

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT and FINANCIAL STATEMENTS

For the year ended 31 March 2024

CT:

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

ACCOUNTS

For the year ended 31 March 2024

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LEGAL and ADMINISTRATIVE INFORMATION

For the year ended 31 March 2024

Charity reg. no.	1135143	
Company reg. no.	06593956	
Registered office	Unit 303 The Maltings East Tyndall Street Cardiff CF24 5EA	
Trustees	Ron Jarman (Chair) Christina Taylor John Puzey Karen Penney Kieran Jones Angela Barrago Rebecca Booth Tamara Collard Siddhi Trivedi Stuart Mullin	Resigned 29/01/2024 Appointed 15/11/2023 Appointed 15/11/2023 Appointed 15/11/2023 Resigned 05/04/2024
Company secretary	Lynsey Pearson	
Chief Executive Officer	Rachel Gegeshidze	
Auditors	Chiene and Tait LLP (trading as CT) 61 Dublin Street Edinburgh, EH3 6NL	
Bankers	Unity Trust Bank 4 Brindley Place Birmingham B1 2JB	

TEMPO TIME CREDITS LIMITED
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TRUSTEES' REPORT

The Trustees present their annual report, together with the financial statements of the charity, for the year ending 31 March 2024.

The report has been prepared in accordance with Part 8 of the Charities Act 2011 and the statement of recommended practice (SORP 2019) and is also the directors' report for the purpose of company law.

The financial statements have been prepared in accordance with the accounting policies set out on pages 18 to 20 therein and comply with the Charitable Company's Memorandum and Articles of Association, applicable laws and the

Objectives and activities

Our team, composed of community practitioners, public sector specialists and trainers, works collaboratively with citizens, communities, organisations, and services to co-produce solutions. In doing so, we focus on creating multiple pathways in to volunteering, emphasising community involvement and recognising people's skills and strengths – an approach that accentuates what's strong rather than what's wrong.

Time Credits are received by people sharing their time and skills with the community or a service. 'Earn' activities could be anything from litter picking, to campaigning and participating in co-design sessions. Time Credits can be used on activities through Tempo's local, regional and national Recognition Partner network

Our Purpose is to be the thread that connects people, services and businesses and the key that unlocks the potential for them to create communities where they can thrive.

Our Vision is that together we create a connected, fairer and healthier society

Our Mission is to build a national network of communities making positive societal change, powered by people whose contribution is valued with Tempo Time Credits

We do this by providing a range of services:

- Community development services which increase organisational resilience, capability and capacity and is a route to new and a more diverse volunteer base with higher volunteer retention.
- Training and development which delivers accredited and skilled volunteers and proficient voluntary organisations (often delivered by local partners).
- Digital Time Credits that record, recognise, reward, and improve volunteer recruitment and retention.
- Intelligence driven by data to facilitate better decision-making, allowing commissioners and community development organisations to measure change and impact.
- Information about the impact of both Tempo Time Credits and the community groups we work with.

With this range of services, we can flex our support over time, dependent on the need expressed by local community development organisations. As the communities we work with become more resilient, we help support ongoing change and the new people who come into the organisation through each of our services, delivered in a flexible way to meet changing needs.

TEMPO TIME CREDITS LIMITED
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TRUSTEES' REPORT (continued)

Our formal charitable objects are specifically restricted to:

- Advance education of society in the benefits of community engagement, volunteering and the opportunities that Time Credits provide to derive those benefits, including but not limited to the development of skills and participation in society.
- Develop the capability and capacity of community development through bringing together local, regional and national organisations, in order to deliver sustainable solutions that benefit their local communities. This partnership development will be targeted at those in society least able to take advantage of economic and social change.
- Improve the diversity and quantity of volunteering at both a local and national level, by promoting and managing Time Credits and associated digital solutions.
- Promote unpaid work and increase awareness of how voluntary work enriches society and community living, further enabled by the provision of Time Credits.
- Provide research and consultancy to support delivery of our charitable activities and objects.

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TRUSTEES' REPORT (continued)

Our strategy from 2024-2027

Over the three-year timeframe of our new strategy, we will be focused on three outcome areas – Impact, Growth and Team

Our Impact goals by 2027 are

- 55% of volunteers feel healthier as a result of volunteering
- We are embedded in at least 3 programmes in each of the regions where we operate
- 75% of volunteers feel more able to contribute within their own community as a result of our work

Our Growth goals by 2027 are

- Maintain our renewal income and sustainably grow new income
- Establish corporate sponsorship as an additional income source
- Increase the value and quality in our sales pipeline and rebuild our reserves back to pre-pandemic levels

Our Team goals by 2027 are

- Develop team engagement across all areas and increase our reported team engagement score – putting the Tempo back into Tempo Time Credits
- Ensure our staff members have the skills that they need to do their roles and to grow within Tempo

We aim to achieve these challenging goals in four ways.

1. Working with communities to create more pathways to community involvement and volunteering, we will:
 - Focus on 5 key interconnected themes of Health & Social Care, Connected. Communities, Young People & Families, Heritage and Diversity, Equity & Inclusion
 - Deepen our focus and impact on communities
 - Grow our Recognition Partner Network at the local & national level
 - Develop our platform to improve accessibility and engagement
2. Ensuring our financial sustainability by focusing on sales & income diversification, we will:
 - Drive Contract Renewals through focused contract delivery
 - Win new commissioned contracts by going deep and building out
 - Secure longer-term funding
 - Diversify our income with Corporate Funding focused on social impact
3. Strengthening our culture & capability as a team by being grounded in our mission, we will
 - Bring our new Vision, Mission & Purpose to life in everything we do
 - Create an organisational development plan for both resourcing and skills
 - Continue to support & engage the team/each other
 - Ensure we recruit staff whose values align with our Vision, Mission & Purpose
4. Raising our profile by engaging others in our story, we will
 - Rewrite our Story, anchored in our refocused Vision, Mission, Purpose
 - Identify where we need to be present (Conferences, Events, Associations, Forums, etc)
 - Update & execute our Marketing & Communication Strategy

TEMPO TIME CREDITS LIMITED
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TRUSTEES' REPORT (continued)

Achievements and Performance

IMPACT

Tempo has carried out impact evaluation across our programmes since 2012. Over 1,500 volunteers responded to our impact survey in July 2024. They told us what difference volunteering and working with Tempo Time Credits has made to them.

Overall, the results of our Impact survey continue to demonstrate the power of our model for Volunteers

- 87% of respondents have earned Tempo Time Credits in the year
- 37% of respondents had never or only occasionally given time before receiving Time Credits
- 21% of respondents volunteer for more than 5 hours per week
- 20% of respondents started or volunteered more due to Tempo Time Credits
- 43% of respondents volunteer their time more than once a week
- 60% of respondents stated that earning and using Time Credits has improved their quality of life

In addition, as a result of volunteering

- 35% have less need to see a GP
- 57% feel healthier overall
- 53% reported improved physical health
- 64% reported improved mental health
- 62% feel more confident about their future

For the Community Groups and Charities that we work with

- 61% have recruited more Volunteers
- 70% have improved Volunteer retention
- 37% have increased Volunteer diversity
- 44% have got better at engaging with other similar groups
- 30% have improved their own ability to raise funds

And our Recognition Partners reported

- Increased awareness and footfall
- Greater diversity of clients, reaching groups that wouldn't have been their typical customer
- Increased spend (as each person who redeems a time credit typically brings additional spend/other people)

'At a time when local budgets are tight, volunteers are more important than ever, adding real value across our community. With Time Credits, local business can make a real difference, with no hassle or cost. We're delighted to be able to support the essential work of volunteers in our community and we'd love to see more of the local business community involved with Time Credits' Flower Bowl, Garstang

'By being involved with Tempo Time Credits, we can do our bit in saying thank you, for the time and effort that they put in. It's a really easy thing to do, but we know it makes a real difference.' Wacky World, Preston

'We benefit from associated spend with the visitors who come using Time Credits as they will often use our gift shop or café which is revenue that we wouldn't have otherwise had if they hadn't visited us through Time Credits. Time Credits also allow us to reach individuals who wouldn't otherwise be able to visit for various reasons'. Plantasia, Wales

The average volunteering hours per week across all survey respondents is 2.95 hours – that adds up to 3.3 million hours per year across all of our registered volunteers or equivalent to **2,036 full time employees!**

Tempo Time Credits earned and used

	2022/2023	2023/2024	Change
TTCs earned	133,252	158,222	+24,970
TTCs used	23,193	30,901	+7,708

The economic impact annually based on the number of hours volunteered, if they were paid at minimum wage is a whopping £38.4Mn!

TEMPO TIME CREDITS LIMITED
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TRUSTEES' REPORT (continued)

Our Impact on the Environment

We acknowledge that every single action (as a Charity and as individuals) we take has an impact on our environment. We want to become more aware of this and seek to minimise the negative environmental impact that our operations have on our World. Our whole approach is to bring about change in society, in communities, in groups and in individuals and this includes positive change around any impact we have on environmental issues.

The most significant ways we can control our impacts are in our use of:

- Energy, Water, Waste, Travel and our Suppliers

Environmental regulations, laws and codes of practice are regarded as setting the minimum standards of environmental performance.

