



THE SWAN PROJECT

Annual report and accounts
1st April 2021 to 31st March 2022



The SWAN Project, 1 Fairlawn Road, Montpelier, Bristol B56 SJR

Company Registration Number 6236873

Registered Charity Number 1122634

SWAN Annual Report for 2021-2022

Administrative Details of the Company and its Directors

Charity Name: the SWAN Project
Company number 06236873
Charity number: 1122634
Principal Office; 1 Fairlawn Road
Montpelier
Bristol BS6 5JR

Directors/Trustees:

James Chatterjee	Chairman
Owen Sunders	Treasurer
Hannah Parker	Director (Resigned Nov 2022)
Massimo	Board member

Project Leader: Matthew Thacker

Project Manager: Victoria Donald

Bankers:

Santander
21, Prescott Street
London E1 8TN.

Directors' Report for the Year Ending 31st March 2022

Defining the SWAN Project

The SWAN Project is a charity that specialises in offering long-term, low-cost therapy to vulnerable adults with needs in the following areas:

- Long-term dependency on alcohol
- Cross addictions
- Dual diagnosis

To a lesser extent, we also work with adults who may not have an addiction issue, but are without access to support elsewhere. We don't turn people away if we think we can help.

The project works with a psychological model of addiction that seeks to increase self-compassion and self-care, reducing the need to rely on addictive behaviours to self-soothe. We do this through offering 1:1 counselling/psychotherapy.

Public Benefit

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

Overview of Activities

Throughout the period, the project has continued to work towards and meet its charitable aims and objectives as laid out in our governing document.

We have continued to offer 1:1, long-term, low-cost therapy for vulnerable adults with alcohol issues 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.

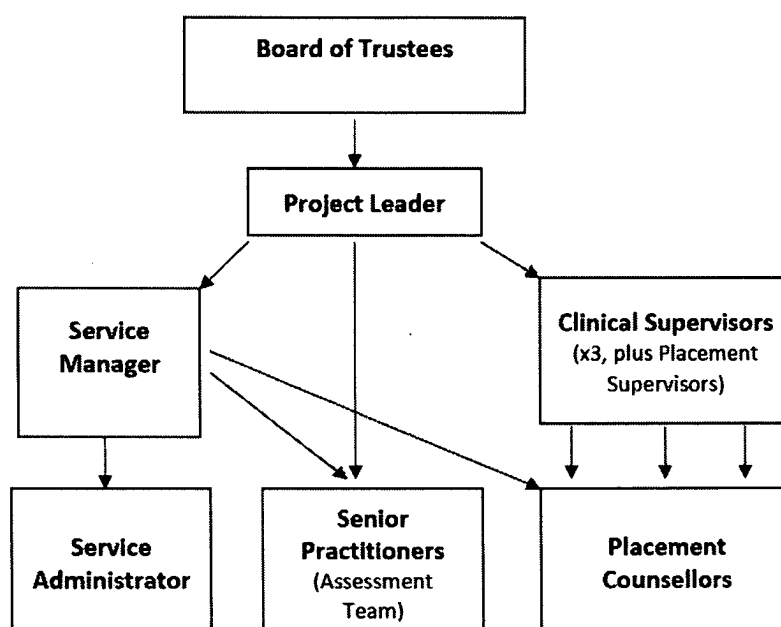
The charity has offered highly sought after and supportive placements for trainee therapists, and for those qualified therapists who wish to gain more experience. Both trainees and qualified therapists are volunteers.

We continue to be committed to our vision for long-term therapy as we recognise that the trauma that underpins so many addictions take a long time to address and that healing benefits from having a long-term dependable and therapeutic relationship.

Board of Trustees

Hannah Parker resigned from the board of trustees in November 2022. Massimo D'Alessandro joined the board in January 2022 and will be appointed to as a director and trustee in early 2023. The board are currently working towards increasing the number of directors and trustees.

Structure of organisation



There have been two other significant staff changes since 31 March 2022. Matthew Thacker left the SWAN project as project lead in May 2022, and was replaced by Veronica Aaronson. Victoria Donald left the project in July 2022, with Maria Zylinski taking over a number of her duties in her role as Service Manager.

Reserves

The total reserves at 31 March 2022 were £2,973 (2021: £4,423) and are analysed between restricted and unrestricted funds.

Unrestricted funds decreased to £1,459 (2021 £4,423) as the result of a net deficit during the year.

Restricted funds increased to £1,514 (2021: £Nil) with a new grant having been received during the year, of which £986 had been spent by year end.

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 risk facing the organisation is key person dependency on its Board and in its senior management. The Board are working towards reducing this risk by appointing further trustees and are in the process of considering the overall structure of the project going forward.

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:

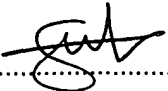
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures 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: 27/12/2022

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 2022 which are set out on pages 7 to 12.

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.

