

PRO ACTION HERTFORDSHIRE

England & Wales · Charity number 1127528

Details

Status	Registered
Legal form	Charitable company
Company number	06653688
Registered	2009-01-14
Register	View on the Charity Commission register

Contact

Address	Longmores 24 Castle Street Hertford SG14 1HP
Phone	01707276859
Email	membership@pro-actionherts.org
Website	www.pro-actionherts.org

Activities

Objects: TO ACT AS A RESOURCE FOR YOUNG PEOPLE PRIMARILY BUT NOT EXCLUSIVELY THOSE BETWEEN THE AGES OF 11 AND 19 LIVING IN OR NEAR HERTFORDSHIRE BY PROVIDING ADVICE AND ASSISTANCE ON EDUCATIONAL, EMPLOYMENT, LEISURE AND OTHER OPPORTUNITIES AND ORGANISING TRAINING IN YOUTH WORK AND OTHER SKILLS AS A MEANS OF :- A) HELPING YOUNG PEOPLE BY DEVELOPING THEIR SKILLS CAPACITIES AND CAPABILITIES TO ENABLE THEM TO PARTICIPATE IN SOCIETY AS INDEPENDENT, MATURE AND RESPONSIBLE INDIVIDUALS;B) ADVANCING EDUCATION; AND C) RELIEVING UNEMPLOYMENT.

Activities: An independent charity operating as an infrastructure & support organisation to other organisations working with young people in Herts. Affiliated organisations, clubs and projects work directly with over 40,000 young people on a regular basis. Pro-Action works in partnership with the statutory and private sector to bring direct benefit to young people and voluntary youth organisations.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training
- **Who:** Children/young People, Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** HERTFORDSHIRE
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£123,423	£92,318	-	-
2024-03-31	£76,531	£92,187	-	-
2023-03-31	£75,146	£88,784	-	-
2022-03-31	£88,500	£89,682	-	-
2021-03-31	£98,854	£90,333	-	-

Trustees

Name	Role	Appointed
SIOBHAN ELIZABETH PURVIS	Chair	
Bernard William Flanagan		2022-03-25
Susan Louise Topping		2025-03-27

Accounts

Charity registration number 1127528 (England and Wales)

Company registration number 6653688

PRO: ACTION HERTFORDSHIRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

PRO: ACTION HERTFORDSHIRE

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**TRUSTEES REPORT (INCLUDING DIRECTORS REPORT)
FOR THE YEAR ENDED 31 MARCH 2025**

The trustees, who are also directors of the charity for the purpose of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Pro: Action Hertfordshire aims to serve as a single point of contact as a membership organisation, for groups working with and supporting children and young people aged 11-19 years old, living in or near Hertfordshire. Members can access information, advice, and guidance on a range of topics, including legislation, compliance, and sustainability.

The trustees extended services to children and young people by lowering the age supported to between the ages of 5 and 18 (plus 19- to 25-year-olds with learning difficulties and/or disabilities) in line with local services.

The trustees confirm that they have had due regard to the guidance on public benefit requirements, as set out by the Charity Commission in January 2008 and amended in December 2011, when reviewing the charity's aims and objectives and in planning future activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

We have identified the following strategic aims:

1. For children and young people in the County, we aim to:
 - raise the quality of provision so that they know they will receive the best possible support from whichever organisation or group they engage with.
 - ensure that all providers in the county are meeting the Hertfordshire Safeguarding Children's Partnership (HSCP) requirements.
 - increase our support to improve their wellbeing and resilience.
2. For those working in the sector, we aim to:
 - increase the opportunities for partnership working and, in this way, increase engagement and support to young people.
 - support the development of knowledge, skills, and understanding through quality training.
3. For ourselves, we aim to:
 - increase our reach and impact as an organisation.
 - improve the measurement of our performance and impact.

Significant Activities

Pro: Action Hertfordshire supports, represents, and champions the many organisations and individuals across Hertfordshire who work with children and young people. Our vision is for "Every young person in Hertfordshire to access safe, high-quality opportunities and provision to enhance their growth, development and well-being."

Pro: Action was formed from the merger of two organisations that supported the voluntary youth work sector. Our membership now includes organisations from the voluntary, private and public sectors and covers the full range of children and young people's interests; sports, dance, youth, arts, play, faith-based organisations, uniformed groups, statutory organisations and many more.

STRATEGIC REPORT

Achievement and performance

We maintain regular contact with our members and their feedback advocates the need for us and that they feel supported.

Our training programmes have seen an increase in course attendance throughout the year and whilst we still deliver some training online it is minimal as most groups are requesting courses tailored to their setting, face to face delivery.

The need for mental health and wellbeing support has been unprecedented as well as the request for safeguarding training and policy support. We have successfully supported our members with all their requests.

The diverse way in which our groups now operate requires us to remain flexible with our support offer and the way in which we deliver it. Our priorities remain limiting costs to our membership, whilst offering high quality services.

Despite researching funding opportunities, all are relevant to direct delivery of projects / activities with children and young people. We cannot apply, as we do not reach the eligibility criteria, however, we do pass these opportunities on to our members. We are actively seeking any funding / grant opportunity to support our core costs.

This year our membership settled at 60, with 3 new members. Of the total, 10 are alliance partners.

Our alliance partners are larger organisations who share our aims and values in the support of children and young people. We regularly collaborate with our alliance partners enabling us to provide a wider offer to our membership.

**TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

We continue to receive regular positive feedback from our members about our more personalised membership service. We feel that we have been even more responsive during another challenging year, where diversifying our practice has been an integral part of our success.

Our members continue to prefer 1 to 1 support on specific issues and to call upon us on demand – we have experienced a high volume of member interaction, mostly seeking support and advice for children and young people and their staff and volunteers struggling with their mental health.

It has been a pleasure for us as a team, to visit our member groups and physically engage in person.

All current members have completed our membership compliance requirements, and we continue to work with members who have requested support with their policies and procedures.

Support has included - policy templates, visits, FAQ sheets, DBS risk assessments, guidance on safe online use, Pre-Ofsted visits, full policy reviews and generic 1 to 1 telephone support.

We carried out a 10% random sample of members compliance documents and confirm that with some support all members audited have remained fully compliant. Guidance and recommendations are given where needed.

Performance Figures:

- GBG/First Advantage registrations – 38 members (access to DBS checks)
- Pre-Ofsted visits – 7 members
- Start-up & Review of Policies and Procedures – 28 members
- Full Policy & Procedure Review – 20 members
- Specific Safeguarding guidance – 15 members
- General IAG – 30 members

Communication & engagement

Our social media platforms Twitter/Linked In/Facebook/Instagram are now operating well and have been managed by our Digital Media Volunteer for most of the year. A part time paid employee on a short-term contract managed this towards the end of the year.

The performance overview in this area shows good engagement and an increase in posts.

We remain on the UK Youth Innovators Panel and work closely in partnership with Hertfordshire County Council.

**TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

Member newsletters remain a feature of membership as need and demand requires. Content supports our members with day-to-day operation and information they need to be mindful of within their projects.

Our suite of services, launched 18 months ago, which we deliver with the support of some of our key alliance partners, is now well underway and growing all the time.

Play Therapy Interventions, Coaching and Mentoring Programmes and Young People's Training are available alongside our Adult Training Programme, all of which supports both our current members and those external to our membership.

Since April 2023, we have been successfully delivering a growing wellbeing contract with The Wren Academy School in Barnet and Finchley and now provide coaching and mentoring services, pupil wellbeing workshops, parent/carers awareness workshops and a play therapy service.

As part of these programmes, we are currently working with the following alliance partners and hope to increase our offer as we finalise more programme details:

- The Ollie Foundation
- Forever Young People
- Limited Edition Training

Training

This forms part of our income generation stream as we utilise our skills to provide training and consultancy to larger organisations outside of our membership who can afford to pay more commercial rates.

This area of work has increased steadily over the year as we have developed assessment frameworks, designed and written content and explored partnerships. We now have a proven track record of delivering good quality training and inspection visit preparation, and this area of work has steadily expanded throughout the course of this funding cycle.

Performance Figures:

- Wren Academy – Stress and Anxiety Awareness Workshops (10 x 2 hours across 6 terms) (75 young people – Year 11)
- Wren Academy Trust – Transition Workshops (2 hours across – 6 terms) (120 young people – Year 6 & 7)
- Wren Academy – Coaching and Mentoring – on going weekly sessions throughout the academic year
- Watford FC – Mental Health and Wellbeing Awareness in Sport Workshops (3 x 4 hours)
- Watford FC – Mental Health and Wellbeing Advocate
- Watford FC – Mental Health and Wellbeing – Youth

**TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

- Herts Inclusive Theatre – Safeguarding Level 1 Training and Designated Safeguarding
- Bushido Martial Arts – First Aid Course
- Noodle Now – 3 members

Our training offer now effectively accommodates the needs of our members, and we are able to respond more quickly to demand. Face to face delivery has increased. However, some still prefer online options (either live or learner directed).

The demand for training has increased throughout the year and we are remaining flexible with our offer and meeting demand when requested, rather than providing a rolling training programme.

We have seen a large increase for safeguarding training.

Our range of courses are now advertised on our updated website, and we ask members to contact us when a training need arises. Where possible we join groups together or run specific sessions for individual member groups. This method continues to be flexible and effective for our members.

Financial review

Finances continue to be a focus in Pro: Action's ability to deliver wider services to the voluntary youth sector and to remain a financially viable organisation. Fundraising has remained challenging. With an additional £50,000, one-off increase to funding from Hertfordshire County Council Services for Young People (HCC SfYP) Pro: Action achieved a surplus of c£31k at the end of this financial year.

Our income generating strategies for this funding cycle have been as follows:

- Easyfundraising – donations being made every time supporters purchase goods online.

Plans for 2026:

- Seek relevant grant funding
- More face-to-face engagement with member groups
- YAMA event for young people
- Continue to develop the Wren Training Programme
- Continue to develop the Watford Youth Academy and Watford FC Training and approach other academies and clubs to generate income.
- Recruit new Trustees

TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Funds structure

The charity holds funds as either restricted or unrestricted. Restricted funds are restricted income funds used for specific restricted projects in furtherance of the objects of the charity. Any deficit in a restricted fund is met by a transfer from the unrestricted funds of the charity.

Amounts within unrestricted funds can be set aside for a particular project and shown as a separate designated fund. The designation has an administrative purpose only and does not legally restrict the trustee's discretion to apply the fund.

Reserves policy

The Trustees aim to hold unrestricted funds at a level equal to three months' budgeted expenditure in order to maintain financial stability for beneficiaries, funders, supporters and employees. The level of reserves available on 31 March 2025 is £47,111 (2024 £16,006), should the need arise, to fund:

- fluctuations in income due to delayed receipt of statutory and contract payments
- unplanned but necessary expenditure

Going concern

The trustees believe the charity's financial resources are sufficient to ensure that the charity will continue as a going concern for the foreseeable future, being at least 12 months from the date of approval of the financial statements and have therefore prepared the financial statements on the going concern basis, subject to the principal risks and uncertainties highlighted below.

Principal risks and uncertainties

The principal risk that faces the charity continues to be funding. We continue to be reliant on core funding from Hertfordshire County Council which can only be guaranteed on an annual basis. As a much smaller organisation with fewer employees and without the running costs of premises, our funding requirements are significantly reduced, though we do have a funding gap of c£20,000 per annum. The trustees, together with the team, are committed to raising these funds by exploring a wide range of funding streams.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Pro: Action Hertfordshire is a company limited by guarantee, as defined by the Companies Act 2006, and was incorporated on 23 July 2008. It was registered as a charity on 14 January 2009. It is controlled by its governing document, a deed of trust, and its memorandum of association, which established the objects and powers of the charity.

TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Recruitment and appointment of new trustees

The trustees of the company consist of the chairman and 2 members, all of whom are members of the management committee. The maximum number of committee members shall be determined by the company in the Annual General Meeting (AGM) but, unless and until so fixed, there shall be no maximum number.

The minimum number of committee members shall be three. The committee shall have power at any time to appoint any person to be a committee member, either to fill a casual vacancy, or as an addition to the existing members. All trustees retire from office at the next AGM following their election. At the end of this period, they may seek re-election and shall be permitted to serve in consecutive three-year terms.

Organisational structure

The charity is managed by the trustees. Trustees meet five to six times a year. Committees and working groups are formed when appropriate, on a temporary basis.