Our most significant impact on the environment was the carbon footprint from our offices and in our travel. Following the closure of our London office in December 2020, we closed our office in Cardiff in 2023, retaining the ability to hire meeting space if needed. Our staff are all now home based and where possible they look to work from our partners offices. Given the geographic spread however our delivery model remains a mix of remote and in-person. We still deliver a large number of meetings and events virtually. Within this mixed model, and recognising the importance of building and maintaining relationships, travel is carefully assessed to ensure that it leads to the most effective use of time for our partners and our staff.

GROWTH

During the 2023-24 we have:

- Issued (through our local partners) 176,881 (154,352 in 2022/2023) Time Credits. Taking the total number of Time Credits issued to 1,529,506
- Supported 19,820 people to volunteer in organisations issuing Time Credits (14,760 in 2022/2023).
- Tempo Time Credit members volunteered in the 1,483 community and voluntary sector organisations who registered to use Time Credits.
- Provided opportunities through our recognition network for 30,901 Time Credits to be redeemed (23,193 in 2022/2023). The total number of Time Credits redeemed by 31 March 2024 was 514,628.

These numbers show the reach of our activities, through the community development and voluntary sector partners we work with. They are the heroes. Our role is to support them. The number of Time Credits issued and redeemed are only a fraction of the impact we have helped these organisations to deliver.

TEMPO TIME CREDITS LIMITED
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TRUSTEES' REPORT (continued)

Most of Tempo's work is undertaken in partnership with other organisations:

- *1,483 community and voluntary organisations*
- *547 recognition partners*
- *WCVA and the CVCs in Wales*
- *Team Kinetic*
- *Chorley Council*
- *City of London Corporation*
- *City Bridge Foundation*
- *Lancashire County Council*
- *Birmingham Mental Health Foundation Trust*
- *Eveson Trust*
- *National Trust*
- *Welsh Government*
- *Public Health Wales*
- *Cambridgeshire County Council*
- *Cambridge City Council*
- *Clarion Housing*
- *CGL*
- *Welsh Government*
- *Cornwall Council*
- *Medway and Swale NHS*
- *L&Q Housing*
- *Newham Council*
- *Islington Council*
- *Groundworks*
- *London Borough of Waltham Forest*

These are the organisations we work with most intensively. Our partnerships with recognition partners are mutually beneficial, with the benefit to them being both the tangible support they give to their local community and an estimated £113,878 (an average of £248 per recognition partner) of additional income from new and returning customers.

TEAM

This has been an incredibly challenging time for staff as we move from our previous strategy to our new strategy, and the changes that has required in roles and structure within the organisation.

We have looked to engage staff as much as possible within this, for example in the setting out of our Values and the work on our new Strategic plan itself. In addition, we established an entirely staff-directed working group – “Putting the Tempo back into Tempo Time Credits” – and management has started implementing some of that group's recommendations. Alongside this and in line with our new strategy we are building staff skills through mentoring and training and new recruitment aims to bring in additional community development skills and knowledge to support our place-based focus.

As we have cut costs to better match income for the year, we have not been able to bring staff together in person for a team building event this year but have relied instead on a number of shorter and smaller virtual events through the year. We are planning on holding an in-person all staff event again in October 2024, within the community that we work in Neath Port Talbot.

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TRUSTEES' REPORT (continued)

Financial Review

Reserves Policy

The Trustees took the decision at the start of the year to invest in our on-going operations and contracts recognising that the move to our new strategic plan whilst bringing clarity of purpose for ourselves and our funders would take time to come through in terms of new revenue streams.

A number of significant new grant opportunities have been identified throughout the year which have taken a lot of time and resource to develop, the results of these will not be known until Q1 and Q2 of next year. Alongside this, attention has been focused on improving the quality and quantity of opportunities in the pipeline and the management of this process. This is an area that continues to get significant attention from our CEO and the Trustees.

Our recognition network has continued to grow throughout the year, with additional local and national partners coming on board and a large number of new recognition offers being available on our website for volunteers.

Our income was lower in 2023/2024 as a number of service and grant contracts came to an end or were reduced in scope and weren't immediately replaced. Management kept tight control of costs through the year to ensure we remained within a spend envelope that was proportionate to the revenue received. Roles were restructured and wherever possible staff were redeployed to manage our costs against our income, however a number of redundancies were also unfortunately required.

Going Concern basis

The Trustees assessed whether the use of the going concern basis is appropriate and considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The Trustees made this assessment for both a 12-month and 24-month period from April 2024. The Trustees have also performed scenario planning, and regularly review forecasting and cash flow projections and thorough risk assessments. The risks identified have been mitigated by reducing costs and restructuring and introducing more flexibility in our resourcing. After making enquiries, the Trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

Our focus remains on Commissioners and providing the services they require to local community organisations, helping them grow and become more resilient whilst meeting the specific needs of their local environment. We are supported by a strong recognition partner network, which continues to grow with a number of new national and local partners in our target areas.

TEMPO TIME CREDITS LIMITED
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TRUSTEES' REPORT (continued)

Governance, Structure and Management:

Governance

Tempo is a registered charity and is constituted as a company limited by guarantee. It is governed by its Memorandum and Articles of Association. It was registered as a company limited by guarantee on 15 May 2008 and was registered as a charity by the Charity Commission in England and Wales on 24 March 2010.

The Trustees of the charity are also directors of the company for the purposes of the Companies Act. The Board of Trustees comprises of 8 Trustees who were appointed to the Board based on their experience and skills. The directors are appointed for a 3-year term initially. They can serve a maximum of 3 terms before having to step down. The Memorandum and Articles of Association require the Board to consist of at least 3 directors. There is no maximum number of Trustees.

The Trustees are responsible for setting the strategic direction of the Charity, approving and reviewing the delivery of its Business Plan and reviewing the risks the Charity faces. The Trustees also establish time bound and task specific working groups, for example a working group of Trustees, Management and Staff members did a lot of the detailed work to create our new Strategy, including our revised Vision, Mission and Purpose, all of which were refreshed and launched during the year.

New Trustees are provided with a full induction about the Charity and their duties and responsibilities, including the Charity Commission publication designed for this purpose. They are inducted into the charity through meetings with other Board members, the Chief Executive, members of the Senior Management Team and staff. Trustees are encouraged to attend external training events where these will be of benefit to their role.

Equality and Diversity

Tempo Time Credits is committed to proactively promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to both our services and to the workplace and enhance the way we work. Tempo Time Credits aims to be an inclusive organisation, where diversity is valued, respected and built upon, with the ability to recruit and retain a diverse workforce that reflects the communities we work with.

The need for new Trustees is reviewed regularly and when vacancies occur, they are advertised. The aim is to develop a board and staff with a diversity of perspectives. Tempo is taking steps to further diversify the perspectives of its Trustees and staff so that they are more representative of those who come from within the communities we work with, and who may have limited opportunity and/or experience.

- 60% of our Trustees self-identify as female and 40% self-identify as male (was 43% self-identified as female in 2023).
- 74% of our staff self-identify as female, 26% self-identify as male (was 77% self-identified as female and 23% as male in 2023). The male/female pay gap is 3.2% (the female/male 2.3% if the Chief Executive is excluded).
- 20% of our Trustees are non-white British (was 14% non-white British in 2023).
- 11% of our staff are non-white British (was 14% non-white British in 2023).

Structure and management reporting

The day-to-day running of the organisation is delegated to the Chief Executive and the Senior Management Team under a Scheme of Delegation. The Chief Executive meets formally with the Senior Management Team on a monthly basis. The Trustees meet 4 times per year primarily to discuss issues of strategic direction in relation to the running of the organisation and the management of performance. The Board is supported by a Finance, Audit and Risk Committee which also meets 4 times per year.

The Trustees who were in office on 31 March 2024, and served throughout the year, are shown on page 1.

TEMPO TIME CREDITS LIMITED
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TRUSTEES' REPORT (continued)

Key Management Personnel

The Chief Executive leads a Senior Management Team comprising the Director of Finance and Director of Operations.

The Board, led by the Chair, appoints and determines the salary of the Chief Executive based on annual appraisal and affordability. The remuneration of the other members of the Tempo team is set by the Chief Executive with oversight from the Trustees. This advice is based on annual appraisal and affordability. Tempo benchmarks HR and salary data with external providers.

Risk Management

Tempo's risk assessment process includes an organisation-wide risk register that is reviewed monthly by the Senior Management Team and quarterly by the Board's Finance, Audit and Risk Committee that reports up to the full Board. In addition to the organisational wide risk register, we operate a 90-day reporting framework across all departments that captures risk, this is assessed by the Senior Management Team.

The key risks currently facing Tempo are:

- The risk to income resulting from the future economic challenges facing the UK leading to a changing level and allocation of public spending. This impacts the way our current public sector commissioners view their priorities. We are addressing this by regular contact with commissioners to check commitment, developing new online support mechanisms, and seeking to broaden our range of customers.
- Risk of the recognition partner network not growing locally and nationally. We are addressing this by increased and more focused recognition attraction and management. Limited purchase of recognition opportunities in the short-term and local recognition opportunities being highlighted on the DTC portal.
- The risk that due to our recent restructuring we may struggle to grow new business due to staff capacity. To mitigate this risk the CEO has a clear focus on growing new business. Through developing our vision, mission and purpose we will ensure that our offer is clearer for the customers we are targeting. The income diversification analysis and identification work that we undertook in 2023/24 supports us engaging with new markets and widening our customer base.

Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the Trustees are required to:

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

The Trustees are responsible for ensuring proper accounting records are kept that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

TEMPO TIME CREDITS LIMITED
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TRUSTEES' REPORT (continue)

Statement as disclosure as to our auditors

In so far as the Trustees are aware at the time of approving our Trustees annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the auditor is unaware, and
- the Trustees, having made enquiries of fellow Directors and the auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as Directors, in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approval

This report was approved by Trustees on 20th November 2024



Ron Jarman
Chair of Trustees
(On behalf of Tempo's Board of Trustees)

Date: 26 November 2024

Company No 06593956

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF TEMPO TIME CREDITS LIMITED



AUDITOR'S REPORT

Opinion on financial statements

We have audited the financial statements of Tempo Time Credits (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the notes to the financial statement, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities Act 2011 and revised Charities Act 2022 that came into effect 31 October 2022.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF TEMPO TIME CREDITS LIMITED



AUDITOR'S REPORT (continue)

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities set out on page 13 the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed auditor under section 144(2)(b) of the Charities Act 2011 and under the Companies Act 2006 and report to you in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our audit was considered capable of detecting irregularities including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the company and the industry in which it operates and considered the risk of acts by the company which were contrary to applicable laws and regulations, including fraud. These included but were not limited to the Charities Act 2011, Companies Act 2006 and Health and Safety Regulations.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF
TEMPO TIME CREDITS LIMITED**

CT:

AUDITOR'S REPORT (continue)

Auditor's responsibilities for the audit of the financial statements (Continued)

We focused on laws and regulations that could give rise to a material misstatement in the company's financial statements. Our tests included, but were not limited to:

- agreement of the financial statement disclosures to underlying supporting documentation;
- enquiries of key management personnel and the Trustees;
- review of minutes of board meetings throughout the period;
- obtaining an understanding of the control environment in monitoring compliance with laws and regulations.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. We also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of bias by the Trustees that represented a risk of material misstatement due to fraud. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the members and the charitable company's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, its members as a body, and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Jeremy Chittleburgh BSC CA (Senior Statutory Auditor)
For and on behalf of CT
Chartered Accountants and Statutory Auditor
61 Dublin Street
Edinburgh,
EH3 6NL

Date: 26 November 2024

CT is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

STATEMENT of FINANCIAL ACTIVITIES
(incorporating the Income and Expenditure Account)

For the year ended 31 March 2024

	Notes	Un- restricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Un- restricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Income from:							
Charitable activities	2	257,001	439,510	696,511	334,026	674,376	1,008,402
		-----	-----	-----	-----	-----	-----
Total income		257,001	439,510	696,511	334,026	674,376	1,008,402
Expenditure on:							
Charitable activities	3,4	440,040	439,510	879,550	402,013	674,376	1,076,389
		-----	-----	-----	-----	-----	-----
Total expenditure		440,040	439,510	879,550	402,013	674,376	1,076,389
Net movement in funds		(183,039)	-	(183,039)	(67,987)	-	(67,987)
Fund balances at 1 April 2023		290,127	-	290,127	358,114	-	358,114
		-----	-----	-----	-----	-----	-----
Fund balances at 31 March 2024		107,088	-	107,088	290,127	-	290,127
		=====	=====	=====	=====	=====	=====

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 18 to 26 form part of these financial statements.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

BALANCE SHEET

As at 31 March 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible fixed assets	9	1,398	41
Intangible fixed assets	9	102,413	160,584
		-----	-----
		103,811	160,625
Current assets			
Debtors	10	50,638	15,441
Cash at bank and in hand		51,305	199,845
		-----	-----
		101,943	215,286
Creditors: Amounts falling due within one year	11	(98,666)	(85,784)
		-----	-----
Net current assets		3,277	129,502
		-----	-----
Net assets		107,088	290,127
		=====	=====
Funds			
General fund	13	5,564	132,536
Digital Time Credit fixed asset reserve	13	101,524	157,591
		-----	-----
Total fund		107,088	290,127
		=====	=====

These financial statements are prepared with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board and signed on its behalf by:



Ron Jarman (chairman)
Director

Date: 26 November 2024

Company Number: 06593956

The notes on pages 18 to 26 form part of these financial statements.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

CASH FLOW STATEMENT

For the year ended 31 March 2024

	2024	2023
	£	£
Cash flow from operating activities		
Net (expenditure)/income	(183,039)	(67,987)
Adjustments for:		
Depreciation	215	2,480
Amortisation	58,171	58,171
(Increase)/decrease in debtors	(35,197)	134,092
(Decrease)/increase in creditors	12,882	(30,310)
	-----	-----
Net cash provided by/(used in) operating activities	(146,968)	96,446
	-----	-----
Cash flow from investing activities		
Purchase of tangible fixed assets	(1,572)	-
	-----	-----
Net cash used in investing activities	(1,572)	-
	-----	-----
Change in cash and cash equivalents in the year (A)	(148,540)	96,446
Cash and cash equivalents at the beginning of the year	199,845	103,399
	-----	-----
Cash and cash equivalents at the end of the year	51,305	199,845
	=====	=====

	At 1		At 31
	April		March
	2023	Cashflows	2024
	£	£	£
(A) Analysis of changes in net cash funds			
Cash in hand	199,845	(148,540)	51,305
	=====	=====	=====
Total cash and cash in hand	199,845	(148,540)	51,305
	=====	=====	=====

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS

For the year ended 31 March 2024

1. Accounting policies

The principal accounting policies are summarised below: The accounting policies have been applied consistently throughout the year and the preceding period.

Statement of compliance

The financial statements have been prepared in British pounds (GBP) in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice for Charities (Second Edition, effective 1 January 2019) applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

Tempo Time Credits Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

General information

The charity is a private company limited by guarantee, incorporated in England and Wales (company number 06593956) and a charity registered in England and Wales (charity number: 1135143). The charity's registered address is show on page 1.

Going concern

The Trustees assessed whether the use of the going concern basis is appropriate and considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The Trustees made this assessment for both a 12-month and 24-month period from April 2024. The Trustees have also performed scenario planning, and regularly review forecasting and cash flow projections and thorough risk assessments. The risks identified have been mitigated by reducing costs and restructuring and introducing more flexibility in our resourcing. After making enquiries, the Trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

Our focus remains on Commissioners and providing the services they require to local community organisations, helping them grow and become more resilient whilst meeting the specific needs of their local environment. We are supported by a strong recognition partner network, which continues to grow with a number of new national and local partners in our target areas.

Fund accounting

Funds held by the charity are either:

- a. Unrestricted general funds – these are funds which can be used in accordance with the charity's objectives, at the discretion of the Trustees.
- b. Unrestricted designated funds – these are funds which can be used in accordance with the charity's objectives, at the discretion of the Trustees.
- c. Restricted funds – these are funds that 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.

Income

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

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

1. Accounting policies (continued)

Expenditure

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

Charitable activity costs comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both cost that can be allocated directly to such activities and those costs of an indirect nature necessary to support them, including governance costs.

Fixed assets

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. All assets costing more than £1,000 are capitalised. Depreciation is provided at rates calculated to write off the cost of fixed assets over their estimated useful lives on the following rates:

Computer equipment	-	33 1/3% straight line
Fixtures, fittings and equipment	-	33 1/3% straight line

Intangible fixed assets and amortisation

Intangible fixed assets are stated at cost less amortisation. All assets costing more than £1,000 are capitalised. Amortisation is provided at rates calculated to write off the cost of fixed assets over their estimated useful lives on the following rates:

Software	-	20% straight line
Digital Project	-	20% Straight line

Pension

The charity operates a defined contribution pension scheme. Contributions payable for the year are charged in the statement of Financial Activities. The total contributions paid in the year are shown in note 7.

Employment benefits and termination

Employment benefits, including holiday pay, are recognised in the period in which they are earned. Termination benefits are recognised in the period in which the decision is made and communicated to the relevant employee(s).

Operating leases

Rental charges are charged on a straight-line basis over the life of the lease.

Financial instruments

Financial assets such as cash and debtors are measured at their present value of the amounts receivable, less an allowance for the expected level of doubtful receivables. Financial liabilities such as trade creditors, loans and finance leases are measured at the present value of the obligation.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

1. Accounting policies (continued)

Estimate and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Although these estimates are based on management's best knowledge of the amount, events or actions, actual results ultimately differ from those estimates. The Trustees have found no areas of judgement with a significant effect on the financial statements. The Trustees reviewed in detail the amortisation rate of the new Digital Time Credits system and are satisfied the rate is correct for the expected life of the asset at this time.

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
2. Income from charitable activities			
Unrestricted funds	257,000	-	257,000
Restricted funds	-	439,510	439,510
	-----	-----	-----
Total	257,000	439,510	696,510
	=====	=====	=====
	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
3. Costs of charitable activities – by fund type			
Charitable activities	440,040	439,510	879,550
	-----	-----	-----
Total	440,040	439,510	879,550
	=====	=====	=====

The charity's charitable activities are 'developing and delivering projects, events and training that enable individuals to become more actively involved in their communities'.

