healthy living activities for all communities associated with the Visitors Centre – families of prisoners, prisoners and ex-prisoners, prison staff and the local community. We aim to empower people and their families to make positive choices about their lives and lifestyle."

The public benefits from the work carried out at the Visitors Centre through Jigsaw trying to reduce re-offending for prisoners through strengthening family ties and relationships, as prisoners who keep family ties and contact whilst in prison are 6 times less like to re-offend on release. This has a direct benefit to the public both financially and socially.

Achievements and Performance

- All Jigsaw family support services were delivered remotely due to the Coronavirus pandemic, as this resulted in the closure of visits at both establishments for the majority of the year. Visits only took place for 2 months during the 2020-21 financial year
- Jigsaw was still able to deliver some remote Family Interventions such as Storybook dads
- Jigsaw developed two new remote family interventions which included Video Messaging service and a photo messaging services that prisoners made for their loved ones.

Jigsaw Visitors Centre

Report of the trustees

for the year ended 31 March 2021

Financial Review

Despite the Coronavirus pandemic, Jigsaw was able to improve on the previous year's financial position. HMPPS Provided funding to cover the losses that the tea bar area would normally generate if open. Jigsaw also accessed the HMT Job Retention scheme for eligible periods. These reliefs brought Jigsaw to a breakeven position whilst the organisation where also able to secure some additional external funding for deliverables outside the main contract.

Reserves policy

The policy of the charity is to maintain a level of reserves at least sufficient to cover liabilities in the event of closure of the charity. This figure is currently set at £27,000 and will be reviewed, along with the policy, annually and at such a time as any material change to Jigsaw's liabilities take place. Any remaining reserves will be held as a means of support in the event of revenue losses and to enable investment in any new ventures which further the aims of the organisation. At the year end the free reserves equalled £107,565.

Structure, governance and management

Governing document

Jigsaw Visitors Centre is a company limited by guarantee and is registered as a charity with the Charity Commission.

Jigsaw Visitors Centre, which changed its registered name from Armley Prison Visitors' Centre on 31st December 2010, started to operate in April 2006 following the merger of an unincorporated association also known as Armley Prison Visitors' Centre and the Jigsaw Healthy Living Project. The unincorporated association was established in 1993 and registered as a charity in November 1995 (charity number 1051052). The Jigsaw Healthy Living Project was initially known as "a project of the Visitors Centre", legally accountable to HMP Leeds who acted as the lead agency for the project with the Big Lottery Fund.

Company status

The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of guarantees at 31st March 2021 was 5.

Governance

The Management Committee has adopted "The Good Governance Guide for Charitable Management Committees" as a focus for ensuring that Best Practice is in place regarding leadership, performance, delegation and integrity. Discussions have taken place around these principles confirming a consistent understanding of our position across the organisation.

Trustee selection methods

Trustees are elected by the members at the AGM. Recruitment is addressed through a number of methods ~ advertising, word of mouth connections, existing Management Committee members, as a result of project activities and awareness days undertaken by staff and via contact with the local voluntary and business community.

Induction and training of trustees

An induction process exists allowing Trustees and co-opted representatives the opportunity to engage quickly and positively with the charity.

Organisational structure

All Trustees sit on the Management Committee which meets every two months and is responsible for the operation and strategic direction of the charity. There are now two subgroups rather than three – the Strategy, Finance and Funding and the People, Policies and Procedures sub-groups where a mix of Trustees, co-opted members and senior operational staff in the Centre come together to discuss relevant issues and form plans for the future.

Day-to-day responsibility for the provision of services, management of staff and volunteers rests with the Director of the Centre.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). 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 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 accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it 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 taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the trustees and signed on its behalf by:



..... Signed

Guy Hill

..... Name

12 / 14 / 2021

..... Date

Independent Examiner's Report to the trustees of

Jigsaw Visitors Centre

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the 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 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 your 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.

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 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 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.

