



THE SWAN PROJECT

Annual Report and Accounts

1st April 2020

to 31st March 2021

The SWAN Project, 1 Fairlawn Road, Montpelier, Bristol BS6 5JR

Company Registration Number 06236873

Registered Charity Number 1122634

Administrative Details of the Company and its Directors

Charity name: The SWAN Project
Company number: 06236873
Charity number: 1122634
Principle office: 1 Fairlawn Road
Montpelier
Bristol BS6 5JR

• **Directors/Trustees:**

James Chatterjee Chairman
Paloma Suarez Gordillo Director (resigned 23 April 2021)
Hannah Parker Director
Owen Sanders Treasurer

• **Project Leader:**

Matthew Thacker

• **Service Manager:**

Victoria Donald

• **Bankers:**

Santander
21 Prescott Street
London E1 8TN

Directors' Report for the Year Ending 31st March 2021

Defining the SWAN Project

SWAN is a charity that specialises in offering long term therapy to vulnerable individuals with needs in the following areas:

- Long-term dependency on alcohol,
- Cross addictions,
- Some dual diagnose/mental health issues.

To a lesser extent, we also work with those without access to support elsewhere (who may not have an addiction issue, but present from our local community seeking long-term therapy). We do not turn away anyone we feel we can help.

SWAN works with a psychological model of addiction to seek to increase self-compassion and self care in our clients, reducing the need to rely on addictive behaviours to self soothe. We do this through offering one-to-one counselling/psychotherapy.

Public Benefit

The purpose of the activities of the SWAN Project is the advancement of health, particularly emotional and psychological health, of the users of our services and of those whose lives they touch.

Overview of Activities

Throughout the period, Swan has continued to work towards and meet its charitable goals and objectives as laid out in our Governing Document.

We have continued to offer one-to-one, long-term, low-cost therapy for vulnerable individuals with alcohol addictions and complex needs. This has been done to a high standard, enabling clients to hold a good deal of autonomy and choice in the duration and intensity of their individual therapy.

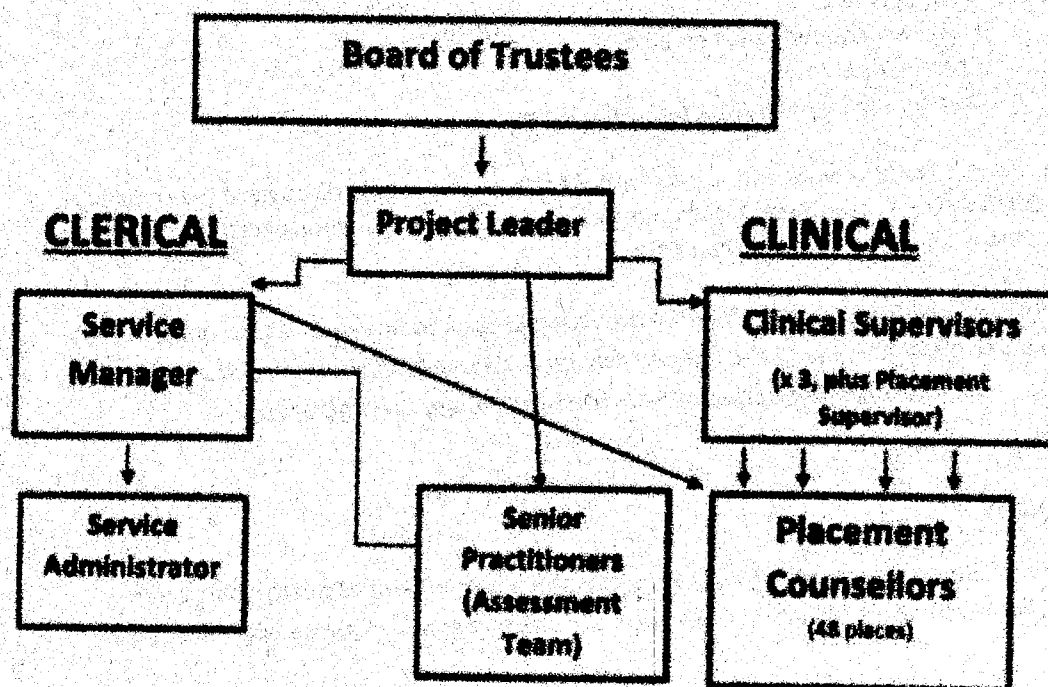
This has been achieved by the charity offering highly sought after and supportive placements for therapists in training or for those wishing to gain further experience offering their professional services on a voluntary basis.