	Activities Undertaken Directly 2024 £	Support Cost 2024 £	Total Funds 2024 £
4. Costs of charitable activities – by activity			
Charitable activities	621,957	257,593	879,550
	-----	-----	-----
Total	621,957	257,593	879,550
	=====	=====	=====
Comparative 2023	2023 £	2023 £	2023 £
Charitable activities	578,840	497,549	1,076,389
	=====	=====	=====

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
5. Support costs			
Property costs	7,659	-	7,659
Staff costs	37,344	40,726	78,070
Amortisation of DTC	29,115	26,952	56,067
Governance:			
Trustees' costs and recruitment	1,594	-	1,594
GDPR support costs	38	-	38
Statutory audit fee	13,064	-	13,064
General Overheads	101,101	-	101,1012
2024 total	189,915	67,678	257,593
	=====	=====	=====

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Comparative 2023			
Property costs	21,519	-	21,519
Staff costs	34,239	210,323	244,562
Amortisation of DTC	28,380	27,686	56,066
Governance:			
Trustees' costs and recruitment	2,229	-	2,229
GDPR support costs	416	-	416
Statutory audit fee	13,385	-	13,385
General Overheads	158,967	404	159,371
2023 total	259,135	238,413	497,549
	=====	=====	=====

6. Net income for the year is stated after charged	2024 £	2023 £
Statutory auditor's remuneration	13,064	13,385
Expenses to trustees	106	-
Depreciation	215	2,480
Amortisation	58,171	58,171
	=====	=====

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

7. Staff costs

Number of employees

The average number of employees per full-time equivalents in the year was 17 (2023: 22) and the average employees based on head count was as follows:

	2024	2023
	No.	No.
Average employees	21	25
	=====	=====
Employment costs	£	£
Wages and salaries	591,550	690,000
Social security costs	45,368	65,098
Pension costs	23,483	26,506
	-----	-----
	660,400	781,604
	=====	=====

During the year, one employees received emoluments over £60,000 (2023: none).

No Trustees received remuneration. Trustees received £106 reimbursement during the year, relating to travel expenses. (2023: none).

The total employee benefits including pension contributions of the key management personnel were £169,301 (2023: £242,542).

Included within staff costs is a payment to 3 employees for redundancy, totalling £3,082 (2023: 1 employee for redundancy, totalling £1,142)

8. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

9. a. Tangible fixed assets	Computer Equipment £
Cost	
At 1 April 2023	15,573
Additions	1,572
Disposals	-

At 31 March 2024	17,145

Depreciation	
At 1 April 2023	15,532
Charge for the year	215
Disposals	-

At 31 March 2024	15,747

Net book value	
At 31 March 2023	41
	=====
At 31 March 2024	1,398
	=====

9. b. Intangible fixed assets	Software £	Digital Project £	Total £
Cost			
At 1 April 2023	10,800	280,335	291,135
	-----	-----	-----
At 31 March 2024	10,800	280,335	291,135
	-----	-----	-----
Amortisation			
At 1 April 2023	7,807	122,744	130,551
Charge for the year	2,104	56,067	58,171
	-----	-----	-----
At 31 March 2024	9,911	178,811	188,722
	-----	-----	-----
Net book value			
At 31 March 2023	2,993	157,591	160,584
	=====	=====	=====
At 31 March 2024	889	101,524	102,413
	=====	=====	=====

10. Debtors	2024 £	2023 £
Trade debtors	38,855	-
Accrued income	6,873	10,206
Prepayments	4,909	5,235
	-----	-----
	50,637	15,441
	=====	=====

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

11. a. Creditors: amounts falling due within one year	2024 £	2023 £
Trade creditors	(450)	4,210
Deferred income (11b)	29,567	20,641
Accruals	38,714	27,359
VAT	13,048	10,030
Other taxes and social security	12,045	14,139
Other creditors	5,742	9,225
	-----	-----
	98,666	85,784
	=====	=====
11. b. Deferred income	2024 £	2023 £
Opening deferred income	20,641	28,106
Released in year	(20,641)	(28,106)
Income deferred in the current year	29,567	20,641
	-----	-----
	29,567	20,641
	=====	=====
12. Analysis of net assets between funds	Unrestricted Funds 2024 £	Total Funds 2024 £
Balance at respect balance sheet date as represented by:		
Fixed assets	103,811	103,811
Current assets	109,942	109,942
Current liabilities	(98,666)	(98,666)
	-----	-----
	107,087	107,087
	=====	=====
Comparative 2023	Unrestricted Funds 2023 £	Total Funds 2023 £
Balance at respect balance sheet date as represented by:		
Fixed assets	160,625	160,625
Current assets	215,286	215,286
Current liabilities	(85,784)	(85,784)
	-----	-----
	290,127	290,127
	=====	=====

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

13. Funds	At 1 April 2023 £	Income £	Expend- iture £	Transfer £	At 31 March 2024 £
General funds	132,536	257,000	(440,040)	56,067	5,563
Digital Time Credit reserve	157,591	-	-	(56,067)	101,524
Total unrestricted reserves	290,127	257,000	(440,040)	-	107,087
Restricted funds	-	439,510	(439,510)	-	-
Total funds	290,127	696,510	(879,550)	-	107,087
	=====	=====	=====	=====	=====
Comparative 2023	At 1 April 2022 £	Income £	Expend- iture £	Transfer £	At 31 March 2023 £
General funds	144,456	334,026	(402,013)	56,067	132,536
Digital Time Credit reserve	213,658	-	-	(56,067)	157,591
Total unrestricted reserves	358,114	334,026	(402,013)	-	290,127
Restricted funds	-	674,376	(674,376)	-	-
Total funds	358,114	1,008,402	(1,076,389)	-	290,127
	=====	=====	=====	=====	=====

Refer to note 1.5.c. for purpose of restricted funds.

Transfer of £56,067 from General Funds to Digital Time Credit reserve was to fund the amortisation written off during the year. (2023: £56,067).

14. Company limited by guarantee

Tempo Time Credits Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

15. Financial commitments

The charity’s total future minimum lease payments under non-cancellable operating leases are as follows for each of the following periods:

	2024	2023
	£	£
Land and buildings		
Payable within one year	-	5,458
Payable in two to five years	-	-
Office equipment		
Payable within one year	38	1,929
	=====	=====

16. Related party transactions

There were no related party transactions during the year (2023: None).

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT and FINANCIAL STATEMENTS

For the year ended 31 March 2024

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

ACCOUNTS

For the year ended 31 March 2024

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TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

LEGAL and ADMINISTRATIVE INFORMATION

For the year ended 31 March 2024

Charity reg. no.	1135143	
Company reg. no.	06593956	
Registered office	Unit 303 The Maltings East Tyndall Street Cardiff CF24 5EA	
Trustees	Ron Jarman (Chair) Christina Taylor John Puzey Karen Penney Kieran Jones Angela Barrago Rebecca Booth Tamara Collard Siddhi Trivedi Stuart Mullin	Resigned 29/01/2024 Appointed 15/11/2023 Appointed 15/11/2023 Appointed 15/11/2023 Resigned 05/04/2024
Company secretary	Lynsey Pearson	
Chief Executive Officer	Rachel Gegeshidze	
Auditors	Chiene and Tait LLP (trading as CT) 61 Dublin Street Edinburgh, EH3 6NL	
Bankers	Unity Trust Bank 4 Brindley Place Birmingham B1 2JB	

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT

The Trustees present their annual report, together with the financial statements of the charity, for the year ending 31 March 2024.

The report has been prepared in accordance with Part 8 of the Charities Act 2011 and the statement of recommended practice (SORP 2019) and is also the directors' report for the purpose of company law.

The financial statements have been prepared in accordance with the accounting policies set out on pages 18 to 20 therein and comply with the Charitable Company's Memorandum and Articles of Association, applicable laws and the

Objectives and activities

Our team, composed of community practitioners, public sector specialists and trainers, works collaboratively with citizens, communities, organisations, and services to co-produce solutions. In doing so, we focus on creating multiple pathways in to volunteering, emphasising community involvement and recognising people's skills and strengths – an approach that accentuates what's strong rather than what's wrong.

Time Credits are received by people sharing their time and skills with the community or a service. 'Earn' activities could be anything from litter picking, to campaigning and participating in co-design sessions. Time Credits can be used on activities through Tempo's local, regional and national Recognition Partner network

Our Purpose is to be the thread that connects people, services and businesses and the key that unlocks the potential for them to create communities where they can thrive.

Our Vision is that together we create a connected, fairer and healthier society

Our Mission is to build a national network of communities making positive societal change, powered by people whose contribution is valued with Tempo Time Credits

We do this by providing a range of services:

- Community development services which increase organisational resilience, capability and capacity and is a route to new and a more diverse volunteer base with higher volunteer retention.
- Training and development which delivers accredited and skilled volunteers and proficient voluntary organisations (often delivered by local partners).
- Digital Time Credits that record, recognise, reward, and improve volunteer recruitment and retention.
- Intelligence driven by data to facilitate better decision-making, allowing commissioners and community development organisations to measure change and impact.
- Information about the impact of both Tempo Time Credits and the community groups we work with.

