

Company number 06021004

Charity number 1119388

GRAFT THAMES VALLEY LIMITED
(A registered charitable company limited by guarantee)

Report and Accounts

31 March 2021

J M Ansell FCCA
Chartered Certified Accountant
Reading
RG4 8SR

GRAFT THAMES VALLEY LIMITED
(A registered charitable company limited by guarantee)

Report and Accounts

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GRAFT THAMES VALLEY LIMITED

(A registered charitable company limited by guarantee)

Report of the Trustees

For the year ended 31 March 2021

The trustees who are also the directors of the charity for the purposes of the Companies Act 2013, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the requirements of the Charities Act 2011.

Charity information

Registered Company number	06021004
Registered Charity number	1119388
Registered office	84 Queens Road Reading RG1 4BW

Trustees

Rev P Falconer	Chair
Mrs H Danelian	Programme Director
Mr M Hodges	Governance
Miss A Aprea	Finance
Independent Examiner	J M Ansell FCCA

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing document. The charity is controlled by its governing document, a Memorandum of Association and constitutes a private limited company, limited by guarantee, as defined by the Companies Act 2013.

Recruitment and appointment of new trustees. The charity endeavours to fill any trustee vacancies through our network of partners. In addition, some people are approached directly after discussions amongst existing trustees.

Risk management. The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees actively review the major risks which the charity faces on a regular basis. They also examine other operational and business risks faced by the charity and believe they have established systems to mitigate these risks.

GRAFT THAMES VALLEY LIMITED

(A registered charitable company limited by guarantee)

Report of the Trustees (continued)

For the year ended 31 March 2021

ACHIEVEMENTS AND PERFORMANCE

Charitable Objectives

Graft's charitable objectives are "the relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment".

Graft has continued to fulfil these objects by focusing on the provision of advice, training and practical support to the most hard-to-reach elements of disadvantaged groups including people with disability, mental health problems, those who are socially excluded, lone parents, ex/offenders, the homeless, refugees and those recovering from substance misuse. We have continued our extended support to those with extreme multiple and complex needs and with challenging behaviour that excludes them from other support services, and those with high functioning Autism/Asperger's Syndrome.

We have delivered our services via a series of office-based activities and outreach activities within the community. As the reporting period coincided with the continued consequences of a global pandemic and successive national lockdowns, much of the work carried out by Graft adapted to continue despite the disruption to the economy. This had the added benefit of better preparing our service users for the demands of the digital era we now live in. It further enabled us to deliver our services to a wider geographical area. Redesigning all of our resources and activities to make them fit for purpose for online and distance learning activities has also spurred interest in further development in this field which will be considered at the next AGM.

We further continued to prioritise one-to-one support (mostly via Zoom/Skype) to those service users that were in the greatest need. This has meant providing continuing support to those experiencing extreme multiple and complex barriers to gaining meaningful employment and in order to support this cohort responsibly we have continued to build robust partnership with other professionals. In order to ensure good practice and a service of excellence we have continued to review our policies and procedures in light of the higher need cohort we are now supporting; we have also reviewed again our staff training and safeguarding requirements as well as cybersecurity and the implications of remote working on maintaining effective GDPR measures.

We have reviewed our compliance and safeguarding procedures. We also realised the need for an effective Reserves Policy to ensure the continued support of our service users in the event of a reduction in funding and have continued to provide contracted services for our commercial clients - thus enabling us to support a cohort of clients with less extreme needs.

GRAFT THAMES VALLEY LIMITED

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Report of the Trustees (continued)

For the year ended 31 March 2021

Achievements and Performance

As in previous years, our performance figures for the reported period have remained stable with c90% of service users achieving a positive outcome. Of the service users on our training programmes, 54% of the people accessing our services moved into meaningful paid employment, 26% engaged in training or further education, 26% are successfully volunteering within the community. Around 50% of service users were signposted to further support from our wide network of support partners. We also provided in-work and job retention support for 2 service users.

Future

Our finances have eased a little during the reporting period, with additional funding to support a new intake of service users and the move to a more digital service. Early indications are that our financial situation will remain stable in the next reporting period. The trustees have reviewed and amended the charity's short term business plan and have set out a longer-term plan for the on-going development of the Charity, all of which will enable the Charity to continue to provide support to some of the most vulnerable and marginalised people in our community.