We continue to be committed to our vision of offering long-term therapy, recognising that the traumas that underpin addiction and poor mental health frequently take a long time to unpick and heal from.

Board of Trustees

Paloma Suarez resigned as a trustee on 23rd April 2021. The board are working towards appointing at least two new trustees.

Structure of Organisation



The structure of the organisation was broadly unchanged during the year. Hannah Duncan resigned as project leader during the year. Matthew Thacker was appointed by the board as the new project leader.

Reserves

The total reserves at 31 March 2021 were £4,423 (2020: £11,326) and are analysed between restricted and unrestricted funds.

Unrestricted funds decreased to £4,423 (2020: £8,782) as the result of a net deficit during the year. £500 of unrestricted funds has been designated for the repair and improvement of the Project's waiting room.

Restricted funds decreased to £nil (2020: £2,544) as a result of £2,544 having been spent during the year. Restricted funds all relate to grant funding received from Lloyds Banking Group for the purposes of improving and investing in governance processes.

Principal risks and uncertainties

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks.

A significant new risk facing the organisation is the challenge of maintaining its service offering and its financial viability during the Covid-19 Pandemic. Counselling sessions have mainly been taking place remotely. Further, the trustees have been meeting regularly to assess the ongoing performance of the organisation.

Financial Review

Financial sustainability:

SORP: This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (2005).

Statement of Trustees' Responsibilities

The trustees, who are also directors of The Swan Project for the purposes of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

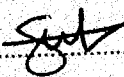
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Signed by order of and with the approval of the directors:

 (James Chatterjee, Chairperson)
Date: 10/12/2021

Independent Examiner's Report to the Trustees of The Swan Project

I report on the accounts of the company for the year ended 31st March 2021 which are set out on pages 8 to 13

Responsibilities and basis of report

As the charity 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 company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

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.

Dick Maule FCA 3 Penlee View Terrace, Penzance, TR18 4HZ

Date

24.12.2021

7

Dick Maule FCA

The Swan Project

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2021

Notes	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2021	2021	2021	2020
	£	£	£	£
Income from				
Donations	5,553	-	5,553	7,599
Income from charitable activities				
Counselling	62,140	-	62,140	65,304
Room hire and miscellaneous	1,200	-	1,200	2,916
Grant funding	4,400	-	4,400	-
Total	<u>73,293</u>	<u>-</u>	<u>73,293</u>	<u>75,819</u>
Expenditure on:				
Charitable activities	77,561	2,544	80,105	77,695
Fundraising	91	-	91	126
Total	<u>77,652</u>	<u>2,544</u>	<u>80,196</u>	<u>77,821</u>
Net income / [expenditure]	(4,359)	(2,544)	(6,903)	(2,002)
Reconciliation of funds				
Total funds brought forward	<u>8,782</u>	<u>2,544</u>	<u>11,326</u>	<u>13,328</u>
Total funds carried forward	<u>4,423</u>	<u>-</u>	<u>4,423</u>	<u>11,326</u>

1502.51.45

ADP 1502.51.45

Balance sheet as at 31st. March 2021

	Notes	2021	2020
		£	£
Fixed assets			
Tangible assets		-	-
Current assets			
Debtors and prepayments	3	2,677	2,111
Cash at bank and on hand		9,453	15,898
Total current assets		<u>12,129</u>	<u>18,009</u>
Current liabilities			
Creditors: amounts falling due within 12 months	2	<u>(7,706)</u>	<u>(6,683)</u>
Net Current assets		<u>4,423</u>	<u>11,326</u>
Net assets		<u>4,423</u>	<u>11,326</u>
Unrestricted funds			
General funds		3,923	8,782
Designated funds		500	-
Restricted funds		<u>-</u>	<u>2,544</u>
Total charity funds		<u>4,423</u>	<u>11,326</u>

For the year ended 31st March 2021

The company was entitled to the exemption from audit under section 477[2] of the Companies Act 2006

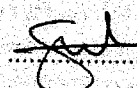
The members have not requested the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small company regime.