With this range of services, we can flex our support over time, dependent on the need expressed by local community development organisations. As the communities we work with become more resilient, we help support ongoing change and the new people who come into the organisation through each of our services, delivered in a flexible way to meet changing needs.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

Our formal charitable objects are specifically restricted to:

- Advance education of society in the benefits of community engagement, volunteering and the opportunities that Time Credits provide to derive those benefits, including but not limited to the development of skills and participation in society.
- Develop the capability and capacity of community development through bringing together local, regional and national organisations, in order to deliver sustainable solutions that benefit their local communities. This partnership development will be targeted at those in society least able to take advantage of economic and social change.
- Improve the diversity and quantity of volunteering at both a local and national level, by promoting and managing Time Credits and associated digital solutions.
- Promote unpaid work and increase awareness of how voluntary work enriches society and community living, further enabled by the provision of Time Credits.
- Provide research and consultancy to support delivery of our charitable activities and objects.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

Our strategy from 2024-2027

Over the three-year timeframe of our new strategy, we will be focused on three outcome areas – Impact, Growth and Team

Our Impact goals by 2027 are

- 55% of volunteers feel healthier as a result of volunteering
- We are embedded in at least 3 programmes in each of the regions where we operate
- 75% of volunteers feel more able to contribute within their own community as a result of our work

Our Growth goals by 2027 are

- Maintain our renewal income and sustainably grow new income
- Establish corporate sponsorship as an additional income source
- Increase the value and quality in our sales pipeline and rebuild our reserves back to pre-pandemic levels

Our Team goals by 2027 are

- Develop team engagement across all areas and increase our reported team engagement score – putting the Tempo back into Tempo Time Credits
- Ensure our staff members have the skills that they need to do their roles and to grow within Tempo

We aim to achieve these challenging goals in four ways.

1. Working with communities to create more pathways to community involvement and volunteering, we will:
 - Focus on 5 key interconnected themes of Health & Social Care, Connected. Communities, Young People & Families, Heritage and Diversity, Equity & Inclusion
 - Deepen our focus and impact on communities
 - Grow our Recognition Partner Network at the local & national level
 - Develop our platform to improve accessibility and engagement
2. Ensuring our financial sustainability by focusing on sales & income diversification, we will:
 - Drive Contract Renewals through focused contract delivery
 - Win new commissioned contracts by going deep and building out
 - Secure longer-term funding
 - Diversify our income with Corporate Funding focused on social impact
3. Strengthening our culture & capability as a team by being grounded in our mission, we will
 - Bring our new Vision, Mission & Purpose to life in everything we do
 - Create an organisational development plan for both resourcing and skills
 - Continue to support & engage the team/each other
 - Ensure we recruit staff whose values align with our Vision, Mission & Purpose
4. Raising our profile by engaging others in our story, we will
 - Rewrite our Story, anchored in our refocused Vision, Mission, Purpose
 - Identify where we need to be present (Conferences, Events, Associations, Forums, etc)
 - Update & execute our Marketing & Communication Strategy

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

Achievements and Performance

IMPACT

Tempo has carried out impact evaluation across our programmes since 2012. Over 1,500 volunteers responded to our impact survey in July 2024. They told us what difference volunteering and working with Tempo Time Credits has made to them.

Overall, the results of our Impact survey continue to demonstrate the power of our model for Volunteers

- 87% of respondents have earned Tempo Time Credits in the year
- 37% of respondents had never or only occasionally given time before receiving Time Credits
- 21% of respondents volunteer for more than 5 hours per week
- 20% of respondents started or volunteered more due to Tempo Time Credits
- 43% of respondents volunteer their time more than once a week
- 60% of respondents stated that earning and using Time Credits has improved their quality of life

In addition, as a result of volunteering

- 35% have less need to see a GP
- 57% feel healthier overall
- 53% reported improved physical health
- 64% reported improved mental health
- 62% feel more confident about their future

For the Community Groups and Charities that we work with

- 61% have recruited more Volunteers
- 70% have improved Volunteer retention
- 37% have increased Volunteer diversity
- 44% have got better at engaging with other similar groups
- 30% have improved their own ability to raise funds

And our Recognition Partners reported

- Increased awareness and footfall
- Greater diversity of clients, reaching groups that wouldn't have been their typical customer
- Increased spend (as each person who redeems a time credit typically brings additional spend/other people)

'At a time when local budgets are tight, volunteers are more important than ever, adding real value across our community. With Time Credits, local business can make a real difference, with no hassle or cost. We're delighted to be able to support the essential work of volunteers in our community and we'd love to see more of the local business community involved with Time Credits' Flower Bowl, Garstang

'By being involved with Tempo Time Credits, we can do our bit in saying thank you, for the time and effort that they put in. It's a really easy thing to do, but we know it makes a real difference.' Wacky World, Preston

'We benefit from associated spend with the visitors who come using Time Credits as they will often use our gift shop or café which is revenue that we wouldn't have otherwise had if they hadn't visited us through Time Credits. Time Credits also allow us to reach individuals who wouldn't otherwise be able to visit for various reasons'. Plantasia, Wales

The average volunteering hours per week across all survey respondents is 2.95 hours – that adds up to 3.3 million hours per year across all of our registered volunteers or equivalent to **2,036 full time employees!**

Tempo Time Credits earned and used

	2022/2023	2023/2024	Change
TTCs earned	133,252	158,222	+24,970
TTCs used	23,193	30,901	+7,708

The economic impact annually based on the number of hours volunteered, if they were paid at minimum wage is a whopping £38.4Mn!

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

Our Impact on the Environment

We acknowledge that every single action (as a Charity and as individuals) we take has an impact on our environment. We want to become more aware of this and seek to minimise the negative environmental impact that our operations have on our World. Our whole approach is to bring about change in society, in communities, in groups and in individuals and this includes positive change around any impact we have on environmental issues.

The most significant ways we can control our impacts are in our use of:

- Energy, Water, Waste, Travel and our Suppliers

Environmental regulations, laws and codes of practice are regarded as setting the minimum standards of environmental performance.

Our most significant impact on the environment was the carbon footprint from our offices and in our travel. Following the closure of our London office in December 2020, we closed our office in Cardiff in 2023, retaining the ability to hire meeting space if needed. Our staff are all now home based and where possible they look to work from our partners offices. Given the geographic spread however our delivery model remains a mix of remote and in-person. We still deliver a large number of meetings and events virtually. Within this mixed model, and recognising the importance of building and maintaining relationships, travel is carefully assessed to ensure that it leads to the most effective use of time for our partners and our staff.

GROWTH

During the 2023-24 we have:

- Issued (through our local partners) 176,881 (154,352 in 2022/2023) Time Credits. Taking the total number of Time Credits issued to 1,529,506
- Supported 19,820 people to volunteer in organisations issuing Time Credits (14,760 in 2022/2023).
- Tempo Time Credit members volunteered in the 1,483 community and voluntary sector organisations who registered to use Time Credits.
- Provided opportunities through our recognition network for 30,901 Time Credits to be redeemed (23,193 in 2022/2023). The total number of Time Credits redeemed by 31 March 2024 was 514,628.

These numbers show the reach of our activities, through the community development and voluntary sector partners we work with. They are the heroes. Our role is to support them. The number of Time Credits issued and redeemed are only a fraction of the impact we have helped these organisations to deliver.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

Most of Tempo's work is undertaken in partnership with other organisations:

- *1,483 community and voluntary organisations*
- *547 recognition partners*
- *WCVA and the CVCs in Wales*
- *Team Kinetic*
- *Chorley Council*
- *City of London Corporation*
- *City Bridge Foundation*
- *Lancashire County Council*
- *Birmingham Mental Health Foundation Trust*
- *Eveson Trust*
- *National Trust*
- *Welsh Government*
- *Public Health Wales*
- *Cambridgeshire County Council*
- *Cambridge City Council*
- *Clarion Housing*
- *CGL*
- *Welsh Government*
- *Cornwall Council*
- *Medway and Swale NHS*
- *L&Q Housing*
- *Newham Council*
- *Islington Council*
- *Groundworks*
- *London Borough of Waltham Forest*

These are the organisations we work with most intensively. Our partnerships with recognition partners are mutually beneficial, with the benefit to them being both the tangible support they give to their local community and an estimated £113,878 (an average of £248 per recognition partner) of additional income from new and returning customers.

TEAM

This has been an incredibly challenging time for staff as we move from our previous strategy to our new strategy, and the changes that has required in roles and structure within the organisation.

We have looked to engage staff as much as possible within this, for example in the setting out of our Values and the work on our new Strategic plan itself. In addition, we established an entirely staff-directed working group – “Putting the Tempo back into Tempo Time Credits” – and management has started implementing some of that group's recommendations. Alongside this and in line with our new strategy we are building staff skills through mentoring and training and new recruitment aims to bring in additional community development skills and knowledge to support our place-based focus.

As we have cut costs to better match income for the year, we have not been able to bring staff together in person for a team building event this year but have relied instead on a number of shorter and smaller virtual events through the year. We are planning on holding an in-person all staff event again in October 2024, within the community that we work in Neath Port Talbot.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

Financial Review

Reserves Policy

The Trustees took the decision at the start of the year to invest in our on-going operations and contracts recognising that the move to our new strategic plan whilst bringing clarity of purpose for ourselves and our funders would take time to come through in terms of new revenue streams.