The COO and the Chairman of the Trustees communicate regularly with each other and the other Trustees by telephone or email to reach decisions on important matters arising between trustee meetings.

Responsibility for the day-to-day management of Pro-Action Hertfordshire lies with the COO with powers and responsibilities approved by the trustees.

Induction and training of new trustees

Trustees are provided with a full information pack on their appointment and are encouraged to attend training appropriate to their role.

Key management remuneration

The salary of the Chief Operating Officer has been set by reference to market rates for similar positions in the same sector.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06653688 (England and Wales)

Registered Charity number

1127528

Registered office

24 Castle Street
Hertford
Hertfordshire
SG14 1HP

PRO: ACTION HERTFORDSHIRE

**TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

Trustees

Ms M S E Croft (resigned 23.03.2025)

B W Flanagan

Ms L Hopson (resigned 23.03.2025)

Ms S E Purvis

Ms S Topping (elected 23.03.2025)

Independent Examiner

Waner Wilde Ltd

Registered office

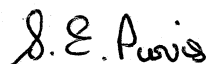
4 Marigold Drive

Bisley

Surry GU24 9SF

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 11/12/2025 and signed on the board's behalf by:



Ms S E Purvis - Trustee

PRO: ACTION HERTFORDSHIRE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PRO: ACTION HERTFORDSHIRE

I report to the trustees on my examination of the financial statements of Pro: Action Hertfordshire (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

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 charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.



Linda Dunford FCCA CTA

Warner Wilde Limited
Chartered Certified Accountants
4 Marigold Drive
Bisley
Surrey
GU24 9SF
Date: ...17/12/2025...

PRO: ACTION HERTFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income from:					
Donations and legacies	3	104,928	53,648	-	53,648
Charitable activities	4	17,445	22,476	-	22,476
Other trading activities	5	1,050	407	-	407
Total income		<u>123,423</u>	<u>76,531</u>	<u>-</u>	<u>76,531</u>
Expenditure on:					
Raising funds	6	1,003	704	-	704
Charitable activities	7	91,315	89,829	1,654	91,483
Total expenditure		<u>92,318</u>	<u>90,533</u>	<u>1,654</u>	<u>92,187</u>
Net income/(expenditure) and movement in funds		31,105	(14,002)	(1,654)	(15,656)
Reconciliation of funds:					
Fund balances at 1 April 2024		<u>16,006</u>	<u>30,008</u>	<u>1,654</u>	<u>31,662</u>
Fund balances at 31 March 2025		<u>47,111</u>	<u>16,006</u>	<u>-</u>	<u>16,006</u>

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

PRO: ACTION HERTFORDSHIRE

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	13		923		-
Current assets					
Debtors	14	5,291		53,654	
Cash at bank and in hand		74,766		19,618	
		80,057		73,272	
Creditors: amounts falling due within one year	15	(33,869)		(57,266)	
Net current assets			46,188		16,006
Total assets less current liabilities			47,111		16,006
The funds of the charity					
Unrestricted funds	18		47,111		16,006
			47,111		16,006

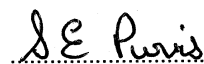
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 11/12/2025



S E Purvis
Trustee

Company registration number 6653688 (England and Wales)

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Pro: Action Hertfordshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 24 Castle Street, Hertford, SG14 1HP.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The financial statements have been prepared on a going concern basis. In making their assessment, the trustees have considered the financial position of the charity, including its reserves, cash flow forecasts, and future funding.

The charity's ability to continue as a going concern is dependent upon securing future funding and managing its cash flows effectively. The charity's primary activity is funded through a grant from Hertfordshire County Council Services for Children & Young People (HCC) which is due for renewal on 1st March 2026. There is no guarantee that this grant will be renewed, or that it will be renewed on terms favourable to the charity. The outcome of this grant renewal process represents a material uncertainty that may cast significant doubt on the charity's ability to continue as a going concern.

The trustees have taken the following steps to mitigate this uncertainty:

- Discussions with HCC regarding the grant are ongoing, with positive indications that a new agreement may be reached, though nothing is legally binding at the date of approval of these financial statements. This is a process that takes place annually; the grant cannot be confirmed until after the county's budgets have been approved in early 2026.
- Developed detailed cash flow forecasts, which indicate that, even if the primary grant is not renewed, the Charity can continue operations until June 2026 by utilising unrestricted reserves.
- Cost-saving measures have already been implemented by reducing non-essential expenditure and scaling back on non-core activities.
- Seeking alternative core funding; though difficult in the present economic climate.
- Generating income by expanding our training offer to third parties in the youth sector.

The financial statements do not include any adjustments that would result if the charity was unable to continue as a going concern.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and furniture	50% and 20% straight line
Computers	33% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated 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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	1,176	-
Grants	100,500	50,000
Membership fees	3,252	3,648
	<u>104,928</u>	<u>53,648</u>

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Charitable activities		
Pro: Action training	<u>17,445</u>	<u>22,476</u>

5 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising events	<u>1,050</u>	<u>407</u>

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

6 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising and publicity		
Advertising	1,003	704

7 Expenditure on charitable activities

	Charitable expenditure 2025 £	Charitable expenditure 2024 £
Direct costs		
Staff costs	62,999	60,539
Depreciation and impairment	-	325
External tutors	12,697	14,956
Insurance	1,041	947
Telephone	1,126	1,408
Computer, software and internet expenses	4,377	4,382
Other staff costs	-	27
Affiliations and subscriptions	35	35
General expenses	-	301
	82,275	82,920
Share of support and governance costs (see note 8)		
Governance	9,040	8,563
	91,315	91,483
Analysis by fund		
Unrestricted funds	91,315	89,829
Restricted funds	-	1,654
	91,315	91,483

8 Support costs allocated to activities

	2025 £	2024 £
Governance costs	9,040	8,563
Analysed between:		
Charitable expenditure	9,040	8,563

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

8 Support costs allocated to activities (Continued)

	2025 £	2024 £
Governance costs comprise:		
Independent examiners fee	1,245	1,200
Accountancy	7,776	7,344
Bank charges	19	19
	<u>9,040</u>	<u>8,563</u>

9 Net movement in funds

	2025 £	2024 £
--	-----------	-----------

The net movement in funds is stated after charging/(crediting):

Fees payable for the independent examination of the charity's financial statements	1,245	1,200
Depreciation of owned tangible fixed assets	-	325
	<u></u>	<u></u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

11 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	3	2
	<u></u>	<u></u>

Employment costs	2025 £	2024 £
Wages and salaries	61,674	58,777
Social security costs	713	414
Other pension costs	612	1,348
	<u>62,999</u>	<u>60,539</u>

There were no employees whose annual remuneration was more than £60,000.

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

11 Employees

(Continued)

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	39,034	33,804

12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

13 Tangible fixed assets

	Fixtures and furniture £	Computers £	Total £
Cost			
At 1 April 2024	5,911	580	6,491
Additions	-	923	923
At 31 March 2025	5,911	1,503	7,414
Depreciation and impairment			
At 1 April 2024	5,911	580	6,491
At 31 March 2025	5,911	580	6,491
Carrying amount			
At 31 March 2025	-	923	923

14 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	4,932	53,295
Other debtors	359	359
	5,291	53,654

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

15 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Other taxation and social security		2,336	2,183
Deferred income	16	26,010	51,277
Trade creditors		2,353	2,348
Other creditors		275	258
Accruals		2,895	1,200
		<u>33,869</u>	<u>57,266</u>

16 Deferred income

	2025 £	2024 £
Other deferred income	<u>26,010</u>	<u>51,277</u>

Deferred income is included in the financial statements as follows:

	2025 £	2024 £
Deferred income is included within:		
Current liabilities	<u>26,010</u>	<u>51,277</u>
Movements in the year:		
Deferred income at 1 April 2024	51,277	26,619
Released from previous periods	(51,277)	(26,619)
Resources deferred in the year	<u>26,010</u>	<u>51,277</u>
Deferred income at 31 March 2025	<u>26,010</u>	<u>51,277</u>

17 Retirement benefit schemes

	2025 £	2024 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>612</u>	<u>1,348</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
General funds	16,006	123,423	(92,318)	47,111
Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	30,008	76,531	(90,533)	16,006

19 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

Accounts

Charity registration number 1127528

Company registration number 6653688 (England and Wales)

PRO: ACTION HERTFORDSHIRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

PRO: ACTION HERTFORDSHIRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M S E Croft B W Flanagan L Hopson S E Purvis
Charity number	1127528
Company number	6653688
Registered office	24 Castle Street Hertford SG14 1HP
Independent examiner	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF
Bankers	Co-operative Bank Plc P.O. Box 250 Dell House Southway Skelmersdale WN8 6WT

PRO: ACTION HERTFORDSHIRE

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Balance sheet	11
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**TRUSTEES REPORT (INCLUDING DIRECTORS REPORT)
FOR THE YEAR ENDED 31 MARCH 2024**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Pro:Action Hertfordshire aims to act as a single point of contact membership organisation for groups working with and supporting children and young people between the ages of 11 and 19 years old, living in or near Hertfordshire. Members can access information, advice and guidance on a range of topics including legislation, compliance and sustainability.

The trustees extended services to children and young people by lowering the age supported to between the ages of 5 and 18 (plus 19- to 25-year-olds with learning difficulties and/or disabilities) in line with local services.

The trustees confirm that they have had due regard to the guidance on public benefit requirements, as set out by the Charity Commission in January 2008 and amended in December 2011, when reviewing the charity's aims and objectives and in planning future activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

We have identified the following strategic aims:

1. For children and young people in the county we aim to:
 - raise the quality of provision so that they know they will receive the best possible support from whichever organisation or group with which they engage.
 - ensure that all providers in the county are meeting the Hertfordshire Safeguarding Children's Partnership (HSCP) requirements.
 - increase our support to improve their wellbeing and resilience.
2. For those working in the sector we aim to:
 - increase the opportunities for partnership working and, in this way, increase engagement and support to young people.
 - support the development of knowledge, skills and understanding through quality training.
3. For ourselves we aim to:
 - increase our reach and impact as an organisation.
 - improve the measurement of our performance and impact.

TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Significant Activities

Pro-Action Hertfordshire supports, represents and champions the many organisations and individuals across Hertfordshire who work with children and young people. Our vision is for "Every young person in Hertfordshire to access safe, high-quality opportunities and provision to enhance their growth, development and well-being."

Pro:Action was formed from the merger of two organisations that supported the voluntary youth work sector. Our membership now includes organisations from the voluntary, private and public sectors and covers the full range of children and young people's interests: sports, dance, youth, arts, play, faith-based organisations, uniformed groups, statutory organisations and many more.

STRATEGIC REPORT

Achievement and performance

Navigating our way through the Cost-of-Living Crisis/post Covid-19 Pandemic has been a huge challenge. It has had obvious implications for us as a charity but also for the members that we support, many of whom are volunteers.

We maintain regular contact with our members and their feedback advocates the need for us and that they feel supported. Sadly, there were a few casualties, and some projects have either merged with others or closed. However, as the year progressed, we have been working with new member groups who are reaching out to us for support in navigating new project start-ups.

Our training programmes have seen an increase in course attendance throughout the year and whilst we still deliver some training online, it is minimal as most groups are requesting face to face delivery.

The need for Mental Health and Wellbeing support has been unprecedented along with the request for Safeguarding Training and Policy Support and we have successfully supported our members with all their requests.

The diverse way in which our groups now operate requires us to remain flexible with our support offer and the way in which we deliver it. Our priorities remain to limit costs to our membership, whilst offering high quality services.

Despite researching funding opportunities available, all are relevant to direct delivery of projects / activities with children and young people. Whilst we cannot apply as we do not match the eligibility criteria, we do pass these opportunities on to our members. We are actively seeking any funding / grant opportunity to support our core costs.

**TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

This year our membership settled at 64, with 3 new members. Of the total, 10 are alliance partners. Our alliance partners are larger organisations who share our aims and values in the support of children and young people. We regularly collaborate with our alliance partners enabling us to provide a wider offer to our membership.

We receive regular positive feedback from our members regarding our more personalised membership service, developed over the last 12 months. We feel that we have been even more responsive during another challenging year, where diversifying our practice has been an integral part of our success.

Our members continue to prefer 1 to 1 support on specific issues and to call upon us on demand – we have experienced a higher volume of member interaction post the pandemic, mostly seeking support and advice for Children and Young People and their staff and volunteers struggling with their mental health because of ‘life returning to normal’.

