

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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**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

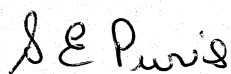
Ms S E Purvis

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

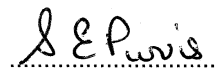
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

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
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
General funds	43,644	75,145	(88,781)	30,008
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

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
	<u> </u>	<u> </u>	<u> </u>
	16,006	-	16,006
	<u> </u>	<u> </u>	<u> </u>
	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
	<u> </u>	<u> </u>	<u> </u>
	30,008	1,654	31,662
	<u> </u>	<u> </u>	<u> </u>

22 Related party transactions

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