

COMPANY REGISTRATION NUMBER: 06741227
CHARITY REGISTRATION NUMBER: 1127086

SUSSEX PATHWAYS LIMITED
Company Limited by Guarantee
UNAUDITED FINANCIAL STATEMENTS
5 APRIL 2021

SUSSEX PATHWAYS LIMITED
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 5 APRIL 2021

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SUSSEX PATHWAYS LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT)

YEAR ENDED 5 APRIL 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 5 April 2021.

Reference and administrative details

Registered charity name Sussex Pathways Limited

Charity registration number 1127086

Company registration number 06741227

Principal office and registered office Kingfisher House
Hurstwood Grange
Hurstwood Lane
Haywards Heath
West Sussex
RH17 7QX

The trustees M Carey
A Milton-Thompson
C Thomas
T Leech
P Prior
A Turner

Accountants PRB Accountants LLP
Chartered Accountant
Kingfisher House
Hurstwood Grange
Hurstwood Lane
Haywards Heath
West Sussex
RH17 7QX

SUSSEX PATHWAYS LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT)

YEAR ENDED 5 APRIL 2021

Structure, governance and management

The Charity is a company limited by guarantee.

The Governing Documents of the Charity are the Memorandum and Articles of Association of Sussex Pathways Limited dated 30 October 2008.

Trustees are recruited to fulfil strategic needs in the organisation and to bring to the Board the skills and experience required for effective governance of the charity and its work. The current Trustees have experience of managing and chairing charities that work with people in prison, people who are resettling in the community, young people who face social disadvantage, and asylum seekers; Trustees also have relevant experience as magistrate, judge, accountant, personnel manager, and representatives from faith communities. Trustees are appointed by ordinary resolution of the members and are required to brief themselves on their legal obligations under charity and company law. Sussex Pathways provides new Trustees with the Memorandum and Articles of Association, accounts, financial forecasts, reports on performance and plans for the future direction of the work. One founder trustee retired during the year, and another resigned through increased pressure of work during the pandemic. Two new Trustees were appointed during the year, but both decided that, under the current pandemic circumstances, they could not fully engage with the work of the charity and resigned shortly after appointment. At the end of the year under review, there were, therefore, six Trustees. The Trustees intend to recruit new trustees once interviews can be held in person.

None of the Trustees has any beneficial interest in the company. All the Trustees are Members of the company and guarantee to contribute £1 in the event of a winding up.

Objectives and activities

Sussex Pathways' objectives are to provide care, support, mentoring and rehabilitation for offenders and for those at risk of offending.

Summary of achievements and performance

The work of the charity throughout the year has been considerably affected by the constraints of the Covid19 pandemic. Access to prisons has been suspended, but work has continued, albeit in a different format, throughout the year.

The Trustees have, as in previous years, continued to concentrate on the financial viability of the charity, assisted in great measure by the flexibility and commitment of the staff team, but the focus of the Board's work has been on the logistics and safety of continuing our work in very difficult and different circumstances.

The charity's financial situation has been relatively stable during the year though the Trustees recognise and accept that achieving new funding continues to be challenging. The charity's finances are discussed at all Board meetings and strategies for managing a downturn in incoming funds are regularly updated.

The Lloyds Foundation provided a third year of funding for the Pathways to Change programme and has indicated that new funding will be available for a further period. Essential funding to assist charities to keep going throughout the pandemic has been granted from several sources.

Funding from the Sussex Police & Crime Commissioner's budget for the Restorative Justice Programme was provided for another year which has allowed that aspect of the charity's work to continue though, again, the contact with prison residents has been restricted.

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TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT)

YEAR ENDED 5 APRIL 2021

The charity has continued to work within the constraints of the Ministry of Justice's Transforming Rehabilitation programme. This is to be superseded in the second half of 2021 by the Dynamic Framework programme, and bids have been submitted to the main contractor, Forward Trust, for funding for work in prisons in the South East. If the funding applied for is granted, a considerable expansion of our work, including the appointment of new staff, will be required. The Trustees are confident that this expansion is within our ability to deliver.

Training for volunteer key workers and Restorative Justice workers has continued whilst recognising that their roles are different from previous years and that this will continue until the Covid19 pandemic is assessed as being under control. This training was undertaken on Zoom and was very well attended and well received.

The Trustees have completed a full set of Policies and Procedures, and these are reviewed and revised as necessary throughout the year. A detailed Business Plan has been drafted, which the Trustees intend to complete when discussion can be held in person later in 2021.

We have continued to work with several universities, providing placements for their students who gain significant skills and experience which leads them to career choices. Some funding accompanies these placements.

Whilst the office in HMP Lewes is currently unavailable, we are assured by the Governor that it will be opened up once the pandemic is considered to be under control.