Name: **EWA PAULICZKO** Ewa Pawliczko

Address: **31 SHERIDAN HEIGHTS, 1 SPENCER WAY**

Date: **28.12.22**

Qualification: **CINA (1-KKHL)**

E1 2PA

The Swan Project

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2022

	Notes	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2022	2022	2022	2021
		£	£	£	£
Income from					
Donations		2,158	-	2,158	5,553
<i>Income from charitable activities</i>					
Counselling		64,692	-	64,692	62,140
Room hire and miscellaneous		1,435	-	1,435	1,200
Grant funding		<u>6,000</u>	<u>2,500</u>	<u>8,500</u>	<u>4,400</u>
Total		<u>74,285</u>	<u>2,500</u>	<u>76,785</u>	<u>73,293</u>
Expenditure on:					
Charitable activities		77,203	986	78,188	80,105
Fundraising		<u>47</u>	<u>-</u>	<u>47</u>	<u>91</u>
Total	[4]	<u>77,249</u>	<u>986</u>	<u>78,235</u>	<u>80,196</u>
Net income / [expenditure]		(2,964)	1,514	(1,450)	(6,903)
Reconciliation of funds					
Total funds brought forward		<u>4,423</u>	<u>-</u>	<u>4,423</u>	<u>11,326</u>
 Total funds carried forward		<u><u>1,459</u></u>	<u><u>1,514</u></u>	<u><u>2,973</u></u>	<u><u>4,423</u></u>

Balance sheet as at 31st. March 2022

	Notes	2022	2021
		£	£
Fixed assets			
Tangible assets		-	-
Current assets			
Debtors and prepayments	3	1,703	2,676
Cash at bank and on hand		<u>7,293</u>	<u>9,453</u>
Total current assets		<u>8,996</u>	<u>12,129</u>
Current liabilities			
Creditors: amounts falling due within 12 months	2	<u>(6,023)</u>	<u>(7,706)</u>
Net Current assets		<u>2,973</u>	<u>4,423</u>
Net assets		<u>2,973</u>	<u>4,423</u>
Unrestricted funds			
General funds		1,459	4,423
Restricted funds		<u>1,514</u>	<u>-</u>
Total charity funds		<u>2,973</u>	<u>4,423</u>

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

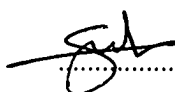
The members have not requested the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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.....

On behalf of the Council of Management



JAMES CHATTERJEE

dated:- 27/12/2022

The Swan Project

Notes to the accounts for the year ended 31st. March 2022

(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.

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Notes to the accounts for the year ended 31st. March 2022

(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

	2022	2021
	£	£
Sundry creditors and accruals	<u>6,023</u>	<u>7,706</u>

(3) Debtors

	£	£
Sundry debtors and prepayments	<u>1,693</u>	<u>2,676</u>

(4) Expenditure

	Charitable Activities	Fundraising	Total	Total
	2022	2022	2022	2021
	£	£	£	£
Staff fees & expenses	48,658		48,658	45,556
Trustee training and expenses		-	-	549
Accountancy & bookkeeping	4,500		4,500	4,500
Rooms	13,966		13,966	15,236
Business rates	1,044		1,044	1,044
Therapy consumables		-	-	35
Telephone & Internet access	1,259		1,259	2,163
Consultancy and support	100		100	530
Bad Debt	3,014	-	3,014	-
Insurance	603	-	603	439
Office consumables	251	-	251	1,410
Staff training	1,243	-	1,243	2,696
Fundraising		47	47	91
Independent examination	-	-	-	675
Utilities	1,366	-	1,366	1,542
Miscellaneous	428	-	428	
Cleaning, repairs and maintenance	1,100	-	1,100	3,420
Dues and Subscriptions	<u>661</u>	<u>-</u>	<u>661</u>	<u>310</u>
	<u>78,191</u>	<u>47</u>	<u>78,238</u>	<u>80,196</u>

(5) Employee information

All staff are freelance.

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Notes to the accounts for the year ended 31st. March 2022

(6) Restricted funds

	2022	2021
	£	£
Opening balance	-	2,544
Grants received	2,500	-
Restricted expenditure	<u>(986)</u>	<u>(2,544)</u>
Closing balance	<u>1,514</u>	<u>-</u>

(7) Analysis of net assets between funds

	General Funds	Restricted Funds	Total
	£	£	£
Tangible fixed assets	-	-	-
Current assets	7,482	1,514	8,996
Current liabilities	<u>(6,023)</u>	<u>-</u>	<u>(6,023)</u>
Net assets at 31st March 2022	<u>1,459</u>	<u>1,514</u>	<u>2,973</u>

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Notes to the accounts for the year ended 31st. March 2022

(8) Analysis of prior year funds

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

	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
Miscellaneous	1,200	-	1,200	2,916
Grant funding	<u>4,400</u>		<u>4,400</u>	<u>-</u>
Total	<u>73,293</u>		<u>73,293</u>	75,819
Expenditure on:				
Charitable activities	77,561	2,544	80,105	77,695
Fundraising	<u>91</u>		<u>91</u>	<u>126</u>
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>