Paul Cowham

Paul Cowham MA FCA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Date

12 / 14 / 2021

Jigsaw Visitors Centre
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Income					
Donations and legacies	3	126	-	126	2,150
Charitable activities	4	64,594	37,655	102,249	56,429
Fees and other income	5	144,949	-	144,949	451,441
Investments	6	-	-	-	-
Total income		209,669	37,655	247,324	510,020
Expenditure					
Raising funds	-	-	-	-	-
Charitable activities	7	179,531	35,201	214,732	569,074
Total expenditure		179,531	35,201	214,732	569,074
Net income/(expenditure) for the year	9	30,138	2,454	32,592	(59,054)
Transfer between funds		-	-	-	-
Net movement in funds for the year		30,138	2,454	32,592	(59,054)
Reconciliation of funds					
Total funds brought forward		77,427	6,870	84,297	143,351
Total funds carried forward		107,565	9,324	116,889	84,297

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Jigsaw Visitors Centre
Company number 4278920
Balance sheet as at 31 March 2021

	Note	2021	2020
		£	£
Fixed assets			
Tangible assets	14	-	-
Total fixed assets		-	-
Current assets			
Stock		-	970
Debtors	15	-	262
Cash at bank and in hand		117,889	87,921
Total current assets		117,889	89,153
Liabilities			
Creditors: amounts falling due in less than one year	16	(1,000)	(4,856)
Net current assets		116,889	84,297
Total assets less current liabilities		116,889	84,297
Net assets		116,889	84,297
Funds of the charity			
Restricted income funds	17	9,324	6,870
Unrestricted income funds	18	107,565	77,427
Total charity funds		116,889	84,297

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 8 to 18 form part of these accounts.

12 / 14 / 2021

Approved by the trustees on and signed on their behalf by:

Guy Hill

Name

Signed



Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2021

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

Jigsaw Visitors Centre meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No such restatement was required.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

Notes to the accounts for the year ended 31 March 2021 (continued)

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Notes to the accounts for the year ended 31 March 2021 (continued)

g Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Motor vehicles:	4 years
Office fixtures and equipment	4 years
Improvements to premises:	4 years

k Debtors

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

l Cash at bank and in hand

Cash at bank and cash 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.

m Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Notes to the accounts for the year ended 31 March 2021 (continued)

N Financial instruments

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

O Pensions

Jigsaw Visitor's Centre operates a work place pension scheme with People's Pensions.

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2021 £	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>Total 2020 £</i>
Donations	126	-	126	<i>2,150</i>	-	<i>2,150</i>
Total	126	-	126	<i>2,150</i>	-	<i>2,150</i>

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2021 (continued)

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
Grants						
AB Charitable Trust	15,000	-	15,000	-	-	-
Awards for All	-	-	-	-	9,443	9,443
Big Lottery	-	-	-	-	24,287	24,287
Charles Haywood	-	-	-	-	-	-
Children in Need	-	-	-	-	20,429	20,429
Clinks	-	-	-	-	2,270	2,270
HMPPS covid relief						
tea bar	49,594	-	49,594	-	-	-
HMRC JRS	-	19,983	19,983	-	-	-
Lottery mini bid	-	8,348	8,348	-	-	-
Peoples Postcode						
Trust	-	9,324	9,324	-	-	-
Total	64,594	37,655	102,249	-	56,429	56,429

5 Fees and other income

	Unrestricted £	Restricted £	2021 £	Unrestricted £	Restricted £	2020 £
Café income and						
room hire	-	-	-	4,507	-	4,507
HM Prison Service						
Leeds Contract	75,889	-	75,889	125,687	-	125,687
HM Prison Service						
Wealstun Contract	57,463	-	57,463	-	-	-
Tea and coffee bars	11,131	-	11,131	188,468	-	188,468
The Gatehouse	-	-	-	80,934	-	80,934
Lock Inn	-	-	-	51,447	-	51,447
Other income	466	-	466	398	-	398
	144,949	-	144,949	451,441	-	451,441

All income from fees and trading is unrestricted.

6 Investment income

	Unrestricted £	Restricted £	2021 £	2020 £
Income from bank deposits	-	-	-	-
	-	-	-	-

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2021 (continued)

7 Analysis of expenditure on charitable activities

	Total 2021 £	Total 2020 £
Salaries	193,656	348,387
Travel and subsistence		2,556
Recruitment and training	398	7,875
Administration	10,775	24,853
Project costs	273	6,906
Café and tea bar supplies	4,493	162,630
Irrecoverable VAT	2,958	7,547
Miscellaneous expenses	1,179	2,727
Depreciation	-	4,067
Governance costs		
Independent examination	1,000	1,513
Trustee and other expenses	-	13
	214,732	569,074
	2021 £	2020 £
Restricted expenditure	35,201	90,754
Unrestricted expenditure	179,531	478,320
	214,732	569,074

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2021 (continued)

9 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2021 £	2020 £
Depreciation	-	4,067
Independent examiner's remuneration		
- accountancy	600	800
- independent examination	400	700

10 Staff costs

Staff costs during the year were as follows:

	2021 £	2020 £
Wages and salaries	181,859	317,148
Social security costs	7,142	19,360
Employers pension contributions	5,770	10,209
Redundancy	-	1,670
	194,771	348,387

No employee has employee benefits in excess of £60,000 (2020: Nil).