It has been a pleasure for us as a team to once again visit our member groups and physically engage in person.

All current members have completed our membership compliance requirements and we continue to work with members who have requested some form of support with their policies and procedures.

Support has included - policy templates, visits, FAQ sheets, DBS risk assessments, guidance on safe online use, Pre-Ofsted visits, full policy reviews and generic 1 to 1 telephone support.

We carried out a 10% random sample of members compliance documents and confirm that with some support all members audited have remained fully compliant, however guidance and recommendations can be given where needed.

Performance Figures:

- GBG/First Advantage registrations – 42 members (access to DBS checks)
- Pre-Ofsted visits – 3 members
- Start-up & Review of Policies and Procedures – 32 members
- Full Policy & Procedure Review – 15 members
- Specific Safeguarding guidance – 7 members
- Specific continued returning to setting COVID-19 advice – 3 members
- General IAG – 31 members

Communication & engagement

Our Social Media platforms X (formerly Twitter)/Linked In/Facebook/Instagram are now operating well and being managed by our Digital Media Volunteer, Andrea.

The performance overview in this area shows good engagement and an increase in posts.

**TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

We remain on the UK Youth Innovators Panel and are still awaiting an update regarding the quality assurance schemes First Steps, and Safe Spaces, that have been reviewed for effectiveness.

Member newsletters remain a feature of membership, as need and demand requires. Content supports our members with day-to-day operation and information of which they need to be mindful within their projects.

Between January and March this year, we have worked with a new website designer to address our website presence. The new look site is now fit for purpose, simple and professional. We hope this will encourage increased membership and engagement from the wider community.

Performance Figures:

- 250% increase in social media posts and 271% increase in social media engagement.
- Member Newsletters – 3
- New look website (publicly launched Apr 22)

Our suite of services launched last year, which we deliver with the support of some of our key alliance partners, is now well underway and growing all the time.

Play Therapy Interventions, Coaching and Mentoring Programmes and Young People's Training are available alongside our Adult Training Programme, all of which supports both our current members and those external to our membership who can afford to pay more.

Since April 2023, we have been successfully delivering a growing wellbeing contract with The Wren Academy School in Barnet and Finchley and now provide coaching and mentoring services, pupil wellbeing workshops, parent/carers awareness workshops and a play therapy service.

As part of these programmes, we are currently working with the following alliance partners and hope to increase our offer as we finalise more programme details:

- The Ollie Foundation
- Forever Young People
- Limited Edition Training

Training

This forms part of our income generation stream, as we utilise our skills to provide training and consultancy to larger organisations outside of our membership who can afford to pay more.

This area of work has increased steadily over the year as we have developed assessment frameworks, designed and written content and explored partnerships. We now have a

**TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

proven track record of delivering good quality training and inspection visit preparation, and this area of work has steadily expanded throughout the course of this funding cycle.

Performance Figures:

- Wren Academy – Stress and Anxiety Awareness Workshops (10 x 2 hours across 2 terms) (75 young people – Year 11)
- Wren Academy Trust – Transition Workshops (2 hours across – 2 terms) (120 young people – Year 6 & 7)
- Wren Academy – Coaching and Mentoring – on going weekly sessions throughout the academic year
- Watford FC – Mental Health and Wellbeing Awareness in Sport Workshops (3 x 4 hours)
- Watford FC – Mental Health and Wellbeing Advocate
- Watford FC – Mental Health and Wellbeing – Youth
- Wodson Park Trust – Safeguarding Level 1 Training and Designated Safeguarding Lead Training
- Pirton Youth Club – Safeguarding Level 1 Training/Designated Safeguarding Lead Training/ Safer Image Sharing
- Big Top After School Club – Allergen Awareness online
- Stevenage Sporting Futures – Designated Safeguarding Lead Training
- Stevenage Riding for the Disabled – Safeguarding Level 1 Training
- Playskill - Safeguarding Level 1 Training/GDPR Training
- Step - Safeguarding Level 1 Training
- Level 2 Safeguarding Training – open course
- Sebby's Corner – Ukraine Appeal for Refugees – Safeguarding Level 1 Training
- Emergency First Aid at Work – 15 delegates
- Paediatric First Aid – 12 delegates

Our training offer now effectively accommodates the needs of our members and we can respond more quickly to demand. Face to face delivery has increased. However, some still prefer online options (either live or learner directed).

The demand for training has increased throughout the year and we are remaining flexible with our offer and meeting demand when requested, rather than providing a rolling training programme.

We have seen a large increase for Safeguarding Training and Mental Health and Well Being Training and workshops.

Our range of courses are now advertised on our updated website, and we ask members to contact us when a training need arises. Where possible we join groups together or run

TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

specific sessions for individual member groups. This method continues to be flexible and effective for our members.

Financial review

Finances continue to be a focus in Pro-Action's ability to deliver wider services to the voluntary youth sector and to remain a financially viable organisation. We identified a funding gap of c£22,000 for 2023-2024 and had ambitious plans to bridge that gap. With a reduced trustee board, a small team and insufficient funds to organise a charity event, our plans did not materialise. Our training offer has the potential to bridge the funding gap in the future. In 2023-2024 it grew steadily and generated a net income of c£7,500. Our aim is to continue to roll out our training offer to other organisations. Despite the hard work and commitment of our small team of dedicated professionals, at the end of the financial year Pro:Action sustained a deficit of £15,656.

Funds structure

The charity holds funds as either restricted or unrestricted. Restricted funds are restricted income funds used for specific restricted projects in furtherance of the objects of the charity. Any deficit in a restricted fund is met by a transfer from the unrestricted funds of the charity.

Amounts within unrestricted funds can be set aside for a particular project and shown as a separate designated fund. The designation has an administrative purpose only and does not legally restrict the trustee's discretion to apply the fund.

Reserves policy

The Trustees aim to hold unrestricted funds at a level equal to three months' budgeted expenditure to maintain financial stability for beneficiaries, funders, supporters and employees. The level of reserves available on 31 March 2024 is £16,006 (2023 £31,662), should the need arise, to fund:

- fluctuations in income due to delayed receipt of statutory and contract payments
- unplanned but necessary expenditure

Going concern

With the level of reserves available on 31 March 2024 being insufficient to meet three month's budgeted expenditure, the trustees were already in the process of taking steps to close the charity. Hertfordshire County Council Services for Young People (HCC SfYP) responded to this situation, and we are extremely grateful to them for awarding us a grant of £100,000 for 2024-2025 and for working with us to seek and apply for other funding in the future. The trustees therefore believe the charity's financial resources are sufficient to ensure that the charity will continue as a going concern for the foreseeable future, being at least 12 months from the date of approval of the financial statements and have therefore prepared the financial statements on the going concern basis.

TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Principal risks and uncertainties

The principal risk that faces the charity continues to be funding. We continue to be reliant on core funding from Hertfordshire County Council which can only be guaranteed on an annual basis. As a much smaller organisation with fewer employees and without the running costs of premises, our funding requirements are significantly reduced, though we do have a funding gap of c£22,000 per annum. The trustees, together with the team, are committed to raising these funds by exploring a wide range of funding streams.

Plans for 2024:

- Charity Jazz & Gin event November 2024
- Seek relevant grant funding in collaboration with alliance partners and HCC SfYP
- More face-to-face engagement with member groups
- YAMA event for young people
- Continue to develop the Wren Training Programme and offer to similar organisations
- Continue to develop the Watford Youth Academy and Watford FC Training and approach other academies and clubs to generate income.
- Recruit new Trustees

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Pro:Action Hertfordshire is a company limited by guarantee, as defined by the Companies Act 2006, and was incorporated on 23 July 2008. It was registered as a charity on 14 January 2009. It is controlled by its governing document, a deed of trust, and its memorandum of association, which established the objects and powers of the charity.

Recruitment and appointment of new trustees

The trustees of the company consist of the chairman and 5 members, all of whom are members of the management committee. The maximum number of committee members shall be determined by the company in the Annual General Meeting (AGM) but, unless and until so fixed, there shall be no maximum number.

The minimum number of committee members shall be four. The committee shall have power at any time to appoint any person to be a committee member, either to fill a casual vacancy, or as an addition to the existing members. All trustees retire from office at the next AGM following their election. At the end of this period, they may seek re-election and shall be permitted to serve in consecutive three-year terms.

Organisational structure

The charity is managed by the trustees. Trustees meet five to six times a year. Committees and working groups are formed when appropriate, on a temporary basis.

TRUSTEES REPORT (INCLUDING DIRECTORS REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

The COO and the Chairman of the Trustees communicate regularly with each other and the other Trustees by telephone or email to reach decisions on important matters arising between trustee meetings.

Responsibility for the day-to-day management of Pro-Action Hertfordshire lies with the COO with powers and responsibilities approved by the trustees.

Induction and training of new trustees

Trustees are provided with a full information pack on their appointment and are encouraged to attend training appropriate to their role.

Key management remuneration

The salary of the Chief Operating Officer has been set by reference to market rates for similar positions in the same sector.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms M S E Croft

B W Flanagan

Ms L Hopson

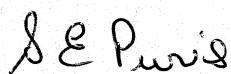
Ms S E Purvis

M Pymm

(Resigned 25 May 2023)

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 20/09/24 and signed on the board's behalf by:



Ms S E Purvis - Trustee

PRO: ACTION HERTFORDSHIRE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PRO: ACTION HERTFORDSHIRE

I report to the trustees on my examination of the financial statements of Pro: Action Hertfordshire (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Frances Wilde FCCA DChA

Warner Wilde
Chartered Certified Accountants
4 Marigold Drive
Bisley
Surrey
GU24 9SF

Dated: 6 December 2024

PRO: ACTION HERTFORDSHIRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	53,648	-	53,648	61,759	-	61,759
Charitable activities	4	22,476	-	22,476	12,093	-	12,093
Other trading activities	5	407	-	407	573	-	573
Investments	6	-	-	-	720	-	720
Total income		76,531	-	76,531	75,145	-	75,145
Expenditure on:							
Raising funds	7	704	-	704	1,280	-	1,280
Charitable activities	8	89,829	1,654	91,483	87,501	-	87,501
Total expenditure		90,533	1,654	92,187	88,781	-	88,781
Net expenditure and movement in funds		(14,002)	(1,654)	(15,656)	(13,636)	-	(13,636)
Reconciliation of funds:							
Fund balances at 1 April 2023		30,008	1,654	31,662	43,644	1,654	45,298
Fund balances at 31 March 2024		16,006	-	16,006	30,008	1,654	31,662

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

PRO: ACTION HERTFORDSHIRE

BALANCE SHEET

AS AT 31 MARCH 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	14		-		326
Current assets					
Debtors	15	53,654		25,802	
Cash at bank and in hand		19,618		36,967	
		73,272		62,769	
Creditors: amounts falling due within one year	16	(57,266)		(31,433)	
Net current assets			16,006		31,336
Total assets less current liabilities			16,006		31,662
The funds of the charity					
Restricted income funds	19		-		1,654
Unrestricted funds	20		16,006		30,008
			16,006		31,662

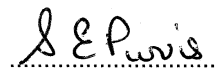
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 20/09/2024



S E Purvis
Trustee

Company registration number 6653688 (England and Wales)

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Pro: Action Hertfordshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 24 Castle Street, Hertford, SG14 1HP.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and furniture	50% and 20% straight line
Computers	33% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated 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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	-	2,025
Grants	50,000	55,000
Membership fees	3,648	4,734
	<u>53,648</u>	<u>61,759</u>

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Charitable activities		
Pro: Action training	22,476	12,093

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	407	573

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	-	720

7 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising and publicity		
Advertising	704	1,280

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

8 Expenditure on charitable activities

	Charitable expenditure 2024 £	Charitable expenditure 2023 £
Direct costs		
Staff costs	60,539	67,836
Depreciation and impairment	325	191
External tutors	14,956	3,837
Insurance	947	1,123
Telephone	1,408	1,004
Computer, software and internet expenses	4,382	4,247
Other staff costs	27	25
Affiliations and subscriptions	35	35
General expenses	301	316
	<u>82,920</u>	<u>78,614</u>
Share of support and governance costs (see note 9)		
Governance	8,563	8,887
	<u>91,483</u>	<u>87,501</u>
Analysis by fund		
Unrestricted funds	89,829	87,501
Restricted funds	1,654	-
	<u>91,483</u>	<u>87,501</u>

