

Company number 06021004
Charity number 1119388

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

Report and Accounts

31 March 2022

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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Draft Trustees Report for the year ended 31st March 2022

STRUCTURE GOVERNANCE AND MANAGMENT

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.

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, online 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 was adapted and developed 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 and developing 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 incorporated into our long-term business planning.

We further continue to prioritise one-to-one support (mostly via Zoom/Teams) 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 partnerships with other professionals. In order to ensure good practice and a service of excellence, and in light of the higher need cohort we are now supporting, we have continued with our annual review of our policies and procedures; 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 and updated our compliance and safeguarding procedures and have also implemented an effective Reserves Policy.

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. Overall, 30% - 40% of service users moved into meaningful paid employment, c25% engaged in training or further education and c25% volunteering within the community. Around 50% of service users were signposted to further support from our wide network of support partners. We also provided job retention support for 1 service user.

Future

Our finances remained stable during the reporting period, with additional funding secured 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 commenced work on implementing a long-term business plan and have set out plans to increase the size of the Board of Trustees to develop and secure future resources and activities - 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 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

Signed Chair of Trustees

A handwritten signature in black ink, appearing to be 'A. Jones', written over a dotted line.

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 2022 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

29 November 2022

GRAFT THAMES VALLEY LIMITED
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**Statement of Financial Activities
for the year ended 31st March 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Incoming resources from generated funds					
Voluntary income	2	8,406	41,495	49,901	50,675
Investment income	3	-	-	-	-
Incoming resources from charitable activities					
Programme	4	-	8,263	8,263	10,420
Total incoming resources		8,406	49,758	58,164	61,095
Resources expended					
Charitable activities					
Programme		2,680	59,038	61,718	41,844
Governance costs	5		300	300	300
Total resources expended		2,680	59,338	62,018	42,144
Net Incoming / (Outgoing) resources for the year		5,726	(9,580)	(3,854)	18,951
Fund balance brought forward at 1 April 2021		4,372	26,253	30,625	11,674
Balance carried forward at 31 March 2022		10,098	16,673	26,771	30,625

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 2022

	Note	2022 £	2021 £
Current Assets			
Debtors and prepayments		-	-
Cash at bank and in hand		27,152	31,577
Total current assets		<u>27,152</u>	<u>31,577</u>
Creditors - amounts falling due within one year	9	(381)	(952)
Net assets		<u>26,771</u>	<u>30,625</u>
Funds of the Charity	10		
Restricted		16,673	26,253
Unrestricted		10,098	4,372
Total Funds		<u>26,771</u>	<u>30,625</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
29 November 2022



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

GRAFT THAMES VALLEY LIMITED
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Notes to the Financial Statements Year to 31 March 2022

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.

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Notes to the Financial Statements Year to 31 March 2022

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.

GRAFT THAMES VALLEY LIMITED

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Notes to the Financial Statements Year to 31 March 2022

	2022	2021		
	£	£		
2				
Voluntary income				
Supporting training courses and activities				
Berkshire Community Foundation	5,000	5,000		
Big Lottery Grant	-	9,800		
CAF Online	-	3,750		
Edward Gosling Foundation	-	4,000		
ESFA - Work it out	11,330	-		
KICKSTART	15,129	-		
Pageeze	1,657	-		
Peoples' Postcode Lottery	-	16,950		
Reading Borough Council	-	-		
The Earley Charity	10,036	10,000		
Time Gained	1,673	-		
Workers Education Trust	-	-		
	44,825	49,500		
Donations	5,076	1,175		
	49,901	50,675		
3				
Investment income				
Deposit account interest	-	-		
4				
Incoming resources from charitable activities				
Achieve Together	-	333		
Bracknell Forest Council	1,000	1,313		
Exchequer Services (West Berkshire Council)	7,263	3,754		
New Directions	-	2,500		
University of Reading	-	2,520		
	8,263	10,420		
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, expenses or benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021				
9				
Staff costs				
Wages and salaries	48,833	34,028		
Social security costs	-	-		
	48,833	34,028		
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		
Social security and other taxes	81	370		
Accrued expenses	300	382		
	381	952		
10				
Movement in Funds				
	As at	Incoming	Outgoing	As at
	1 April 2021	Resources	Resources	31 March 2022
	£	£	£	£
Restricted funds	26,253	49,758	(59,338)	16,673
Unrestricted Funds - general fund	4,372	8,406	(2,680)	10,098
	30,625	58,164	(62,018)	26,771

GRAFT THAMES VALLEY LIMITED
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**Detailed Statement of Financial Activities
for the year ended 31st March 2022**

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Incoming resources from generated funds				
Voluntary income				
Donations	5,076	-	5,076	1,175
Training courses and activities	3,330	41,495	44,825	49,500
	<u>8,406</u>	<u>41,495</u>	<u>49,901</u>	<u>50,675</u>
Investment income				
Deposit account interest	-	-	-	-
Incoming resources from charitable activities				
Contracts	-	8,263	8,263	10,420
Total incoming resources	<u>8,406</u>	<u>49,758</u>	<u>58,164</u>	<u>61,095</u>
Resources expended				
Charitable activities				
Wages, salaries and other staff costs				
Wages and salaries	1,448	38,926	40,374	27,299
Sessional workers	-	7,745	7,745	5,800
Employer's Pension	-	500	500	421
Staff training and welfare	-	214	214	508
Car, van and travel expenses				
Travel, subsistence & meeting costs	94	198	292	1,297
Rent, rates and power				
Rent	-	5,360	5,360	3,560
Light and heat	-	45	45	90
Telephone, fax, stationery and other office costs				
Telephone and fax	14	248	262	479
Computer costs	89	944	1,033	428
Postage	-	-	-	20
Printing, stationery and general office costs	-	215	215	645
Accountancy, legal and other professional fees				
Insurance	-	571	571	155
Licences and subscriptions	64	939	1,003	638
Bank charges	-	96	96	69
Other business expenses				
Independent examination fee	-	-	-	300
Other legal and professional	971	1,934	2,905	402
Advertising	-	1,150	1,150	-
Sundry expenses	-	253	253	33
Trustees travel expenses	-	-	-	-
Total resources expended	<u>2,680</u>	<u>59,338</u>	<u>62,018</u>	<u>42,144</u>
Net income / (expenditure)	<u>5,726</u>	<u>(9,580)</u>	<u>(3,854)</u>	<u>18,951</u>