Statement of Trustees Responsibilities

The Board of Trustees constitutes the directors for the purposes of company law. Company Law requires the Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of the surplus or deficit of the Charity. In preparing those 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
- State whether the applicable accounting practices have been followed, subject to any material departures disclosed and explained in the financial statement
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the Charity will continue its work

The Trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which are sufficient to show and explain the Charity's transactions and enable them to ensure that the financial statements comply with The Companies Act 2006 and The Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Charity's constitution. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

This report was approved by the Board of Trustees on 11 October 2021

Rev. P. Falconer – Chair of Trustees

GRAFT THAMES VALLEY LIMITED
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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

This report is on the accounts of Graft Thames Valley Limited for the year ended 31 March 2021 which are set out on pages 5 to 9.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5) (b) of the Act.

Independent examiner's statement

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

- 1 the accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

J M Ansell FCCA
Chartered Certified Accountant
19 Brooklyn Drive
Emmer Green
READING
RG4 8SR

1 December 2021

GRAFT THAMES VALLEY LIMITED
(A registered charitable company limited by guarantee)

**Statement of Financial Activities
for the year ended 31st March 2021**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Incoming resources from generated funds					
Voluntary income	2	1,175	49,500	50,675	33,241
Investment income	3	-	-	-	-
Incoming resources from charitable activities					
Programme	4	-	10,420	10,420	916
Total incoming resources		1,175	59,920	61,095	34,157
Resources expended					
Charitable activities					
Programme		295	41,549	41,844	33,644
Governance costs	5	300	-	300	300
Total resources expended		595	41,549	42,144	33,944
Net Incoming / (Outgoing) resources for the year		580	18,371	18,951	213
Fund balance brought forward at 1 April 2020		3,792	7,882	11,674	11,461
Balance carried forward at 31 March 2021		4,372	26,253	30,625	11,674

All of the above results are derived from continuing activities.

The notes on pages 7 to 9 form part of these financial statements

GRAFT THAMES VALLEY LIMITED
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Balance Sheet
at 31st March 2021

	Note	2021 £	2020 £
Current Assets			
Debtors and prepayments		-	258
Cash at bank and in hand		31,577	12,874
Total current assets		31,577	13,132
Creditors - amounts falling due within one year	9	(952)	(1,458)
Net assets		<u>30,625</u>	<u>11,674</u>
Funds of the Charity	10		
Restricted		26,253	7,882
Unrestricted		4,372	3,792
Total Funds		<u>30,625</u>	<u>11,674</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 466 of the Act

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime

These accounts were approved by the Trustees and signed on their behalf.

Mrs P Falconer
11 October 2021

The notes on pages 7 to 9 form part of these financial statements

GRAFT THAMES VALLEY LIMITED
(A registered charitable company limited by guarantee)

Notes to the Financial Statements Year to 31 March 2021

1 Accounting policies

The following accounting policies have been used in dealing with items which are considered material in relation to the Charity's financial statements.

a) Company limited by guarantee

The Charity is a Company limited by guarantee and is a registered Charity. Each member's liability would be limited to an amount not exceeding £1 in the event of the Charity winding up.

b) Basis of accounting

The accounts 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) and the Companies Act 2006.

The accounts have been prepared to give a true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued 16 July 2014 rather than the Accounting and Reporting by Charities Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Charity has early adopted the provisions of bulletin 1 as permitted.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

After making enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue its activities for the foreseeable future. Accordingly they continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Trustees Responsibilities on page 3.

c) Reconciliation with previously 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 terms was required. The Trustees are of the opinion that no such restatement is required.

d) Critical accounting judgments and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described in note 1, Trustees are required to make judgments, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimation and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of revision and future periods if the current and future periods if the revision affects the current and future periods.

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting the assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

e) 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.

GRAFT THAMES VALLEY LIMITED
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Notes to the Financial Statements Year to 31 March 2021

1 Accounting policies (continued)

f) Income

i) Recognition of Incoming Resources

These are included in the statement of financial activities when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain that they will receive the resources; and
- the monetary value can be measured with reasonable accuracy.

ii) Grants and donations

Grants are only included in the statement of financial activities when the charity has unconditional entitlement to the resources standards.

iii) Gifts in kind

Gifts in kind are accounted for when receivable, at a reasonable estimate of their value to the Charity.

iv) Investment income

Bank and building society interest is included in the statement of financial activities when the interest falls due.

g) Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. In previous years Governance costs (costs associated with meeting the constitutional and statutory requirements of the Charity, the Independent Examiner fees and costs in respect of the strategic management of the Charity) were shown separately in the Statement of Financial Activities. To comply with Charities SORP FRS 102 Governance costs have been included within charitable activities as an element of other support costs.

h) Fixed assets

Assets over £2000 are capitalised and depreciated over their estimated lives.