9 Support costs allocated to activities

	2024 £	2023 £
Governance costs	<u>8,563</u>	<u>8,887</u>
Analysed between:		
Charitable expenditure	<u>8,563</u>	<u>8,887</u>
Governance costs comprise:	2024 £	2023 £
Accountancy	7,344	7,075
Independent examiners fee	1,200	1,800
Bank charges	19	12
	<u>8,563</u>	<u>8,887</u>

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

10 Net movement in funds

2024	2023
£	£

The net movement in funds is stated after charging/(crediting):

Depreciation of owned tangible fixed assets	325	191
	<u> </u>	<u> </u>

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

12 Employees

The average monthly number of employees during the year was:

2024	2023
Number	Number
2	3
<u> </u>	<u> </u>

Employment costs

2024	2023
£	£

Wages and salaries	58,777	65,429
Social security costs	414	1,396
Other pension costs	1,348	1,011
	<u> </u>	<u> </u>
	60,539	67,836
	<u> </u>	<u> </u>

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

2024	2023
£	£

Aggregate compensation	33,804	-
	<u> </u>	<u> </u>

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

14 Tangible fixed assets

	Fixtures and furniture £	Computers £	Total £
Cost			
At 1 April 2023	5,911	580	6,491
At 31 March 2024	5,911	580	6,491
Depreciation and impairment			
At 1 April 2023	5,777	389	6,166
Depreciation charged in the year	134	191	325
At 31 March 2024	5,911	580	6,491
Carrying amount			
At 31 March 2023	134	192	326

15 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	53,295	25,443
Other debtors	359	359
	53,654	25,802

16 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Other taxation and social security		2,183	2,462
Deferred income	17	51,277	26,619
Trade creditors		2,348	-
Other creditors		258	552
Accruals		1,200	1,800
		57,266	31,433

17 Deferred income

	2024 £	2023 £
Other deferred income	51,277	26,619

Deferred income is included in the financial statements as follows:

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

17 Deferred income (Continued)

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	51,277	26,619
	<u>51,277</u>	<u>26,619</u>
Movements in the year:		
Deferred income at 1 April 2023	26,619	-
Released from previous periods	(26,619)	-
Resources deferred in the year	51,277	26,619
	<u>51,277</u>	<u>26,619</u>
Deferred income at 31 March 2024	<u>51,277</u>	<u>26,619</u>

18 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	1,348	1,011
	<u>1,348</u>	<u>1,011</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Resources expended £	At 31 March 2024 £
Core Skills MHFA	85	(85)	-
Other programmes	1,569	(1,569)	-
	<u>1,654</u>	<u>(1,654)</u>	<u>-</u>
	<u>1,654</u>	<u>(1,654)</u>	<u>-</u>
 Previous year:	 At 1 April 2022 £	 Resources expended £	 At 31 March 2023 £
Core Skills MHFA	85	-	85
Other programmes	1,569	-	1,569
	<u>1,654</u>	<u>-</u>	<u>1,654</u>
	<u>1,654</u>	<u>-</u>	<u>1,654</u>

PRO: ACTION HERTFORDSHIRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	30,008	76,531	(90,533)	16,006
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
General funds	43,644	75,145	(88,781)	30,008

21 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Current assets/(liabilities)	16,006	-	16,006
	16,006	-	16,006
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Tangible assets	326	-	326
Current assets/(liabilities)	29,682	1,654	31,336
	30,008	1,654	31,662

22 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

Accounts

REGISTERED COMPANY NUMBER: 06653688 (England and Wales)
REGISTERED CHARITY NUMBER: 1127528

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
PRO:ACTION HERTFORDSHIRE**

Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

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FOR THE YEAR ENDED 31 MARCH 2023**

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Pro:Action Hertfordshire aims to act as a single point of contact membership organisation for groups working with and supporting children and young people between the ages of 11 and 19 years old, living in or near Hertfordshire. Members can access information, advice and guidance on a range of topics including legislation, compliance and sustainability.

The trustees extended services to children and young people by lowering the age supported to between the ages of 5 and 18 (plus 19- to 25-year-olds with learning difficulties and/or disabilities) in line with local services.

The trustees confirm that they have had due regard to the guidance on public benefit requirements, as set out by the Charity Commission in January 2008 and amended in December 2011, when reviewing the charity's aims and objectives and in planning future activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

We have identified the following strategic aims:

1. For children and young people in the county we aim to:

- Raise the quality of provision so that they know they will receive the best possible support from whichever organisation or group they engage with.

- Ensure that all providers in the county are meeting the Hertfordshire Safeguarding Children's Partnership (HSCP) requirements.

- Increase our support to improve their wellbeing and resilience.

2. For those working in the sector we aim to:

- Increase the opportunities for partnership working and, in this way increase engagement and support to young people.

- Support the development of knowledge, skills and understanding through quality training..

3. For ourselves we aim to:

- Increase our reach and impact as an organisation.

- Improve the measurement of our performance and impact.

Significant activities

Pro:Action Hertfordshire supports, represents and champions the many organisations and individuals across Hertfordshire who work with children and young people. Our vision is for "Every young person in Hertfordshire to access safe, high-quality opportunities and provision to enhance their growth, development and well-being."

Pro:Action was formed from the merger of two organisations that supported the voluntary youth work sector. Our membership now includes organisations from the voluntary, private and public sectors and covers the full range of children and young people's interests; sports, dance, youth, arts, play, faith-based organisations, uniformed groups, statutory organisations and many more.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

STRATEGIC REPORT

Achievement and performance

Training

This forms part of our income generation stream as we utilise our skills to provide training and consultancy to larger organisations outside of our membership who can afford to pay more.

This area of work has increased steadily over the year as we have developed assessment frameworks, designed and written content and explored partnerships. We now have a proven track record of delivering good quality training and inspection visit preparation, and this area of work has steadily expanded throughout the course of this funding cycle.

Performance Figures:

- Wren Academy - Stress and Anxiety Awareness Workshops (10 x 2 hours across 2 terms) (75 young people - Year 11)
- Wren Academy Trust - Transition Workshops (2 hours across - 2 terms) (120 young people - Year 6 & 7)
- Wren Academy - Coaching and Mentoring - on going weekly sessions throughout the academic year.
- Watford FC - Mental Health and Wellbeing Awareness in Sport Workshops (3 x 4 hours)
- Watford FC - Mental Health and Wellbeing Advocate
- Watford FC - Mental Health and Wellbeing - Youth
- Wodson Park Trust - Safeguarding Level 1 Training and Designated Safeguarding Lead Training
- Pirton Youth Club - Safeguarding Level 1 Training/Designated Safeguarding Lead Training/ Safer Image Sharing
- Big Top After School Club - Allergen Awareness online
- Stevenage Sporting Futures - Designated Safeguarding Lead Training
- Stevenage Riding for the Disabled - Safeguarding Level 1 Training
- Playskill - Safeguarding Level 1 Training/GDPR Training
- Step - Safeguarding Level 1 Training
- Level 2 Safeguarding Training - open course
- Sebby's Corner - Ukraine Appeal for Refugees - Safeguarding Level 1 Training
- Emergency First Aid at Work - 15 delegates
- Paediatric First Aid - 12 delegates

Our training offer now effectively accommodates the needs of our members, and we are able to respond more quickly to demand. Face to Face delivery has increased. However, some still prefer online options (either live or learner directed).

The demand for training has increased throughout the year and we are remaining flexible with our offer and meeting demand when requested, rather than providing a rolling training programme.

We have seen a large increase for safeguarding Training and Mental Health and Well Being Training and workshops.

Our range of courses are now advertised on our updated website, and we ask members to contact us when a training need arises. Where possible we join groups together or run specific sessions for individual member groups. This method continues to be flexible and effective for our members.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

STRATEGIC REPORT

Achievement and performance

Communication & engagement

Our Social Media platforms Twitter/Linked In/Facebook/Instagram are now operating well and being managed by our Digital Media Volunteer.

The performance overview in this area shows good engagement and an increase in posts.

We remain on the UK Youth Innovators Panel and are still awaiting an update regarding the Quality Assurance schemes First Steps, and Safe Spaces, that have been reviewed for effectiveness.

Member Newsletters remain a feature of membership as need and demand requires. Content supports our members with day-to-day operation and information they need to be mindful of within their projects.

Between January and March this year, we have worked with a new website designer to address our website presence. The new look site is now fit for purpose, simple and professional. We hope this will encourage increased membership and engagement from the wider community.

Performance Figures:

- 250% increase in social media posts and 271% increase in social media engagement.
- Member Newsletters - 3
- New look website (publicly launched Apr 22)

Our suite of services launched last year that we deliver with the support of some of our key alliance partners, is now well underway and growing all the time.

Play Therapy Interventions, Coaching and Mentoring Programmes and Young People's Training are available alongside our Adult Training Programme, all of which supports both our current members and those external to our membership who can afford to pay more.

Since April 2022, we have been successfully delivering a growing wellbeing contract with The Wren Academy School in Barnet and Finchley and now provide coaching and mentoring services, pupil wellbeing workshops, parent/carer awareness workshops and a play therapy service.

As part of these programmes, we are currently working with the following alliance partners and hope to increase our offer as we finalise more programme details:

- The Ollie Foundation
- Forever Young People
- Limited Edition Training

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

STRATEGIC REPORT

Achievement and performance

Navigating our way through the Cost-of-Living Crisis/post Covid-19 Pandemic has been a huge challenge. It has had obvious implications for us as a charity but also for the members that we support, many of whom are volunteers.

We maintain regular contact with our members and their feedback advocates the need for us and that they feel supported. Sadly, there were a few casualties, and some projects have either merged with others or closed. However, as the year progressed, we have been working with new member groups who are reaching out to us for support in navigating new project start-ups.

Our training programmes have seen an increase in Course attendance throughout the year and whilst we still deliver some training online it is minimal as most groups are requesting Face to Face delivery.

The need for Mental Health and Wellbeing support has been unprecedented as had the request for Safeguarding Training and Policy Support and we have successfully supported our members with all their requests.

The diverse way in which our groups now operate requires us to remain flexible with our support offer and the way in which we deliver it. Our priorities remain limiting costs to our membership, whilst offering high quality services.

Despite researching funding opportunities all are relevant to direct delivery of projects/activities with Children and Young People and whilst we cannot apply as we do not reach the eligibility criteria, we do pass these opportunities on to our members. We are actively seeking any funding/grant opportunity to support our core costs.

This year our membership settled at 74, with 10 new members. Of the total, 10 are alliance partners.

Our alliance partners are larger organisations who share our aims and values in the support of children and young people. We regularly collaborate with our alliance partners enabling us to provide a wider offer to our membership.

We receive regular positive feedback from our members about our more personalised membership service, developed over the last 12 months. We feel that we have been even more responsive during another challenging year, where diversifying our practice has been an integral part of our success.

Our members continue to prefer 1 to 1 support on specific issues and to call upon us on demand - we have experienced a higher volume of member interaction post the pandemic, mostly seeking support and advice for Children and Young People and their staff and volunteers struggling with their mental health as a result of 'life returning to normal'.

It has been a pleasure for us as a team, to once again visit our member groups and physically engage in person.

All current members have completed our membership compliance requirements and we continue to work with members who have requested some form of support with their policies and procedures.

Support has included - policy templates, visits, FAQ sheets, DBS risk assessments, guidance on safe online use, Pre-Ofsted visits, full policy reviews and generic 1 to 1 telephone support.

We carried out a 10% random sample of members compliance documents and confirm that with some support all members audited have remained fully compliant, however guidance and recommendations can be given where needed.

Performance Figures:

- GBG/First Advantage registrations - 42 members (access to DBS checks)
- Pre-Ofsted visits - 3 members
- Start-up & Review of Policies and Procedures - 32 members
- Full Policy & Procedure Review - 15 members
- Specific Safeguarding guidance - 7 members
- Specific continued returning to setting COVID-19 advice - 3 members
- General IAG - 31 members

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

STRATEGIC REPORT

Financial review

Financial position

Finances continue to be a focus in Pro-Action's ability to deliver wider services to the voluntary youth sector and to remain a financially viable organisation. We identified a funding gap of c£16k for 2022-2023 and note that fundraising has remained challenging. Pro-Action's results for the year show a deficit of c£13.5k

Our income generating strategies for this funding cycle have been as follows:

- Easyfundraising - donations being made every time a supporter purchases goods online.
- Amazon Smile - donations on a percentage of eligible items purchased through Amazon.
- General online donations through our People's Fundraising page
- Unrestricted grant from the Sylvia Adams Charitable Trust
- Donation from retiring Trustee - Roger Merton
- Total raised to date c£7,025

Principal funding sources

Pro - Action Hertfordshire would like to express its thanks to all its funders for their support, particularly YC Hertfordshire (Hertfordshire County Council Services for Young People) for its core funding to support, maintain and improve the infrastructure of Hertfordshire's Children and Young People's Voluntary and Community Sector.