The average number of staff employed during the period was 11.6 (2020: 19.75).

The average full time equivalent number of staff employed during the period was 7.8 (2020: 13.5).

The key management personnel of the charity comprise the trustees, the Project Director and Senior engagement worker (Wealstun). The total employee benefits of the key management personnel of the charity were £52,067 (2019: £141,406).

11 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration during the year (2020: Nil), in addition, no expenses were claimed by the trustees in the year (2020 £13).

Aggregate donations from related parties were £nil (2020: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2020: nil).

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2021 (continued)

12 Government grants

There are no government grants recognised in the accounts.

13 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

14 Fixed assets: tangible assets

	Office equipment & furniture £	Total £
Cost		
At 1 April 2020	14,069	14,069
Additions	-	-
Disposals	-	-
At 31 March 2021	14,069	14,069
Depreciation		
At 1 April 2020	14,069	14,069
Charge for the year	-	-
Disposals	-	-
At 31 March 2021	14,069	14,069
Net book value		
At 31 March 2021	-	-
At 31 March 2020	-	-

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2021 (continued)

15 Debtors

	2021 £	2020 £
Trade debtors and grant income	-	262
Prepayments & other debtors	-	-
	-	262

16 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	-	404
Other creditors and accruals	1,000	1,500
Taxation and social security costs	-	2,952
Deferred income		
	1,000	4,856

17 Analysis of movements in restricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Awards for All	6,870	-	(6,870)	-	-
HMRC JRS	-	19,983	(19,983)	-	-
Lottery mini bid	-	8,348	(8,348)	-	-
Peoples Postcode	-	9,324	-	-	9,324
	6,870	37,655	(35,201)	-	9,324

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2021 (continued)

17 Analysis of movements in restricted funds (continued)

Previous reporting period	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
Awards for All	5,967	9,443	(8,540)	-	6,870
Children in Need	3,249	20,429	(23,678)	-	-
Porticus	4,758	-	-	(4,758)	-
AB Charitable	-	-	-	-	-
Awards for All	-	-	-	-	-
Big Lottery	17,128	24,287	(41,415)	-	-
Clinks	6,739	2,270	(9,009)	-	-
Hilden Trust	3,682	-	(3,682)	-	-
Kelly Triust	4,430	-	(4,430)	-	-
	45,953	56,429	(90,754)	(4,758)	6,870

Name of	Description, nature and purposes of the fund
Awards for All	Funding for the Maintaining Family Ties project. Funds to cover salary costs for the case facilitator, specialist activity worker and the specialized group worker catering. and activity materials
Big Lottery	Funding for the joint partnership project with West Yorkshire Community Chaplaincy (WYCCP) for 3 years to support prisoners' families in the community. Funding is for 2 part time workers' salaries and on costs, project costs and management costs
AB Charitable Trust	Funding for the legal advocacy project. The fund is to cover administration and salary costs for the part time advocacy worker to promote the service, process applications, arrange solicitor visits and booking the visits
Charles Hayward	Funding towards the Family Support Coordinator salary and related costs
Clinks	Funding in relation to 10 prisons project
Henry Smith Charity	Funding for Family Support worker and Training and Development worker
Hilden Trust	Funding towards the Family Support Coordinator salary
HM Prison Service, Leeds	Funding for equipment and provision of weekend and school holiday play worker.
Kelly Trust	Funding towards the Family Support Coordinator salary
Children in Need	Funding for Play specialist working with prisoners and families
The Gatehouse	Funding for Development of The Gatehouse Project including Restaurant, Coffee Shop and Conference facility
Porticus	Funding for the delivery of the Healthy Relationship Course, the funder agreed that this remaining balance could be used generally to support that charity's objects

Jigsaw Visitors Centre

Notes to the accounts for the year ended 31 March 2021 (continued)

18 Analysis of movement in unrestricted funds

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	As at 31 March 2021 £
General fund	77,427	209,669	(179,531)	-	107,565
	77,427	209,669	(179,531)	-	107,565

Previous reporting period	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	As at 31 March 2020 £
General fund	97,398	453,591	(478,320)	4,758	77,427
	97,398	453,591	(478,320)	4,758	77,427

19 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	-	-	-	-
Net current assets/(liabilities)	107,565	-	9,324	116,889
Total	107,565	-	9,324	116,889