These financial statements were approved by the Council of Management on 10/12/2021

On behalf of the Council of Management



JAMES CHATTERSEE

dated: 10/12/2021

The Swan Project

Notes to the accounts for the year ended 31st. March 2021

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. 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) as updated by Update Bulletin 2, the Charities Act 2011, and the Companies Act 2006.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

- [i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- [ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- [iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- [i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- [ii] Donated services and facilities are included at the value to the charity where this can be quantified.
- [iii] The value of services provided by volunteers has not been included in these accounts.
- [iv] Investment income is included when receivable.
- [v] Income from charitable trading activity are accounted for when earned.
- [vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

- [i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- [ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them
- [iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

The Swan Project

Notes to the accounts for the year ended 31st. March 2021

(1) Principal Accounting Policies

(e) Fixed assets

Tangible fixed assets are written off over the expected useful life of the asset, at 25% per annum on the reducing balance method.

Items costing over £500 are capitalised.

(2) Creditors

	2021	2020
	£	£
Sundry creditors and accruals	<u>7,706</u>	<u>6,683</u>

(3) Debtors

	£	£
Sundry debtors and prepayments	<u>2,677</u>	<u>2,111</u>

(4) Expenditure

	Charitable Activities	Fundraising	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Staff fees & expenses	45,556	-	45,556	41,922
Trustee training and expenses	549	-	549	673
Accountancy & bookkeeping	4,500	-	4,500	3,500
Rooms	15,236	-	15,236	14,958
Business rates	1,044	-	1,044	1,028
Therapy consumables	-	-	-	10
Advertising/Promotional	35	-	35	-
Telephone & Internet access	2,163	-	2,163	1,213
Consultancy and support	530	-	530	-
Staff & placement recruitment	-	-	-	-
Insurance	439	-	439	214
Office consumables	1,410	-	1,410	1,996
Staff training	2,696	-	2,696	2,305
Fundraising	-	91	91	126
Independent examination	675	-	675	675
Utilities	1,542	-	1,542	2,445
Miscellaneous	-	-	-	719
Bank charges	-	-	-	268
Non-capitalised equipment	-	-	-	280
Cleaning, repairs and maintenance	3,420	-	3,420	5,411
Dues and Subscriptions	<u>310</u>	-	<u>310</u>	<u>77</u>
	<u>80,105</u>	<u>91</u>	<u>80,196</u>	<u>77,821</u>

(5) Employee information

All staff are freelance.

The Swan Project

Notes to the accounts for the year ended 31st. March 2021

(6) Restricted funds

	2021	2020
	£	£
Opening balance	2,544	6,500
Grants received	-	-
Restricted expenditure	(2,544)	(3,956)
Closing balance	<u>-</u>	<u>2,544</u>

In addition to restricted funds, £500 of unrestricted funds has been designated for the update of the Project's waiting room.

(7) Analysis of net assets between funds

	General Funds	Designated Funds	Total
	£	£	£
Tangible fixed assets	-	-	-
Current assets	11,629	500	12,129
Current liabilities	<u>(7,706)</u>	<u>-</u>	<u>(7,706)</u>
Net assets at 31st March 2021	<u>3,923</u>	<u>500</u>	<u>4,423</u>

The Swan Project

Notes to the accounts for the year ended 31st. March 2021

(8) Analysis of prior year funds

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2020

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2020	2020	2020	2019
	£	£	£	£
Income from				
Donations	7,599	-	7,599	-
Income from charitable activities				
Counselling	65,304	-	65,304	67,840
Room hire and miscellaneous	2,916	-	2,916	667
Grant funding	-	-	-	7,500
	<u>75,819</u>	<u>-</u>	<u>75,819</u>	<u>76,007</u>
Total				
Expenditure on:				
Charitable activities	73,739	3,956	77,695	74,922
Fundraising	126	-	126	54
	<u>73,865</u>	<u>3,956</u>	<u>77,821</u>	<u>74,976</u>
Total	[4]			
Net income / [expenditure]	1,954	(3,956)	(2,002)	1,031
Reconciliation of funds				
Total funds brought forward	<u>6,828</u>	<u>6,500</u>	<u>13,328</u>	<u>12,297</u>
Total funds carried forward	<u>8,782</u>	<u>2,544</u>	<u>11,326</u>	<u>13,328</u>