Thanks also go to all the organisations and donors who contributed in the year to our Christmas Raffle, Christmas Card Competition and Sponsored Walk including:

- Peoples Fundraising
- Amazon Smile
- Easy Fundraising
- Individuals who wish to remain anonymous

Funds structure

The charity holds funds as either restricted or unrestricted. Restricted funds are restricted income funds used for specific restricted projects in furtherance of the objects of the charity. Any deficit in a restricted fund is met by a transfer from the unrestricted funds of the charity.

Amounts within unrestricted funds can be set aside for a particular project and shown as a separate designated fund. The designation has an administrative purpose only and does not legally restrict the trustee's discretion to apply the fund.

Reserves policy

The Trustees aim to hold unrestricted funds at a level equal to three months' budgeted expenditure c£21k in order to maintain financial stability for beneficiaries, funders, supporters and employees. The level of reserves available on 31 March 2023 is £31,660 (2022 £45,298), should the need arise, to fund:

- fluctuations in income due to delayed receipt of statutory and contract payments
- unplanned but necessary expenditure

Going concern

The trustees believe the charity's financial resources are insufficient to ensure that the charity will continue as a going concern beyond March 2024. The trustees closely monitor the cash-flow and reserves on a monthly basis. Unless sufficient funding is secured for 2024 - 2025 to enable Pro:Action to operate solvently, then the trustees will take action to close the charity.

Principal risks and uncertainties

The principal risk that faces the charity continues to be funding. We continue to be reliant on core funding from Hertfordshire County Council which can only be guaranteed on an annual basis. As a much smaller organisation with fewer employees and without the running costs of premises, our funding requirements are significantly reduced, though we do have a funding gap of c£20,000 per annum. The trustees, together with the team, continue to explore a wide range of funding streams.

PRO:ACTION HERTFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

STRATEGIC REPORT

Future plans

The charity plans continuing the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements.

Plans for 2023:

- Charity Golf Tournament
- Quiz Night
- Seek relevant grant funding
- More face-to-face engagement with member groups
- YAMA event for young people
- Continue to develop the Wren Training Programme
- Continue to develop the Watford Youth Academy and Watford FC Training and approach other academies and clubs to generate income.
- Recruit new Trustees

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Pro:Action Hertfordshire is a company limited by guarantee, as defined by the Companies Act 2006, and was incorporated on 23 July 2008. It was registered as a charity on 14 January 2009. It is controlled by its governing document, a deed of trust, and its memorandum of association, which established the objects and powers of the charity.

Recruitment and appointment of new trustees

The trustees of the company consist of the chairman and 5 members, all of whom are members of the management committee. The maximum number of committee members shall be determined by the company in the Annual General Meeting (AGM) but, unless and until so fixed, there shall be no maximum number.

The minimum number of committee members shall be four. The committee shall have power at any time to appoint any person to be a committee member, either to fill a casual vacancy, or as an addition to the existing members. All trustees retire from office at the next AGM following their election. At the end of this period, they may seek re-election and shall be permitted to serve in consecutive three-year terms.

Organisational structure

The charity is managed by the trustees. Trustees meet five to six times a year. Committees and working groups are formed when appropriate, on a temporary basis.

The COO and the Chairman of the Trustees communicate regularly with each other and the other Trustees by telephone or email to reach decisions on important matters arising between trustee meetings.

Responsibility for the day-to-day management of Pro-Action Hertfordshire lies with the COO with powers and responsibilities approved by the trustees.

Induction and training of new trustees

Trustees are provided with a full information pack on their appointment and are encouraged to attend training appropriate to their role.

Key management remuneration

The salary of the Chief Operating Officer has been set by reference to market rates for similar positions in the same sector.

Related parties

Trustees did not receive any remuneration, benefits or expenses during the year, nor were there any related party transactions.

PRO:ACTION HERTFORDSHIRE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06653688 (England and Wales)

Registered Charity number

1127528

Registered office

24 Castle Street
Hertford
Hertfordshire
SG14 1HP

Trustees

Ms L Hopson
R L H Merton MBE (resigned 13.9.22)
Ms S E Purvis
Ms M Pynn (resigned 28.4.23)
Mrs M S E Croft
B W Flanagan

Independent Examiner

Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on and signed on the board's behalf by:

.....
Ms S E Purvis - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PRO:ACTION HERTFORDSHIRE

Independent examiner's report to the trustees of Pro:action Hertfordshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's 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 charity'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:

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.

Gary J Cansick

Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

Date:

PRO:ACTION HERTFORDSHIRE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted fund £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		2,599	-	2,599	1,359
Charitable activities					
Grants		55,000	-	55,000	61,977
Other trading activities	2	16,827	-	16,827	25,164
Investment income	3	720	-	720	-
Total		<u>75,146</u>	<u>-</u>	<u>75,146</u>	<u>88,500</u>
EXPENDITURE ON					
Raising funds	4	79,909	-	79,909	81,402
Other		<u>8,875</u>	<u>-</u>	<u>8,875</u>	<u>8,280</u>
Total		<u>88,784</u>	<u>-</u>	<u>88,784</u>	<u>89,682</u>
NET INCOME/(EXPENDITURE)		(13,638)	-	(13,638)	(1,182)
RECONCILIATION OF FUNDS					
Total funds brought forward		43,644	1,654	45,298	46,480
TOTAL FUNDS CARRIED FORWARD		<u><u>30,006</u></u>	<u><u>1,654</u></u>	<u><u>31,660</u></u>	<u><u>45,298</u></u>

The notes form part of these financial statements

PRO:ACTION HERTFORDSHIRE**BALANCE SHEET
31 MARCH 2023**

	Notes	Unrestricted fund £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
FIXED ASSETS					
Tangible assets	9	323	-	323	516
CURRENT ASSETS					
Debtors	10	25,803	-	25,803	944
Cash at bank and in hand		35,313	1,654	36,967	53,060
		<u>61,116</u>	<u>1,654</u>	<u>62,770</u>	<u>54,004</u>
CREDITORS					
Amounts falling due within one year	11	(31,433)	-	(31,433)	(9,222)
NET CURRENT ASSETS		<u>29,683</u>	<u>1,654</u>	<u>31,337</u>	<u>44,782</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>30,006</u>	<u>1,654</u>	<u>31,660</u>	<u>45,298</u>
NET ASSETS		<u>30,006</u>	<u>1,654</u>	<u>31,660</u>	<u>45,298</u>
FUNDS	12				
Unrestricted funds				30,006	43,644
Restricted funds				<u>1,654</u>	<u>1,654</u>
TOTAL FUNDS				<u>31,660</u>	<u>45,298</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
S E Purvis - Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 50% on cost, 33% on cost and 20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

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. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

2. OTHER TRADING ACTIVITIES

	31.3.23	31.3.22
	£	£
Fundraising events	-	5,924
Pro:Action training	16,827	19,240
	<u>16,827</u>	<u>25,164</u>

3. INVESTMENT INCOME

	31.3.23	31.3.22
	£	£
Deposit account interest	720	-
	<u>720</u>	<u>-</u>

4. RAISING FUNDS

Finance costs

	31.3.23	31.3.22
	£	£
Interest payable and similar charges	12	20
	<u>12</u>	<u>20</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23	31.3.22
	£	£
Depreciation - owned assets	193	197
Independent Examiners Fee	1,800	1,800
	<u>1,993</u>	<u>1,997</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.23	31.3.22
Employees	3	3
	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,359	-	1,359
Charitable activities			
Grants	50,050	11,927	61,977
Other trading activities	25,164	-	25,164
Total	<u>76,573</u>	<u>11,927</u>	<u>88,500</u>
EXPENDITURE ON			
Raising funds	69,475	11,927	81,402
Other	8,280	-	8,280
Total	<u>77,755</u>	<u>11,927</u>	<u>89,682</u>
NET INCOME/(EXPENDITURE)	(1,182)	-	(1,182)
RECONCILIATION OF FUNDS			
Total funds brought forward	44,826	1,654	46,480
TOTAL FUNDS CARRIED FORWARD	<u>43,644</u>	<u>1,654</u>	<u>45,298</u>

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2022 and 31 March 2023	<u>6,491</u>
DEPRECIATION	
At 1 April 2022	5,975
Charge for year	<u>193</u>
At 31 March 2023	<u>6,168</u>
NET BOOK VALUE	
At 31 March 2023	<u>323</u>
At 31 March 2022	<u>516</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade debtors	25,444	585
Other debtors	359	359
	<u>25,803</u>	<u>944</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade creditors	269	1,583
Social security and other taxes	2,462	1,751
Other creditors	282	75
Accrued expenses	28,420	5,813
	<u>31,433</u>	<u>9,222</u>

12. MOVEMENT IN FUNDS

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
Unrestricted funds			
General fund	43,644	(13,638)	30,006
Restricted funds			
Core Skills MHFA	85	-	85
Other Programmes	1,569	-	1,569
	<u>1,654</u>	<u>-</u>	<u>1,654</u>
TOTAL FUNDS	<u>45,298</u>	<u>(13,638)</u>	<u>31,660</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	75,146	(88,784)	(13,638)
	<u>75,146</u>	<u>(88,784)</u>	<u>(13,638)</u>
TOTAL FUNDS	<u>75,146</u>	<u>(88,784)</u>	<u>(13,638)</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	44,826	(1,182)	43,644
Restricted funds			
Core Skills MHFA	85	-	85
Other Programmes	1,569	-	1,569
	<u>1,654</u>	<u>-</u>	<u>1,654</u>
TOTAL FUNDS	<u>46,480</u>	<u>(1,182)</u>	<u>45,298</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	76,573	(77,755)	(1,182)
Restricted funds			
Restricted Fund	11,927	(11,927)	-
	<u>88,500</u>	<u>(89,682)</u>	<u>(1,182)</u>
TOTAL FUNDS	<u>88,500</u>	<u>(89,682)</u>	<u>(1,182)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	44,826	(14,820)	30,006
Restricted funds			
Core Skills MHFA	85	-	85
Other Programmes	1,569	-	1,569
	<u>1,654</u>	<u>-</u>	<u>1,654</u>
TOTAL FUNDS	<u>46,480</u>	<u>(14,820)</u>	<u>31,660</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	151,719	(166,539)	(14,820)
Restricted funds			
Resticted Fund	11,927	(11,927)	-
TOTAL FUNDS	<u>163,646</u>	<u>(178,466)</u>	<u>(14,820)</u>

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

PRO:ACTION HERTFORDSHIRE**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	31.3.23 £	31.3.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	2,599	1,359
Other trading activities		
Fundraising events	-	5,924
Pro:Action training	16,827	19,240
	16,827	25,164
Investment income		
Deposit account interest	720	-
Charitable activities		
Grants	55,000	61,977
Total incoming resources	75,146	88,500
EXPENDITURE		
Raising donations and legacies		
Insurance	1,123	1,214
Telephone	1,004	685
Postage and stationery	-	89
Sundries	221	228
External tutors	3,838	3,877
Equipment and materials	56	7
Venue hire and refreshment	64	68
Marketing and website	1,280	1,498
Fundraising events	-	179
Affiliations and subscriptions	35	35
Software	4,247	4,467
Depreciation of tangible fixed assets	193	197
	12,061	12,544
Other trading activities		
Wages	65,429	66,885
Social security	1,396	1,569
Pensions	1,011	384
	67,836	68,838
Finance costs		
Bank charges	12	20
Support costs		
Governance costs		
Accountancy fees	7,075	6,480
Carried forward	7,075	6,480

This page does not form part of the statutory financial statements

PRO:ACTION HERTFORDSHIRE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	31.3.23 £	31.3.22 £
Governance costs		
Brought forward	7,075	6,480
Independent examiners fee	1,800	1,800
	<u>8,875</u>	<u>8,280</u>
Total resources expended	<u>88,784</u>	<u>89,682</u>
Net expenditure	<u>(13,638)</u>	<u>(1,182)</u>

Accounts

REGISTERED COMPANY NUMBER: 06653688 (England and Wales)
REGISTERED CHARITY NUMBER: 1127528

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
PRO:ACTION HERTFORDSHIRE**

Gary J Cansick & Co
Chartered Accountants
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

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FOR THE YEAR ENDED 31 MARCH 2022**

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Pro:Action Hertfordshire aims to act as a single point of contact membership organisation for groups working with and supporting children and young people between the ages of 11 and 19 years old, living in or near Hertfordshire. Members can access information, advice and guidance on a range of topics including legislation, compliance and sustainability.