A number of significant new grant opportunities have been identified throughout the year which have taken a lot of time and resource to develop, the results of these will not be known until Q1 and Q2 of next year. Alongside this, attention has been focused on improving the quality and quantity of opportunities in the pipeline and the management of this process. This is an area that continues to get significant attention from our CEO and the Trustees.

Our recognition network has continued to grow throughout the year, with additional local and national partners coming on board and a large number of new recognition offers being available on our website for volunteers.

Our income was lower in 2023/2024 as a number of service and grant contracts came to an end or were reduced in scope and weren't immediately replaced. Management kept tight control of costs through the year to ensure we remained within a spend envelope that was proportionate to the revenue received. Roles were restructured and wherever possible staff were redeployed to manage our costs against our income, however a number of redundancies were also unfortunately required.

Going Concern basis

The Trustees assessed whether the use of the going concern basis is appropriate and considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The Trustees made this assessment for both a 12-month and 24-month period from April 2024. The Trustees have also performed scenario planning, and regularly review forecasting and cash flow projections and thorough risk assessments. The risks identified have been mitigated by reducing costs and restructuring and introducing more flexibility in our resourcing. After making enquiries, the Trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

Our focus remains on Commissioners and providing the services they require to local community organisations, helping them grow and become more resilient whilst meeting the specific needs of their local environment. We are supported by a strong recognition partner network, which continues to grow with a number of new national and local partners in our target areas.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

Governance, Structure and Management:

Governance

Tempo is a registered charity and is constituted as a company limited by guarantee. It is governed by its Memorandum and Articles of Association. It was registered as a company limited by guarantee on 15 May 2008 and was registered as a charity by the Charity Commission in England and Wales on 24 March 2010.

The Trustees of the charity are also directors of the company for the purposes of the Companies Act. The Board of Trustees comprises of 8 Trustees who were appointed to the Board based on their experience and skills. The directors are appointed for a 3-year term initially. They can serve a maximum of 3 terms before having to step down. The Memorandum and Articles of Association require the Board to consist of at least 3 directors. There is no maximum number of Trustees.

The Trustees are responsible for setting the strategic direction of the Charity, approving and reviewing the delivery of its Business Plan and reviewing the risks the Charity faces. The Trustees also establish time bound and task specific working groups, for example a working group of Trustees, Management and Staff members did a lot of the detailed work to create our new Strategy, including our revised Vision, Mission and Purpose, all of which were refreshed and launched during the year.

New Trustees are provided with a full induction about the Charity and their duties and responsibilities, including the Charity Commission publication designed for this purpose. They are inducted into the charity through meetings with other Board members, the Chief Executive, members of the Senior Management Team and staff. Trustees are encouraged to attend external training events where these will be of benefit to their role.

Equality and Diversity

Tempo Time Credits is committed to proactively promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to both our services and to the workplace and enhance the way we work. Tempo Time Credits aims to be an inclusive organisation, where diversity is valued, respected and built upon, with the ability to recruit and retain a diverse workforce that reflects the communities we work with.

The need for new Trustees is reviewed regularly and when vacancies occur, they are advertised. The aim is to develop a board and staff with a diversity of perspectives. Tempo is taking steps to further diversify the perspectives of its Trustees and staff so that they are more representative of those who come from within the communities we work with, and who may have limited opportunity and/or experience.

- 60% of our Trustees self-identify as female and 40% self-identify as male (was 43% self-identified as female in 2023).
- 74% of our staff self-identify as female, 26% self-identify as male (was 77% self-identified as female and 23% as male in 2023). The male/female pay gap is 3.2% (the female/male 2.3% if the Chief Executive is excluded).
- 20% of our Trustees are non-white British (was 14% non-white British in 2023).
- 11% of our staff are non-white British (was 14% non-white British in 2023).

Structure and management reporting

The day-to-day running of the organisation is delegated to the Chief Executive and the Senior Management Team under a Scheme of Delegation. The Chief Executive meets formally with the Senior Management Team on a monthly basis. The Trustees meet 4 times per year primarily to discuss issues of strategic direction in relation to the running of the organisation and the management of performance. The Board is supported by a Finance, Audit and Risk Committee which also meets 4 times per year.

The Trustees who were in office on 31 March 2024, and served throughout the year, are shown on page 1.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (continued)

Key Management Personnel

The Chief Executive leads a Senior Management Team comprising the Director of Finance and Director of Operations.

The Board, led by the Chair, appoints and determines the salary of the Chief Executive based on annual appraisal and affordability. The remuneration of the other members of the Tempo team is set by the Chief Executive with oversight from the Trustees. This advice is based on annual appraisal and affordability. Tempo benchmarks HR and salary data with external providers.

Risk Management

Tempo's risk assessment process includes an organisation-wide risk register that is reviewed monthly by the Senior Management Team and quarterly by the Board's Finance, Audit and Risk Committee that reports up to the full Board. In addition to the organisational wide risk register, we operate a 90-day reporting framework across all departments that captures risk, this is assessed by the Senior Management Team.

The key risks currently facing Tempo are:

- The risk to income resulting from the future economic challenges facing the UK leading to a changing level and allocation of public spending. This impacts the way our current public sector commissioners view their priorities. We are addressing this by regular contact with commissioners to check commitment, developing new online support mechanisms, and seeking to broaden our range of customers.
- Risk of the recognition partner network not growing locally and nationally. We are addressing this by increased and more focused recognition attraction and management. Limited purchase of recognition opportunities in the short-term and local recognition opportunities being highlighted on the DTC portal.
- The risk that due to our recent restructuring we may struggle to grow new business due to staff capacity. To mitigate this risk the CEO has a clear focus on growing new business. Through developing our vision, mission and purpose we will ensure that our offer is clearer for the customers we are targeting. The income diversification analysis and identification work that we undertook in 2023/24 supports us engaging with new markets and widening our customer base.

Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the Trustees are required to:

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

The Trustees are responsible for ensuring proper accounting records are kept that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (continue)

Statement as disclosure as to our auditors

In so far as the Trustees are aware at the time of approving our Trustees annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the auditor is unaware, and
- the Trustees, having made enquiries of fellow Directors and the auditor that they ought to have individually taken, have each taken all steps that they are obliged to take as Directors, in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approval

This report was approved by Trustees on 20th November 2024



Ron Jarman
Chair of Trustees
(On behalf of Tempo's Board of Trustees)

Date: 26 November 2024

Company No 06593956

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF

TEMPO TIME CREDITS LIMITED



AUDITOR'S REPORT

Opinion on financial statements

We have audited the financial statements of Tempo Time Credits (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the notes to the financial statement, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities Act 2011 and revised Charities Act 2022 that came into effect 31 October 2022.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF TEMPO TIME CREDITS LIMITED



AUDITOR'S REPORT (continue)

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities set out on page 13 the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed auditor under section 144(2)(b) of the Charities Act 2011 and under the Companies Act 2006 and report to you in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our audit was considered capable of detecting irregularities including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the company and the industry in which it operates and considered the risk of acts by the company which were contrary to applicable laws and regulations, including fraud. These included but were not limited to the Charities Act 2011, Companies Act 2006 and Health and Safety Regulations.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF
TEMPO TIME CREDITS LIMITED**

CT:

AUDITOR'S REPORT (continue)

Auditor's responsibilities for the audit of the financial statements (Continued)

We focused on laws and regulations that could give rise to a material misstatement in the company's financial statements. Our tests included, but were not limited to:

- agreement of the financial statement disclosures to underlying supporting documentation;
- enquiries of key management personnel and the Trustees;
- review of minutes of board meetings throughout the period;
- obtaining an understanding of the control environment in monitoring compliance with laws and regulations.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. We also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of bias by the Trustees that represented a risk of material misstatement due to fraud. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the members and the charitable company's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, its members as a body, and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Jeremy Chittleburgh BSC CA (Senior Statutory Auditor)
For and on behalf of CT
Chartered Accountants and Statutory Auditor
61 Dublin Street
Edinburgh,
EH3 6NL

Date: 26 November 2024

CT is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

STATEMENT of FINANCIAL ACTIVITIES
(incorporating the Income and Expenditure Account)

For the year ended 31 March 2024

	Notes	Un- restricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Un- restricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Income from:							
Charitable activities	2	257,001	439,510	696,511	334,026	674,376	1,008,402
		-----	-----	-----	-----	-----	-----
Total income		257,001	439,510	696,511	334,026	674,376	1,008,402
Expenditure on:							
Charitable activities	3,4	440,040	439,510	879,550	402,013	674,376	1,076,389
		-----	-----	-----	-----	-----	-----
Total expenditure		440,040	439,510	879,550	402,013	674,376	1,076,389
Net movement in funds		(183,039)	-	(183,039)	(67,987)	-	(67,987)
Fund balances at 1 April 2023		290,127	-	290,127	358,114	-	358,114
		-----	-----	-----	-----	-----	-----
Fund balances at 31 March 2024		107,088	-	107,088	290,127	-	290,127
		=====	=====	=====	=====	=====	=====