Projects and Activities

Sussex Pathways works with residents in HMP Lewes and HMP Rochester to promote rehabilitation back into the community, and to reduce re-offending. We recruit, train, manage and support volunteers. Each volunteer supports an individual resident. Whilst meeting inside the prisons is not currently allowed, contact has been maintained with residents and many have been met at the gate on the day of release. The Trustees recognise how vital this is to the future prospects of the people we exist to support, particularly so in the current situation when other forms of support are much harder to achieve.

Our aims are to reduce re-offending and rehabilitate each resident we work with. Our work is based on the individual needs of each resident. For example, a resident may have housing requirements, low literacy, addiction issues, and wants to reunite with their family. This would be broken down and put in order of priority with the resident. We encourage the resident to take part in our Pathways to Change seven-week course, learning practical life skills, and Mindfulness. These are tools that help him to overcome obstacles he will face after leaving prison, and with the support of the volunteer key worker he is less likely to fail and less likely to re-offend.

In the last two years we have worked with residents who face long or indeterminate sentences. This work involves an eight-week course called Seen & Heard, which looks at trauma and post-traumatic stress disorder, and builds emotional resilience. The course provides the tools needed to serve a long sentence. It supports the resident and makes for a safer living community for staff and residents.

In our work, clients sometimes express remorse. When they do so, we refer them to the Sussex Restorative Justice (RJ) Partnership and support them through the RJ process. This work is also mostly undertaken by Volunteers, who are trained to become RJ Facilitators.

SUSSEX PATHWAYS LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT)

YEAR ENDED 5 APRIL 2021

Management and Administration

As indicated above, the office in HMP Lewes is currently unavailable because of the pandemic, so all staff and volunteers are working from their own homes. Some have been on furlough for all or part of their working week throughout the year, but as the year ends, most are returning to their previous hours of work. The Trustees are both grateful and respectful of the high calibre of the staff team. Shirl Tanner, the Chief Executive Officer, leads the staff team very effectively and has risen to the considerable challenge of keeping the team focussed and communicating with each other, using Zoom and other IT systems. The staff continue to demonstrate the unshakeable conviction that the work of the charity is valuable to the very vulnerable people that Sussex Pathways was established to support. The excellent Lamplight IT system, installed during the early part of the year, provides detailed information on the progress of each client.

It has been a privilege to chair the Board throughout a year of very considerable change and challenge, which we have experienced along with most small charities working within the sector. That we end the financial year in a viable situation is a considerable credit to the staff team and their fundraising abilities. The charity is respected for its work, but the Board recognises that funding will always be difficult to maintain. My thanks go to all our volunteers for their dedication to our work, and to our remarkable staff team who continue to deliver service above and beyond anything that could reasonably be asked for. We look forward to the coming year with conviction that the work of Sussex Pathways is innately valuable and unique and have every intention and strong commitment to expanding and enhancing our work when the pandemic circumstances allow and once the Dynamic Framework funding programme is confirmed.

Financial review

The financial statements show a carefully managed and relatively secure position at the time of compiling this report, which is particularly remarkable during the restrictions and limitations to our work during a very challenging year.

We are grateful that none of our current funders have requested return of their grants as a result of the inability of Sussex Pathways to operate in a usual way under Covid restrictions. This includes the funding provided by the Police and Crime Commissioner for Restorative Justice.

We have also benefitted from the government furlough scheme which has enabled us to retain our workforce during the period when our work has been suspended and are grateful for a number of grants from several sources to support our work during the pandemic.

Income was received from several universities, grant making trusts and foundations, the Police & Crime Commissioner, prison governors, the Lloyds Foundation, local activity sources and individual donors. A new, unsolicited, and unrestricted grant from the B&L Leech charity was a particular benefit. The Trustees of Sussex Pathways are very grateful for all this financial support which underlines the respect with which we are regarded.

The Trustees' annual report and the strategic report were approved on .09.Jul.2021..... and signed on behalf of the Board of Trustees by:

Margaret Carey
M F Carey
Margaret Carey (Nov 15, 2021, 4:16pm)
Trustee

SUSSEX PATHWAYS LIMITED

COMPANY LIMITED BY GUARANTEE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SUSSEX PATHWAYS LIMITED

YEAR ENDED 5 APRIL 2021

I report on the financial statements for the year ended 5 April 2021, which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

SUSSEX PATHWAYS LIMITED

COMPANY LIMITED BY GUARANTEE

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SUSSEX
PATHWAYS LIMITED (continued)**

YEAR ENDED 5 APRIL 2021

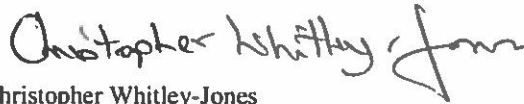
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Christopher Whitley-Jones
PRB ACCOUNTANTS LLP
Chartered accountant

Kingfisher House
Hurstwood Grange
Hurstwood Lane
Haywards Heath
West Sussex
RH17 7QX