The trustees extended services to children and young people by lowering the age supported to between the ages of 5 and 18 (plus 19- to 25-year-olds with learning difficulties and/or disabilities) in line with local services.

The trustees confirm that they have had due regard to the guidance on public benefit requirements, as set out by the Charity Commission in January 2008 and amended in December 2011, when reviewing the charity's aims and objectives and in planning future activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

We have identified the following strategic aims:

1. For children and young people in the county we aim to:
 - raise the quality of provision so that they know they will receive the best possible support from whichever organisation or group they engage with.
 - ensure that all providers in the county are meeting the Hertfordshire Safeguarding Children's Partnership (HSCP) requirements.
 - increase our support to improve their wellbeing and resilience.
2. For those working in the sector we aim to:
 - increase the opportunities for partnership working and, in this way increase engagement and support to young people.
 - support the development of knowledge, skills and understanding through quality training.
3. For ourselves we aim to:
 - increase our reach and impact as an organisation.
 - improve the measurement of our performance and impact.

Significant activities

Pro:Action Hertfordshire supports, represents and champions the many organisations and individuals across Hertfordshire who work with children and young people. Our vision is for "Every young person in Hertfordshire to access safe, high-quality opportunities and provision to enhance their growth, development and well-being."

Pro:Action was formed from the merger of two organisations that supported the voluntary youth work sector. Our membership now includes organisations from the voluntary, private and public sectors and covers the full range of children and young people's interests; sports, dance, youth, arts, play, faith-based organisations, uniformed groups, statutory organisations and many more.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

STRATEGIC REPORT

Achievement and performance

Communication & engagement

The most popular form of communication with our members remains primarily via telephone or e mail, although physical visits are slowly increasing.

Our social media platforms of Twitter, Facebook, Instagram, and LinkedIn have been crucial tools to share key information, highlight legislative updates and maintain a presence in the sector. The organisation has one designated point of contact via email or phone, limiting duplication.

Most of our project work continues to focus on safeguarding, compliance and wellbeing, which is supported through the delivery of quality training, and information, advice and guidance.

We have seen an increase in queries regarding policies and procedures and we believe this is as a result of our focus on compliance and safeguarding. Our team continues to work closely with members to highlight the importance and need for policies and procedures to be fit for purpose in all member settings, which has been brought into sharp focus as a result of the pandemic.

We have now moved completely to an online DBS applications process, which is now running smoothly and has made the process considerably faster for most members.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

STRATEGIC REPORT

Achievement and performance

2021-22 has been very much a year of recovery, challenge and diversity. As in previous years, our financial sustainability remains a priority as we navigate our revised funding strategy. A revised grant of £50,000 has been secured from Hertfordshire County Council, YC Hertfordshire (Hertfordshire County Council Services for Young People) and remains secure at this time. We have been able to successfully generate income from training projects and small-scale localised fundraising activity; despite this, we ended the year with a small deficit.

The charity is now functioning smoothly with 3 part-time staff, who continue to work solely from home following the termination of our office lease during the pandemic. We also now have a social media volunteer who supports us in sharing information that benefits our members. They remain committed, passionate, and professional in continuing to deliver our membership services

Pro:Action continues to be held in high esteem across the county and the trustees are committed to seeing the organisation grow its impact and influence across the children and young people's sector in Hertfordshire.

As a membership organisation, our focus is to support our member groups, and this has continued and thrived with a much greater need and a much more diverse way in which they operate. Members continue to deliver some virtual activities when needed, but their face-to-face sessions and attendance of young people has grown. This in turn has assisted over 12,000 young people and children across Hertfordshire.

Pro:Action continues to be the only sector-specific, infrastructure support organisation in the county, with a clear and defined membership offer based around our three key areas of Quality, Safeguarding and Wellbeing. Over the past year the team provided information, advice and guidance to our member organisations face to face and visited their settings. We continue to provide an individual response to need, which remains a significant feature of our membership offer and underlines the importance of the relationship with our member groups, their staff and volunteers.

The diversity of our membership can be defined in the following ways:

- their main purpose or aims
- their organisation type or sector within which they operate
- the district or borough within which they operate

Training

90 individuals working with children and young people undertook training with Pro -Action during this year, with a rise in the need for Mental Health & Wellbeing awareness for the sectors workforce.

We have secured an annual rolling training programme with The Wren Academy to support children and young people with wellbeing and mentoring.

We also have a new varied rolling training programme with Watford Football Club - delivering wellbeing and mental health awareness to all of their youth and first team staff and volunteers.

We deliver most training through online learning methods. As a result of the pandemic, it seems that most organisations prefer this still, as it avoids additional costs of travel and venue hire.

We were also able to offer ELAS training courses, which have been helpful for individuals as part of an induction process or as refresher training. These courses offered members the chance to learn at their own pace and online, therefore removing the need for face-to-face input.

Our bespoke training packages continue to be rolled out and have enabled us to raise additional funds for the organisation. We continue to design and deliver bespoke content with key partners in order to expand our offer further.

PRO:ACTION HERTFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

STRATEGIC REPORT

Financial review

Principal funding sources

Pro - Action Hertfordshire would like to express its thanks to all its funders for their support, particularly YC Hertfordshire (Hertfordshire County Council Services for Young People) for its core funding to support, maintain and improve the infrastructure of Hertfordshire's Children and Young People's Voluntary and Community Sector.

Thanks also go to all the organisations and donors who contributed in the year to our Christmas Raffle, Christmas Card Competition and Sponsored Walk including:

- Peoples Fundraising
- Amazon Smile
- Easy Fundraising
- Individuals who wish to remain anonymous

Funds structure

The charity holds funds as either restricted or unrestricted. Restricted funds are restricted income funds used for specific restricted projects in furtherance of the objects of the charity. Any deficit in a restricted fund is met by a transfer from the unrestricted funds of the charity.

Amounts within unrestricted funds can be set aside for a particular project and shown as a separate designated fund. The designation has an administrative purpose only and does not legally restrict the trustee's discretion to apply the fund.

Reserves policy

The Trustees aim to hold unrestricted funds at a level equal to three months' budgeted expenditure in order to maintain financial stability for beneficiaries, funders, supporters and employees. The level of reserves available on 31 March 2022 is £45,298 (2021 £46,480), should the need arise, to fund:

- fluctuations in income due to delayed receipt of statutory and contract payments
- unplanned but necessary expenditure

Going concern

The trustees believe the charity's financial resources are sufficient to ensure that the charity will continue as a going concern for the foreseeable future, being at least 12 months from the date of approval of the financial statements and have therefore prepared the financial statements on the going concern basis.

Principal risks and uncertainties

It is the responsibility of the trustees and management to identify, assess, manage and monitor the financial and non-financial risks to the charity. The trustees, together with the COO are working together to establish a risk register which will be reviewed and updated regularly.

The principal risk that faces the charity continues to be funding. We continue to be reliant on core funding from Hertfordshire County Council which can only be guaranteed on an annual basis. As a much smaller organisation with fewer employees and without the running costs of premises, our funding requirements are significantly reduced, though we do have a funding gap of c£20,000 per annum. The trustees, together with the team, are committed to raising these funds by exploring a wide range of funding streams.

Future plans

The charity plans continuing the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Pro:Action Hertfordshire is a company limited by guarantee, as defined by the Companies Act 2006, and was incorporated on 23 July 2008. It was registered as a charity on 14 January 2009. It is controlled by its governing document, a deed of trust, and its memorandum of association, which established the objects and powers of the charity.

PRO:ACTION HERTFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The trustees of the company consist of the chairman and 4 members, all of whom are members of the management committee. The maximum number of committee members shall be determined by the company in the Annual General Meeting (AGM) but, unless and until so fixed, there shall be no maximum number.

The minimum number of committee members shall be four. The committee shall have power at any time to appoint any person to be a committee member, either to fill a casual vacancy, or as an addition to the existing members. All trustees retire from office at the next AGM following their election. At the end of this period, they may seek re-election and shall be permitted to serve in consecutive three-year terms.

Organisational structure

The charity is managed by the trustees. Trustees meet five to six times a year. Committees and working groups are formed when appropriate, on a temporary basis.

The COO and the Chairman of the Trustees communicate regularly with each other and the other Trustees by telephone or email to reach decisions on important matters arising between trustee meetings.

Responsibility for the day-to-day management of Pro-Action Hertfordshire lies with the COO with powers and responsibilities approved by the trustees.

Induction and training of new trustees

Trustees are provided with a full information pack on their appointment and are encouraged to attend training appropriate to their role.

Key management remuneration

The salary of the Chief Operating Officer has been set by reference to market rates for similar positions in the same sector.

Related parties

Trustees did not receive any remuneration, benefits or expenses during the year, nor were there any related party transactions. Note 13 in the notes to the financial statements refers to a prior year related party transaction.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06653688 (England and Wales)

Registered Charity number

1127528

Registered office

24 Castle Street
Hertford
Hertfordshire
SG14 1HP

Trustees

Ms L Hopson
R M Horwood (resigned 25.3.22)
R L H Merton MBE (resigned 13.9.22)
Ms S E Purvis
Ms M Pynn
Mrs M S E Croft
B W Flanagan (appointed 25.3.22)

PRO:ACTION HERTFORDSHIRE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Gary J Cansick & Co
Chartered Accountants
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 30 December 2022 and signed on the board's behalf by:

Ms S E Purvis - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PRO:ACTION HERTFORDSHIRE

Independent examiner's report to the trustees of Pro:action Hertfordshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's 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 charity'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:

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.

Gary J Cansick
ICAEW
Gary J Cansick & Co
Chartered Accountants
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

30 December 2022

PRO:ACTION HERTFORDSHIRE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted fund £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		1,359	-	1,359	3,502
Charitable activities					
Grants		50,050	11,927	61,977	85,205
Other trading activities	2	25,164	-	25,164	10,147
Total		<u>76,573</u>	<u>11,927</u>	<u>88,500</u>	<u>98,854</u>
EXPENDITURE ON					
Raising funds	3	69,475	11,927	81,402	82,443
Other		8,280	-	8,280	7,890
Total		<u>77,755</u>	<u>11,927</u>	<u>89,682</u>	<u>90,333</u>
NET INCOME/(EXPENDITURE)		(1,182)	-	(1,182)	8,521
RECONCILIATION OF FUNDS					
Total funds brought forward		44,826	1,654	46,480	37,959
TOTAL FUNDS CARRIED FORWARD		<u>43,644</u>	<u>1,654</u>	<u>45,298</u>	<u>46,480</u>

The notes form part of these financial statements

PRO:ACTION HERTFORDSHIRE**BALANCE SHEET
31 MARCH 2022**

	Notes	Unrestricted fund £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	8	516	-	516	133
CURRENT ASSETS					
Debtors	9	944	-	944	14,665
Cash at bank and in hand		51,406	1,654	53,060	75,862
		<u>52,350</u>	<u>1,654</u>	<u>54,004</u>	<u>90,527</u>
CREDITORS					
Amounts falling due within one year	10	(9,222)	-	(9,222)	(44,180)
NET CURRENT ASSETS		<u>43,128</u>	<u>1,654</u>	<u>44,782</u>	<u>46,347</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>43,644</u>	<u>1,654</u>	<u>45,298</u>	<u>46,480</u>
NET ASSETS		<u>43,644</u>	<u>1,654</u>	<u>45,298</u>	<u>46,480</u>
FUNDS	11				
Unrestricted funds				43,644	44,826
Restricted funds				<u>1,654</u>	<u>1,654</u>
TOTAL FUNDS				<u>45,298</u>	<u>46,480</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 30 December 2022 and were signed on its behalf by:

S E Purvis - Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 50% on cost, 33% on cost and 20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

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. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