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 18 to 26 form part of these financial statements.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

BALANCE SHEET

As at 31 March 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible fixed assets	9	1,398	41
Intangible fixed assets	9	102,413	160,584
		-----	-----
		103,811	160,625
Current assets			
Debtors	10	50,638	15,441
Cash at bank and in hand		51,305	199,845
		-----	-----
		101,943	215,286
Creditors: Amounts falling due within one year	11	(98,666)	(85,784)
		-----	-----
Net current assets		3,277	129,502
		-----	-----
Net assets		107,088	290,127
		=====	=====
Funds			
General fund	13	5,564	132,536
Digital Time Credit fixed asset reserve	13	101,524	157,591
		-----	-----
Total fund		107,088	290,127
		=====	=====

These financial statements are prepared with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board and signed on its behalf by:



Ron Jarman (chairman)
Director

Date: 26 November 2024

Company Number: 06593956

The notes on pages 18 to 26 form part of these financial statements.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

CASH FLOW STATEMENT

For the year ended 31 March 2024

	2024	2023
	£	£
Cash flow from operating activities		
Net (expenditure)/income	(183,039)	(67,987)
Adjustments for:		
Depreciation	215	2,480
Amortisation	58,171	58,171
(Increase)/decrease in debtors	(35,197)	134,092
(Decrease)/increase in creditors	12,882	(30,310)
	-----	-----
Net cash provided by/(used in) operating activities	(146,968)	96,446
	-----	-----
Cash flow from investing activities		
Purchase of tangible fixed assets	(1,572)	-
	-----	-----
Net cash used in investing activities	(1,572)	-
	-----	-----
Change in cash and cash equivalents in the year (A)	(148,540)	96,446
Cash and cash equivalents at the beginning of the year	199,845	103,399
	-----	-----
Cash and cash equivalents at the end of the year	51,305	199,845
	=====	=====

	At 1		At 31
	April		March
	2023	Cashflows	2024
	£	£	£
(A) Analysis of changes in net cash funds			
Cash in hand	199,845	(148,540)	51,305
	=====	=====	=====
Total cash and cash in hand	199,845	(148,540)	51,305
	=====	=====	=====

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS

For the year ended 31 March 2024

1. Accounting policies

The principal accounting policies are summarised below: The accounting policies have been applied consistently throughout the year and the preceding period.

Statement of compliance

The financial statements have been prepared in British pounds (GBP) in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice for Charities (Second Edition, effective 1 January 2019) applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

Tempo Time Credits Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

General information

The charity is a private company limited by guarantee, incorporated in England and Wales (company number 06593956) and a charity registered in England and Wales (charity number: 1135143). The charity's registered address is show on page 1.

Going concern

The Trustees assessed whether the use of the going concern basis is appropriate and considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The Trustees made this assessment for both a 12-month and 24-month period from April 2024. The Trustees have also performed scenario planning, and regularly review forecasting and cash flow projections and thorough risk assessments. The risks identified have been mitigated by reducing costs and restructuring and introducing more flexibility in our resourcing. After making enquiries, the Trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

Our focus remains on Commissioners and providing the services they require to local community organisations, helping them grow and become more resilient whilst meeting the specific needs of their local environment. We are supported by a strong recognition partner network, which continues to grow with a number of new national and local partners in our target areas.

Fund accounting

Funds held by the charity are either:

- a. Unrestricted general funds – these are funds which can be used in accordance with the charity's objectives, at the discretion of the Trustees.
- b. Unrestricted designated funds – these are funds which can be used in accordance with the charity's objectives, at the discretion of the Trustees.
- c. Restricted funds – these are funds that 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.

Income

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

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

1. Accounting policies (continued)

Expenditure

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

Charitable activity costs comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both cost that can be allocated directly to such activities and those costs of an indirect nature necessary to support them, including governance costs.

Fixed assets

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. All assets costing more than £1,000 are capitalised. Depreciation is provided at rates calculated to write off the cost of fixed assets over their estimated useful lives on the following rates:

Computer equipment	-	33 1/3% straight line
Fixtures, fittings and equipment	-	33 1/3% straight line

Intangible fixed assets and amortisation

Intangible fixed assets are stated at cost less amortisation. All assets costing more than £1,000 are capitalised. Amortisation is provided at rates calculated to write off the cost of fixed assets over their estimated useful lives on the following rates:

Software	-	20% straight line
Digital Project	-	20% Straight line

Pension

The charity operates a defined contribution pension scheme. Contributions payable for the year are charged in the statement of Financial Activities. The total contributions paid in the year are shown in note 7.

Employment benefits and termination

Employment benefits, including holiday pay, are recognised in the period in which they are earned. Termination benefits are recognised in the period in which the decision is made and communicated to the relevant employee(s).

Operating leases

Rental charges are charged on a straight-line basis over the life of the lease.

Financial instruments

Financial assets such as cash and debtors are measured at their present value of the amounts receivable, less an allowance for the expected level of doubtful receivables. Financial liabilities such as trade creditors, loans and finance leases are measured at the present value of the obligation.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

1. Accounting policies (continued)

Estimate and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Although these estimates are based on management's best knowledge of the amount, events or actions, actual results ultimately differ from those estimates. The Trustees have found no areas of judgement with a significant effect on the financial statements. The Trustees reviewed in detail the amortisation rate of the new Digital Time Credits system and are satisfied the rate is correct for the expected life of the asset at this time.

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
2. Income from charitable activities			
Unrestricted funds	257,000	-	257,000
Restricted funds	-	439,510	439,510
	-----	-----	-----
Total	257,000	439,510	696,510
	=====	=====	=====
	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
3. Costs of charitable activities – by fund type			
Charitable activities	440,040	439,510	879,550
	-----	-----	-----
Total	440,040	439,510	879,550
	=====	=====	=====

The charity's charitable activities are 'developing and delivering projects, events and training that enable individuals to become more actively involved in their communities'.

	Activities Undertaken Directly 2024 £	Support Cost 2024 £	Total Funds 2024 £
4. Costs of charitable activities – by activity			
Charitable activities	621,957	257,593	879,550
	-----	-----	-----
Total	621,957	257,593	879,550
	=====	=====	=====
Comparative 2023	2023 £	2023 £	2023 £
Charitable activities	578,840	497,549	1,076,389
	=====	=====	=====

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
5. Support costs			
Property costs	7,659	-	7,659
Staff costs	37,344	40,726	78,070
Amortisation of DTC	29,115	26,952	56,067
Governance:			
Trustees' costs and recruitment	1,594	-	1,594
GDPR support costs	38	-	38
Statutory audit fee	13,064	-	13,064
General Overheads	101,101	-	101,1012
2024 total	189,915	67,678	257,593
	=====	=====	=====

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Comparative 2023			
Property costs	21,519	-	21,519
Staff costs	34,239	210,323	244,562
Amortisation of DTC	28,380	27,686	56,066
Governance:			
Trustees' costs and recruitment	2,229	-	2,229
GDPR support costs	416	-	416
Statutory audit fee	13,385	-	13,385
General Overheads	158,967	404	159,371
2023 total	259,135	238,413	497,549
	=====	=====	=====

6. Net income for the year is stated after charged	2024 £	2023 £
Statutory auditor's remuneration	13,064	13,385
Expenses to trustees	106	-
Depreciation	215	2,480
Amortisation	58,171	58,171
	=====	=====

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

7. Staff costs

Number of employees

The average number of employees per full-time equivalents in the year was 17 (2023: 22) and the average employees based on head count was as follows:

	2024	2023
	No.	No.
Average employees	21	25
	=====	=====
Employment costs	£	£
Wages and salaries	591,550	690,000
Social security costs	45,368	65,098
Pension costs	23,483	26,506
	-----	-----
	660,400	781,604
	=====	=====

During the year, one employees received emoluments over £60,000 (2023: none).

No Trustees received remuneration. Trustees received £106 reimbursement during the year, relating to travel expenses. (2023: none).

The total employee benefits including pension contributions of the key management personnel were £169,301 (2023: £242,542).