15/11/21

SUSSEX PATHWAYS LIMITED**COMPANY LIMITED BY GUARANTEE****STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)****YEAR ENDED 5 APRIL 2021**

		2021		2020
		Unrestricted	Total funds	Total funds
	Note	funds		
		£	£	£
Income and endowments				
Donations and legacies	5	76,264	76,264	64,150
Charitable activities	6	57,425	57,425	90,000
Investment income	7	-	-	-
Total income		<u>133,689</u>	<u>133,689</u>	<u>154,150</u>
Expenditure				
Expenditure on charitable activities	8,9	121,759	121,759	156,996
Total expenditure		<u>121,759</u>	<u>121,759</u>	<u>156,996</u>
Net income/(expenditure) and net movement in funds		<u>11,930</u>	<u>11,930</u>	<u>(2,846)</u>
Reconciliation of funds				
Total funds brought forward		17,063	17,063	19,909
Total funds carried forward		<u>28,993</u>	<u>28,993</u>	<u>17,063</u>

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

The notes on pages 9 to 13 form part of these financial statements.

SUSSEX PATHWAYS LIMITED
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL POSITION
5 APRIL 2021

		2021		2020	
		£	£	£	£
Current assets					
Cash at bank and in hand		50,606		38,676	
Creditors: amounts falling due within one year	14	(21,613)		(21,613)	
Net current assets			28,993		17,063
Total assets less current liabilities			28,993		17,063
Net assets			28,993		17,063
Funds of the charity					
Unrestricted funds			28,993		17,063
Total charity funds	15		28,993		17,063

For the year ending 5 April 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements were approved by the board of trustees and authorised for issue on 09-Jul-2021...., and are signed on behalf of the board by:

Margaret Carey

M Carey (Nov 15, 2021, 4:16pm)
Trustee

The notes on pages 9 to 13 form part of these financial statements.

SUSSEX PATHWAYS LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 5 APRIL 2021

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Kingfisher House, Hurstwood Grange, Hurstwood Lane, Haywards Heath, West Sussex, RH17 7QX.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Significant judgements

The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows:

SUSSEX PATHWAYS LIMITED

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 5 APRIL 2021

3. Accounting policies *(continued)*

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

Incoming resources

Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Investment income is included when receivable.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Tangible assets

All fixed assets are initially recorded at cost and are subsequently stated at cost less any accumulated depreciation. Any fixed assets carried at revalued amounts are recorded at the market value at the balance sheet date.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 3 years

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

SUSSEX PATHWAYS LIMITED

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 5 APRIL 2021

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

4. Limited by guarantee

The Charity is a company limited by guarantee. All of the Trustees are Members of the company and guarantee to contribute £1 in the event of a winding up.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Grants and donations				
General	76,264	76,264	64,150	64,150
	<u>76,264</u>	<u>76,264</u>	<u>64,150</u>	<u>64,150</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Restorative Justice	57,425	57,425	90,000	90,000
	<u>57,425</u>	<u>57,425</u>	<u>90,000</u>	<u>90,000</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Interest receivable	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

SUSSEX PATHWAYS LIMITED

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 5 APRIL 2021

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2019 £
Staff costs	101,466	101,466	111,396	111,396
Support costs	20,293	20,293	45,600	45,600
	<u>121,759</u>	<u>121,759</u>	<u>156,996</u>	<u>156,996</u>

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Staff costs	101,466	6,520	107,986	147,451
Management and administration	—	12,605	12,605	8,302
Insurance	—	388	388	414
Governance costs	—	780	780	829
	<u>101,466</u>	<u>20,293</u>	<u>121,759</u>	<u>156,996</u>

10. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<u>780</u>	<u>780</u>

11. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	<u>101,466</u>	<u>111,396</u>

The average head count of employees during the year was 6 (2020: 5). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 No.	2020 No.
Number of staff	<u>6</u>	<u>5</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

SUSSEX PATHWAYS LIMITED

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 5 APRIL 2021

12. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

13. Tangible fixed assets

	Equipment £	Total £
Cost		
At 6 April 2020 and 5 April 2021	1,298	1,298
Depreciation		
At 6 April 2020 and 5 April 2021	1,298	1,298
Carrying amount		
At 5 April 2021	—	—

14. Creditors: amounts falling due within one year

	2021 £	2020 £
Deferred income	20,833	20,833
Accruals	780	780
	<u>21,613</u>	<u>21,613</u>

15. Analysis of charitable funds

Unrestricted funds

	At 6 April 2020 £	Income £	Expenditure £	At 5 April 2021 £
General funds	17,063	133,689	(121,759)	28,993

16. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2021 £
Current assets	50,606	50,606
Creditors less than 1 year	(21,613)	(21,613)
Net assets	<u>28,993</u>	<u>28,993</u>