2. OTHER TRADING ACTIVITIES

	31.3.22	31.3.21
	£	£
Fundraising events	5,924	929
Pro:Action training	19,240	9,218
	<u>25,164</u>	<u>10,147</u>

3. RAISING FUNDS

Finance costs

	31.3.22	31.3.21
	£	£
Interest payable and similar charges	20	48
	<u>20</u>	<u>48</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.22	31.3.21
	£	£
Depreciation - owned assets	197	2,354
Independent Examiners Fee	1,800	1,800
	<u>1,997</u>	<u>4,154</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.22	31.3.21
Employees	3	3
	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	3,502	-	3,502
Charitable activities			
Grants	61,000	24,205	85,205
Other trading activities	10,212	(65)	10,147
Total	<u>74,714</u>	<u>24,140</u>	<u>98,854</u>
EXPENDITURE ON			
Raising funds	58,238	24,205	82,443
Other	7,890	-	7,890
Total	<u>66,128</u>	<u>24,205</u>	<u>90,333</u>
NET INCOME/(EXPENDITURE)	8,586	(65)	8,521
RECONCILIATION OF FUNDS			
Total funds brought forward	36,240	1,719	37,959
TOTAL FUNDS CARRIED FORWARD	<u>44,826</u>	<u>1,654</u>	<u>46,480</u>

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2021	11,459
Additions	580
Disposals	(5,548)
At 31 March 2022	<u>6,491</u>
DEPRECIATION	
At 1 April 2021	11,326
Charge for year	197
Eliminated on disposal	(5,548)
At 31 March 2022	<u>5,975</u>
NET BOOK VALUE	
At 31 March 2022	<u>516</u>
At 31 March 2021	<u>133</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	585	14,665
Other debtors	359	-
	<u>944</u>	<u>14,665</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	1,583	269
Social security and other taxes	1,751	1,756
Other creditors	75	1,075
Accrued expenses	5,813	41,080
	<u>9,222</u>	<u>44,180</u>

11. MOVEMENT IN FUNDS

	At 1.4.21	Net movement in funds	At 31.3.22
	£	£	£
Unrestricted funds			
General fund	44,826	(1,182)	43,644
Restricted funds			
Core Skills MHFA	85	-	85
Other Programmes	1,569	-	1,569
	<u>1,654</u>	<u>-</u>	<u>1,654</u>
TOTAL FUNDS	<u>46,480</u>	<u>(1,182)</u>	<u>45,298</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	76,573	(77,755)	(1,182)
Restricted funds			
Restricted Fund	11,927	(11,927)	-
	<u>88,500</u>	<u>(89,682)</u>	<u>(1,182)</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	36,240	8,586	44,826
Restricted funds			
Core Skills MHFA	150	(65)	85
Other Programmes	1,569	-	1,569
	<u>1,719</u>	<u>(65)</u>	<u>1,654</u>
TOTAL FUNDS	<u>37,959</u>	<u>8,521</u>	<u>46,480</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	74,714	(66,128)	8,586
Restricted funds			
Restricted Fund	24,205	(24,205)	-
Core Skills MHFA	(65)	-	(65)
	<u>24,140</u>	<u>(24,205)</u>	<u>(65)</u>
TOTAL FUNDS	<u>98,854</u>	<u>(90,333)</u>	<u>8,521</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	36,240	7,404	43,644
Restricted funds			
Core Skills MHFA	150	(65)	85
Other Programmes	1,569	-	1,569
	<u>1,719</u>	<u>(65)</u>	<u>1,654</u>
TOTAL FUNDS	<u>37,959</u>	<u>7,339</u>	<u>45,298</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	151,287	(143,883)	7,404
Restricted funds			
Resticted Fund	36,132	(36,132)	-
Core Skills MHFA	(65)	-	(65)
	<u>36,067</u>	<u>(36,132)</u>	<u>(65)</u>
TOTAL FUNDS	<u>187,354</u>	<u>(180,015)</u>	<u>7,339</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

PRO:ACTION HERTFORDSHIRE**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	1,359	3,502
Other trading activities		
Fundraising events	5,924	929
Pro:Action training	19,240	9,218
	25,164	10,147
Charitable activities		
Grants	61,977	85,205
Total incoming resources	88,500	98,854
 EXPENDITURE		
Raising donations and legacies		
Rates and water	-	720
Insurance	1,214	237
Telephone	685	977
Postage and stationery	89	75
Sundries	228	928
External tutors	3,877	1,390
Equipment and materials	7	27
Venue hire and refreshment	68	90
Marketing and website	1,498	390
Fundraising events	179	-
Staff training	-	524
Affiliations and subscriptions	35	35
Software	4,467	5,303
Depreciation of tangible fixed assets	197	2,354
	12,544	13,050
Other trading activities		
Wages	66,885	67,341
Social security	1,569	1,603
Pensions	384	401
	68,838	69,345
Finance costs		
Bank charges	20	48
Support costs		
Governance costs		
Accountancy fees	6,480	6,090
Carried forward	6,480	6,090

This page does not form part of the statutory financial statements

PRO:ACTION HERTFORDSHIRE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	31.3.22 £	31.3.21 £
Governance costs		
Brought forward	6,480	6,090
Independent examiners fee	1,800	1,800
	<u>8,280</u>	<u>7,890</u>
Total resources expended	<u>89,682</u>	<u>90,333</u>
Net (expenditure)/income	<u>(1,182)</u>	<u>8,521</u>

Accounts

REGISTERED COMPANY NUMBER: 06653688 (England and Wales)
REGISTERED CHARITY NUMBER: 1127528

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
PRO:ACTION HERTFORDSHIRE**

Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

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FOR THE YEAR ENDED 31 MARCH 2021**

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Pro:Action Hertfordshire aims to act as a single point of contact for members and organisations working with and supporting children and young people between the ages of 11 and 19 years old, living in or near Hertfordshire. Members can access information, advice and guidance on a range of topics including legislation, compliance and sustainability.

The trustees extended services to children and young people by lowering the age supported to between the ages of 5 and 18 (plus 19- to 25-year-olds with learning difficulties and/or disabilities) in line with local services.

The trustees confirm that they have had due regard to the guidance on public benefit requirements as set out by the Charity Commission in January 2008 and amended in December 2011, when reviewing the charity's aims and objectives and in planning future activities.

We have identified the following strategic aims:

1. For children and young people in the county we aim to:
 - raise the quality of provision so that they know they will receive the best possible support from whichever organisation or group they engage with.
 - ensure that all providers in the county are meeting the Hertfordshire Safeguarding Children's Partnership (HSCP) requirements.
 - increase our support to improve their wellbeing and resilience.
2. For those working in the sector we aim to:
 - increase the opportunities for partnership working and, in this way increase engagement and support to young people.
 - support the development of knowledge, skills and understanding through quality training.
3. For ourselves we aim to:
 - increase our reach and impact as an organisation.
 - improve the measurement of our performance and impact.

Significant activities

Pro:Action Hertfordshire supports, represents and champions the many organisations and individuals across Hertfordshire who work with children and young people. Our vision is for "Every young person in Hertfordshire to access safe, high-quality opportunities and provision to enhance their growth, development and well-being."

Pro:Action was formed from the merger of two organisations that supported the voluntary youth work sector. Our membership now includes organisations from the voluntary, private and public sectors and covers the full range of children and young people's interests; sports, dance, youth, arts, play, faith-based organisations, uniformed groups, statutory organisations and many more.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

STRATEGIC REPORT

Achievement and performance

2020-21 was a difficult and turbulent year for the charity due to the Covid-19 Pandemic and the charity embedding the organisational changes made last year. As in previous years, our financial sustainability remains a priority as we navigate our revised funding strategy. A revised grant of £50,000 has been secured from Hertfordshire County Council, YC Hertfordshire (Hertfordshire County Council Services for Young People) and remains secure at this time. We have been able to successfully generate income from training projects and small-scale localised fundraising activity, which has enabled us to generate a small surplus.

The charity is now functioning smoothly with 3 part-time staff, who work solely from home following the termination of our office lease during the pandemic. They remain committed, passionate and professional in continuing to deliver our membership services, in the most adverse circumstances, navigating the pandemic and lockdown restrictions throughout the year. Our staff were flexibly furloughed as the business need demanded and our Chief Operating Officer (COO) remained contactable throughout the height of the lockdown period. We received CJRS funding, to cover employee costs, which has supported the charity financially during this unprecedented period.

Pro:Action continues to be held in high esteem across the county and the trustees are committed to seeing the organisation grow its impact and influence across the children and young people's sector in Hertfordshire.

As a membership organisation, our focus is to support our member groups, and this has continued following the lockdown period, supporting over 65 organisations to re-open and operate within the government restrictions. This in turn has assisted over 12,000 young people and children across Hertfordshire. The following statistics highlight some of our key areas of activity and performance.

Achievement statistics

Pro:Action continues to be the only sector-specific, infrastructure support organisation in the county, with a clear and defined membership offer based around our three key areas of Quality, Safeguarding and Wellbeing. Over the past year the team provided information, advice and guidance to our member organisations. Due to the pandemic much of this support has been by telephone or ICT systems such as Zoom enabling us to still provide an individual response to need, which remains a significant feature of our membership offer and underlines the importance of the relationship with our member groups, their staff and volunteers.

The diversity of our membership can be defined in the following ways:

- their main purpose or aims
- their organisation type or sector within which they operate
- the district or borough within which they operate

Communication & engagement

The most popular form of communication with our members has moved to Zoom, with a high level of traffic through email and telephone. Physical visits to settings have reduced significantly due to COVID-19, however we hope to re-introduce visits when guidance allows.

Our social media platforms of Twitter, Facebook, Instagram, and Linked In have been crucial tools to share key information, highlight legislative updates and maintain a presence in the sector. The organisation has one designated point of contact via email or phone, limiting duplication.

Most of our project work continues to focus on safeguarding, compliance and wellbeing, which is supported through the delivery of quality training, and information, advice and guidance.

We have seen an increase in queries regarding policies and procedures and we believe this is as a result of our focus on compliance and safeguarding. Our team continues to work closely with members to highlight the importance and need for policies and procedures to be fit for purpose in all member settings, which has been brought into sharp focus as a result of the pandemic.

We have now moved completely to an online DBS applications process which is now running smoothly and has made the process considerably faster for most members.

Training

83 (2020 - 261) individuals working with children and young people undertook training with Pro:Action during this year, which has reduced due to the restrictions during lockdown. Safeguarding continues to be the most sought-after training, with a rise in the need for Mental Health & Wellbeing awareness for the sectors workforce.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

We have expanded our membership training offer and are able to deliver most training through online learning methods, which worked well during the early part of 2021 for people who wanted to participate in training while furloughed.

We were also able to offer ELAS training courses which have been helpful for individuals as part of an induction process or as refresher training. These courses offered members the chance to learn at their own pace and online, therefore removing the need for face-to-face input.

Whilst online courses have been very useful during lockdown, we do recognise the need for face-to-face training to return when possible to support learning in difficult topics or areas that require oversight and demonstrated knowledge acquisition.

Our bespoke training packages continue to be rolled out and have enabled us to raise additional funds for the organisation. We continue to design and deliver bespoke content with key partners in order to expand our offer further.

Financial review

Principal funding sources

Pro:Action Hertfordshire would like to express its thanks to all its funders for their support, particularly YC Hertfordshire (Hertfordshire County Council Services for Young People) for its core funding to support, maintain and improve the infrastructure of Hertfordshire's Children and Young People's Voluntary and Community Sector.

Thanks also go to all the organisations and individual donors who contributed in the year, including:

- The Sylvia Adams Charitable Trust
- The David Wentworth Stanley Charitable Trust
- TTS Anthony Hornby Charitable Trust
- SGC Martial Arts Ltd
- M & S Burton

Funds structure

The charity holds funds as either restricted or unrestricted. Restricted funds are restricted income funds used for specific restricted projects in furtherance of the objects of the charity. Any deficit in a restricted fund is met by a transfer from the unrestricted funds of the charity.

Amounts within unrestricted funds can be set aside for a particular project and shown as a separate designated fund. The designation has an administrative purpose only and does not legally restrict the trustee's discretion to apply the fund.