Assets costing less than £2,000 are written off in the year of acquisition.

i) Depreciation

Depreciation is provided at the following rates in order to write off the assets over their estimated useful lives.

IT Equipment and furniture	3 years straight line
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j) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity and as defined by the donor.

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Notes to the Financial Statements Year to 31 March 2021

	2021 £	2020 £
2 Voluntary income		
Supporting training courses and activities		
Berkshire Community Foundation	5,000	5,000
Big Lottery Grant	9,800	9,883
CAF Online	3,750	-
Community Learning	-	1,501
Edward Gosling Foundation	4,000	-
ESFA - Work it out	-	3,484
Peoples' Postcode Lottery	16,950	-
Reading Borough Council	-	2,500
The Earley Charity	10,000	10,000
Workers Education Trust	-	(474)
	<u>49,500</u>	<u>31,894</u>
Donations	1,175	1,347
	<u>50,675</u>	<u>33,241</u>
3 Investment income		
Deposit account interest	-	-
4 Incoming resources from charitable activities		
Achieve Together	333	916
Bracknell Forest Council	1,313	-
Exchequer Services (West Berkshire Council)	3,754	-
New Directions	2,500	-
University of Reading	2,520	-
	<u>10,420</u>	<u>916</u>
5 Governance costs		
Independent examination fee	300	300
6 Net Incoming / (outgoing) resources		
Net resources are stated after charging:		
Other operating leases	-	-
7 Other donations		
During the year the charity received over 400 hours of support from Trustees and Volunteers.		
8 Trustees' remuneration, benefits and expenses		
There were no trustees' remuneration or benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020		
Mr M Hodges was re-imbursed travel expenses for attending Trustees meetings of £Nil in respect of the year ended 31 March 2021 (2020 : £205.47)		
9 Staff costs		
Wages and salaries	34,028	27,423
Social security costs	-	-
	<u>34,028</u>	<u>27,423</u>
The average monthly number of employees during the year was as follows:		
Operations	3	2
9 Creditors - Amounts fall ing due within one year		
Trade creditors	200	780
Social security and other taxes	370	303
Deferred income	-	-
Accrued expenses	382	375
	<u>952</u>	<u>1,458</u>
10 Movement in Funds		

	As at 1 April 2020 £	Incoming Resources £	Outgoing Resources £	As at 31 March 2021 £
Restricted funds	7,882	59,920	(41,549)	26,253
Unrestricted Funds - general fund	3,792	1,175	(595)	4,372
	<u>11,674</u>	<u>61,095</u>	<u>(42,144)</u>	<u>30,625</u>

GRAFT THAMES VALLEY LIMITED
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**Detailed Statement of Financial Activities
for the year ended 31st March 2021**

	Unrestricted Funds	Restricted Funds	Total 2021
	£	£	£
Incoming resources from generated funds			
Voluntary income			
Donations	1,175	-	1,175
Training courses and activities	-	49,500	49,500
	<u>1,175</u>	<u>49,500</u>	<u>50,675</u>
Investment income			
Deposit account interest	-	-	-
Incoming resources from charitable activities			
Contracts	-	10,420	10,420
Total incoming resources	<u>1,175</u>	<u>59,920</u>	<u>61,095</u>
Resources expended			
Charitable activities			
Wages, salaries and other staff costs			
Wages and salaries	-	27,299	27,299
Sessional workers	-	5,800	5,800
Employer's Pension	-	421	421
Staff training and welfare	483	25	508
			-
Car, van and travel expenses			-
Travel, subsistence & meeting costs	57	1,240	1,297
			-
Rent, rates and power			-
Rent	-	3,560	3,560
Light and heat	-	90	90
			-
Telephone, fax, stationery and other office costs			-
Telephone and fax	-	479	479
Computer costs	-	428	428
Postage	-	20	20
Printing, stationery and general office costs	-	645	645
			-
Accountancy, legal and other professional fees			-
Insurance	-	155	155
Website development	-	-	-
Payroll fees	-	-	-
Licences and subscriptions	55	583	638
Bank charges	-	69	69
			-
Other business expenses			-
Independent examination fee	-	300	300
Other legal and professional	-	402	402
Outreach expenses	-	-	-
Sundry expenses	-	33	33
Trustees travel expenses	-	-	-
Total resources expended	<u>595</u>	<u>41,549</u>	<u>42,144</u>
Net income / (expenditure)	<u>580</u>	<u>18,371</u>	<u>18,951</u>