Reserves policy

The Trustees aim to hold unrestricted funds at a level equal to three months' budgeted expenditure in order to maintain financial stability for beneficiaries, funders, supporters and employees. Budgeted expenditure for 2021-22 is £85,020 and therefore the target is £21,255. The level of reserves available at 31 March 2021 is £44,826 (2020 £36,240), should the need arise, to fund:

- fluctuations in income due to delayed receipt of statutory and contract payments
- unplanned but necessary expenditure

Going concern

The trustees believe the charity's financial resources are sufficient to ensure that the charity will continue as a going concern for the foreseeable future, being at least 12 months from the date of approval of the financial statements and have therefore prepared the financial statements on the going concern basis.

Principal risks and uncertainties

The principal risk that faces the charity continues to be funding. We continue to be reliant on core funding from Hertfordshire County Council which can only be guaranteed on an annual basis. As a much smaller organisation with fewer employees and without the running costs of premises, our funding requirements are significantly reduced, though we do have a funding gap.

We now need to raise c£20,000 per annum to bridge the gap. Though onerous, this funding gap is reducing year on year. The trustees, together with the team, are committed to raising these funds by exploring a wide range of funding streams.

The Covid-19 pandemic is another source of uncertainty with lockdown and social distancing measures having resulted in many small voluntary organisations having to close due to lack of funding. The impact of these restrictions on the voluntary youth sector and our children and young people should not be underestimated.

PRO:ACTION HERTFORDSHIRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

STRATEGIC REPORT

Future plans

The charity plans continuing the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Pro:Action Hertfordshire is a company limited by guarantee, as defined by the Companies Act 2006, and was incorporated on 23 July 2008. It was registered as a charity on 14 January 2009. It is controlled by its governing document, a deed of trust, and its memorandum of association, which established the objects and powers of the charity.

Recruitment and appointment of new trustees

The trustees of the company consist of the chairman and 5 members, all of whom are members of the management committee. The maximum number of committee members shall be determined by the company in the Annual General Meeting (AGM) but, unless and until so fixed, there shall be no maximum number.

The minimum number of committee members shall be four. The committee shall have power at any time to appoint any person to be a committee member, either to fill a casual vacancy, or as an addition to the existing members. All trustees retire from office at the next AGM following their election. At the end of this period, they may seek re-election and shall be permitted to serve in consecutive three-year terms.

Organisational structure

The charity is managed by the trustees. Trustees meet five to six times a year. Committees and working groups are formed when appropriate, on a temporary basis. Since Covid-19 restrictions were introduced, trustee meetings have taken place remotely via Zoom and will continue to do so until such a time as it is safe to return to in-person meetings.

The COO and the Chairman of the Trustees communicate regularly with each other and the other Trustees by telephone or email to reach decisions on important matters arising between trustee meetings.

Responsibility for the day-to-day management of Pro-Action Hertfordshire lies with the COO with powers and responsibilities approved by the trustees.

Induction and training of new trustees

Trustees are provided with a full information pack on their appointment and are encouraged to attend training appropriate to their role.

Key management remuneration

The salary of the Chief Operating Officer has been set by reference to market rates for similar positions in the same sector.

Related parties

Trustees did not receive any remuneration, benefits or expenses during the year, nor were there any related party transactions. Note 13 in the notes to the financial statements refers to a prior year related party transaction.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06653688 (England and Wales)

Registered Charity number

1127528

Registered office

24 Castle Street
Hertford
Hertfordshire
SG14 1HP

PRO:ACTION HERTFORDSHIRE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees

Ms L Hopson
R M Horwood
R L H Merton MBE
B G Plews (resigned 31.3.21)
Ms S E Purvis
Ms M Pynn
Mrs M S E Croft

Independent Examiner

Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 17 December 2021 and signed on the board's behalf by:

Ms S E Purvis - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PRO:ACTION HERTFORDSHIRE

Independent examiner's report to the trustees of Pro:action Hertfordshire ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's 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 charity'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:

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.

Gary J Cansick
ICAEW
Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

21 December 2021

PRO:ACTION HERTFORDSHIRE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		3,502	-	3,502	5,733
Charitable activities					
Grants		85,205	-	85,205	132,432
Other trading activities	2	10,212	(65)	10,147	38,018
Investment income	3	-	-	-	2,745
Total		98,919	(65)	98,854	178,928
EXPENDITURE ON					
Raising funds	4	82,443	-	82,443	302,837
Charitable activities					
Grants		-	-	-	16
Other		7,890	-	7,890	7,556
Total		90,333	-	90,333	310,409
Net gains/(losses) on investments		-	-	-	(1,417)
NET INCOME/(EXPENDITURE)		8,586	(65)	8,521	(132,898)
RECONCILIATION OF FUNDS					
Total funds brought forward		36,240	1,719	37,959	170,857
TOTAL FUNDS CARRIED FORWARD		44,826	1,654	46,480	37,959

The notes form part of these financial statements

PRO:ACTION HERTFORDSHIRE**BALANCE SHEET
31 MARCH 2021**

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	9	133	-	133	2,487
CURRENT ASSETS					
Debtors	10	14,665	-	14,665	53,718
Cash at bank and in hand		74,208	1,654	75,862	53,907
		<u>88,873</u>	<u>1,654</u>	<u>90,527</u>	<u>107,625</u>
CREDITORS					
Amounts falling due within one year	11	(44,180)	-	(44,180)	(72,153)
NET CURRENT ASSETS		<u>44,693</u>	<u>1,654</u>	<u>46,347</u>	<u>35,472</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>44,826</u>	<u>1,654</u>	<u>46,480</u>	<u>37,959</u>
NET ASSETS/(LIABILITIES)		<u>44,826</u>	<u>1,654</u>	<u>46,480</u>	<u>37,959</u>
FUNDS	12				
Unrestricted funds				44,826	36,240
Restricted funds				1,654	1,719
TOTAL FUNDS				<u>46,480</u>	<u>37,959</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 17 December 2021 and were signed on its behalf by:

S E Purvis - Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 50% on cost, 33% on cost and 20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

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. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

2. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Fundraising events	929	5,505
Pro:Action training	9,218	28,298
Memberships	-	4,215
	<u>10,147</u>	<u>38,018</u>

3. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Income from listed investments	-	2,636
Interest receivable - trading	-	109
	<u>-</u>	<u>2,745</u>

4. RAISING FUNDS

Investment management costs

	31.3.21	31.3.20
	£	£
Interest payable and similar charges	<u>48</u>	<u>130</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Depreciation - owned assets	2,354	4,606
Deficit on disposal of fixed assets	-	16
Independent Examiners Fee	<u>1,800</u>	<u>1,500</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.21	31.3.20
Employees	3	5

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	5,732	1	5,733
Charitable activities			
Grants	50,000	82,432	132,432
Other trading activities	31,357	6,661	38,018
Investment income	2,745	-	2,745
Total	89,834	89,094	178,928
EXPENDITURE ON			
Raising funds	172,257	130,580	302,837
Charitable activities			
Grants	16	-	16
Other	7,556	-	7,556
Total	179,829	130,580	310,409
Net gains/(losses) on investments	(1,417)	-	(1,417)
NET INCOME/(EXPENDITURE)	(91,412)	(41,486)	(132,898)
Transfers between funds	(8,185)	8,185	-
Net movement in funds	(99,597)	(33,301)	(132,898)
RECONCILIATION OF FUNDS			
Total funds brought forward	135,837	35,020	170,857
TOTAL FUNDS CARRIED FORWARD	36,240	1,719	37,959

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2020 and 31 March 2021	11,459
DEPRECIATION	
At 1 April 2020	8,972
Charge for year	2,354
At 31 March 2021	11,326
NET BOOK VALUE	
At 31 March 2021	133
At 31 March 2020	2,487

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade debtors	14,665	53,718

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade creditors	269	2,141
Social security and other taxes	1,756	2,718
Other creditors	1,075	15,169
Accrued expenses	41,080	52,125
	44,180	72,153

12. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	36,240	8,586	44,826
Restricted funds			
Core Skills MHFA	150	(65)	85
Other Programmes	1,569	-	1,569
	1,719	(65)	1,654
TOTAL FUNDS	37,959	8,521	46,480

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

12. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	98,919	(90,333)	8,586
Restricted funds			
Core Skills MHFA	(65)	-	(65)
TOTAL FUNDS	<u>98,854</u>	<u>(90,333)</u>	<u>8,521</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	135,837	(91,412)	(8,185)	36,240
Restricted funds				
Core Skills MHFA	14,472	(18,250)	3,928	150
Other Programmes	8,084	(10,027)	3,512	1,569
Young People Opportunities	12,464	(13,209)	745	-
	<u>35,020</u>	<u>(41,486)</u>	<u>8,185</u>	<u>1,719</u>
TOTAL FUNDS	<u>170,857</u>	<u>(132,898)</u>	<u>-</u>	<u>37,959</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	89,834	(179,829)	(1,417)	(91,412)
Restricted funds				
Core Skills MHFA	2,185	(20,435)	-	(18,250)
Other Programmes	83,929	(93,956)	-	(10,027)
Young People Opportunities	2,980	(16,189)	-	(13,209)
	<u>89,094</u>	<u>(130,580)</u>	<u>-</u>	<u>(41,486)</u>
TOTAL FUNDS	<u>178,928</u>	<u>(310,409)</u>	<u>(1,417)</u>	<u>(132,898)</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	135,837	(82,826)	(8,185)	44,826
Restricted funds				
Core Skills MHFA	14,472	(18,315)	3,928	85
Other Programmes	8,084	(10,027)	3,512	1,569
Young People Opportunities	12,464	(13,209)	745	-
	<u>35,020</u>	<u>(41,551)</u>	<u>8,185</u>	<u>1,654</u>
TOTAL FUNDS	<u>170,857</u>	<u>(124,377)</u>	<u>-</u>	<u>46,480</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	188,753	(270,162)	(1,417)	(82,826)
Restricted funds				
Core Skills MHFA	2,120	(20,435)	-	(18,315)
Other Programmes	83,929	(93,956)	-	(10,027)
Young People Opportunities	2,980	(16,189)	-	(13,209)
	<u>89,029</u>	<u>(130,580)</u>	<u>-</u>	<u>(41,551)</u>
TOTAL FUNDS	<u>277,782</u>	<u>(400,742)</u>	<u>(1,417)</u>	<u>(124,377)</u>

13. RELATED PARTY DISCLOSURES

The Process Business Ltd
A company under control of a trustee.

During the previous year the related party provided staff recruitment services at a below market value to help the charity recruit a new CEO, who has consequently left the charity, due to the restructuring process.

The decision to use the related party's company was made at a trustee meeting where the related party was absent.

The total invoice for this work was £NIL (2020 £4,725, it was estimated using the related party saved the charity over 50% of the usual cost).

PRO:ACTION HERTFORDSHIRE**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,502	5,733
Other trading activities		
Fundraising events	929	5,505
Pro:Action training	9,218	28,298
Memberships	-	4,215
	10,147	38,018
Investment income		
Income from listed investments	-	2,636
Interest receivable - trading	-	109
	-	2,745
Charitable activities		
Grants	85,205	132,432
Total incoming resources	98,854	178,928
EXPENDITURE		
Raising donations and legacies		
Rates and water	720	7,000
Insurance	237	3,036
Telephone	977	2,703
Postage and stationery	75	1,399
Sundries	928	431
Project Delivery	-	12,812
External tutors	1,390	21,831
Transport costs	-	1,373
Equipment and materials	27	2,052
Accreditation and certificates	-	1,254
Venue hire and refreshment	90	5,629
Marketing and website	390	3,665
Fundraising events	-	2,000
DBS costs	-	2,001
Staff recruitment cost	-	4,989
Staff training	524	1,444
Affiliations and subscriptions	35	615
Software	5,303	6,644
Depreciation of tangible fixed assets	2,354	4,605
	13,050	85,483
Other trading activities		
Wages	67,341	196,958
Carried forward	67,341	196,958

This page does not form part of the statutory financial statements

PRO:ACTION HERTFORDSHIRE**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

	31.3.21 £	31.3.20 £
Other trading activities		
Brought forward	67,341	196,958
Social security	1,603	15,862
Pensions	401	4,404
	69,345	217,224
 Investment management costs		
Bank charges	48	130
 Support costs		
 Finance		
Loss on sale of tangible fixed assets	-	16
 Governance costs		
Accountancy fees	6,090	5,756
Independent examiners fee	1,800	1,800
	7,890	7,556
Total resources expended	90,333	310,409
Net income/(expenditure) before gains and losses	8,521	(131,481)
 Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	-	(1,417)
Net income/(expenditure)	<u>8,521</u>	<u>(132,898)</u>

This page does not form part of the statutory financial statements