Included within staff costs is a payment to 3 employees for redundancy, totalling £3,082 (2023: 1 employee for redundancy, totalling £1,142)

8. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

9. a. Tangible fixed assets	Computer Equipment £
Cost	
At 1 April 2023	15,573
Additions	1,572
Disposals	-

At 31 March 2024	17,145

Depreciation	
At 1 April 2023	15,532
Charge for the year	215
Disposals	-

At 31 March 2024	15,747

Net book value	
At 31 March 2023	41
	=====
At 31 March 2024	1,398
	=====

9. b. Intangible fixed assets	Software £	Digital Project £	Total £
Cost			
At 1 April 2023	10,800	280,335	291,135
	-----	-----	-----
At 31 March 2024	10,800	280,335	291,135
	-----	-----	-----
Amortisation			
At 1 April 2023	7,807	122,744	130,551
Charge for the year	2,104	56,067	58,171
	-----	-----	-----
At 31 March 2024	9,911	178,811	188,722
	-----	-----	-----
Net book value			
At 31 March 2023	2,993	157,591	160,584
	=====	=====	=====
At 31 March 2024	889	101,524	102,413
	=====	=====	=====

10. Debtors	2024 £	2023 £
Trade debtors	38,855	-
Accrued income	6,873	10,206
Prepayments	4,909	5,235
	-----	-----
	50,637	15,441
	=====	=====

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

11. a. Creditors: amounts falling due within one year	2024 £	2023 £
Trade creditors	(450)	4,210
Deferred income (11b)	29,567	20,641
Accruals	38,714	27,359
VAT	13,048	10,030
Other taxes and social security	12,045	14,139
Other creditors	5,742	9,225
	-----	-----
	98,666	85,784
	=====	=====
11. b. Deferred income	2024 £	2023 £
Opening deferred income	20,641	28,106
Released in year	(20,641)	(28,106)
Income deferred in the current year	29,567	20,641
	-----	-----
	29,567	20,641
	=====	=====
12. Analysis of net assets between funds	Unrestricted Funds 2024 £	Total Funds 2024 £
Balance at respect balance sheet date as represented by:		
Fixed assets	103,811	103,811
Current assets	109,942	109,942
Current liabilities	(98,666)	(98,666)
	-----	-----
	107,087	107,087
	=====	=====
Comparative 2023	Unrestricted Funds 2023 £	Total Funds 2023 £
Balance at respect balance sheet date as represented by:		
Fixed assets	160,625	160,625
Current assets	215,286	215,286
Current liabilities	(85,784)	(85,784)
	-----	-----
	290,127	290,127
	=====	=====

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

13. Funds	At 1 April 2023 £	Income £	Expend- iture £	Transfer £	At 31 March 2024 £
General funds	132,536	257,000	(440,040)	56,067	5,563
Digital Time Credit reserve	157,591	-	-	(56,067)	101,524
Total unrestricted reserves	290,127	257,000	(440,040)	-	107,087
Restricted funds	-	439,510	(439,510)	-	-
Total funds	290,127	696,510	(879,550)	-	107,087
	=====	=====	=====	=====	=====
Comparative 2023	At 1 April 2022 £	Income £	Expend- iture £	Transfer £	At 31 March 2023 £
General funds	144,456	334,026	(402,013)	56,067	132,536
Digital Time Credit reserve	213,658	-	-	(56,067)	157,591
Total unrestricted reserves	358,114	334,026	(402,013)	-	290,127
Restricted funds	-	674,376	(674,376)	-	-
Total funds	358,114	1,008,402	(1,076,389)	-	290,127
	=====	=====	=====	=====	=====

Refer to note 1.5.c. for purpose of restricted funds.

Transfer of £56,067 from General Funds to Digital Time Credit reserve was to fund the amortisation written off during the year. (2023: £56,067).

14. Company limited by guarantee

Tempo Time Credits Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

TEMPO TIME CREDITS LIMITED
(A company limited by guarantee)

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2024

15. Financial commitments

The charity’s total future minimum lease payments under non-cancellable operating leases are as follows for each of the following periods:

	2024	2023
	£	£
Land and buildings		
Payable within one year	-	5,458
Payable in two to five years	-	-
Office equipment		
Payable within one year	38	1,929
	=====	=====

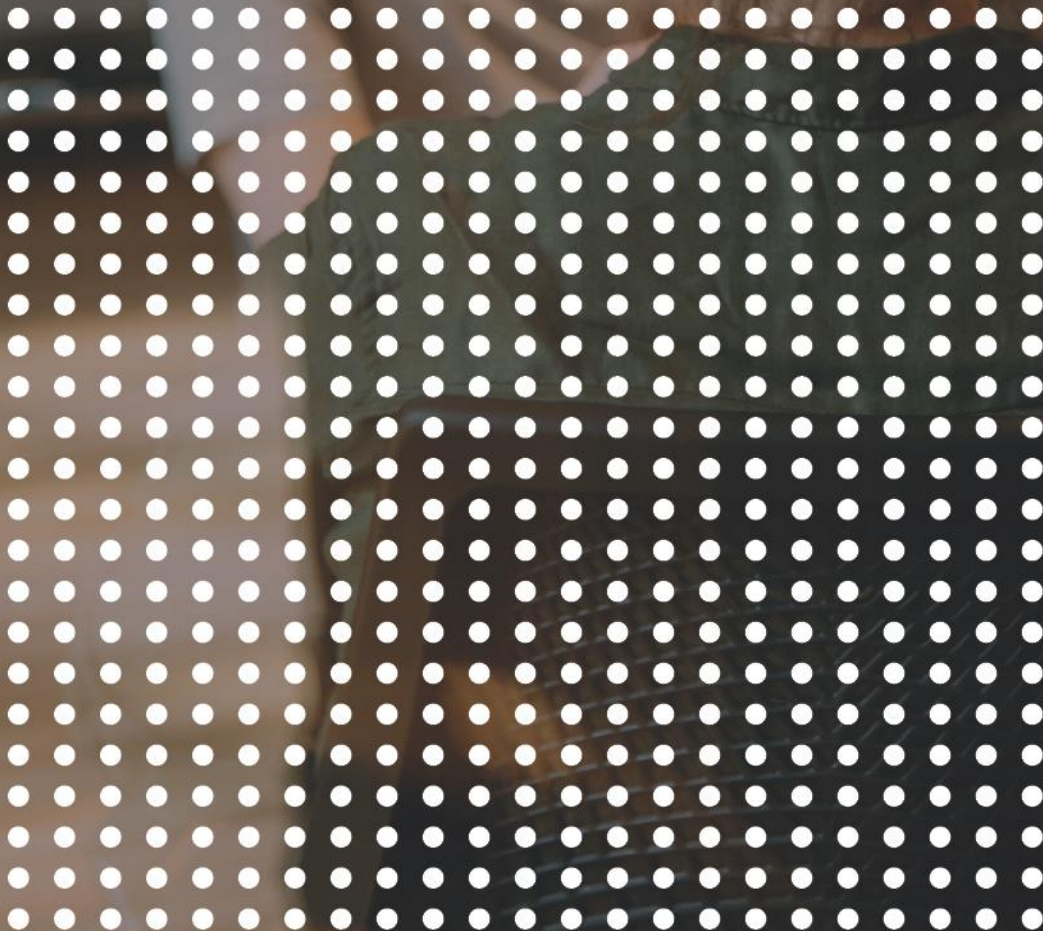
16. Related party transactions

There were no related party transactions during the year (2023: None).

Tempo Time Credits Limited

For the year ended 31 March 2024

Audit Summary Report to those charged with Governance





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Limitations of this report

This report refers only to material matters we have identified from our audit of the financial statements of Tempo Time Credits Limited, for the year ended 31 March 2024, that we think merit being brought to your attention. The matters raised in this report are only those which came to our attention during the course of our audit and are not necessarily a comprehensive statement of all issues affecting the financial statements of Tempo Time Credits.

Any recommendations for improvements should be assessed by you for their full commercial impact before they are implemented. We draw your attention to the fact that management are responsible for identifying, evaluating and managing risk, including new risks and those which change.

This report has been prepared solely for your use as Trustees and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose

Executive summary

Introduction

The purpose of this report is to highlight the key issues affecting the preparation of the financial statements for the year ended 31 March 2024. It is also used to report to management matters arising from our audit work and to meet the mandatory requirements of International Standard on Auditing (UK) 260 – Communication with those charged with governance.

Changes to our audit plan

In the conduct of our audit, we have not had to alter or change our audit plan, which we communicated to you in our Audit Planning Document dated July. We note how we have addressed the risks identified at planning.

Status of the audit

Our audit is substantially complete although we are finalising our procedures in the following areas:

- Obtaining and reviewing the letter of representation.
- Updating our post balance sheet events review to the date of signing the financial statements.

Audit adjustments

The audit adjustments are discussed in the 'Audit Adjustments' section of this document.

Control matters

The management is responsible for the identification, assessment, management and monitoring of risk, and for developing, operating and monitoring the system of financial control.

Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we will report these to the Trustees.

There are no control issues noted in the current year that we would wish to bring to your attention. Matters arising from the financial statements audit and any recommendations have been discussed with senior management and noted in the 'Issues Arising During the Audit' section.



Financial statements opinion

We propose to give an unqualified opinion on the financial statements.

Appreciation

We would like to take the opportunity to record our appreciation for the assistance provided by your team during our audit.

Accounting and audit risks and responses

Issues identified at planning stage

As noted in our Audit Planning Document submitted to the Trustees, the following audit risk areas in respect of the financial statements being materially misstated were identified as significant matters and therefore were considered in detail during our audit fieldwork.

Business risks

Risk and audit response	Resolution
Going Concern assessment and cessation of grant income We will obtain the budgets for a period of at least twelve months after the date of signing the audit report. We will assess the assumptions applied in the preparation of the budgets to ensure these are appropriate. We will also obtain the completed going concern questionnaire from management. We will review the budget alongside the responses to this questionnaire to ensure that the charity can continue to meet its future obligations as they fall due and therefore remain a going concern. We will review income with reference to the service contracts and grant award letters, alongside a review of the financial information for the forthcoming year. This will form one of our key considerations regarding the appropriateness of the going concern assumption.	To obtain assurance about the charity's ability to continue as a going concern, we have reviewed the forecasts and budgets for 2024/2025 as well as the scenario budget prepared for the periods to 2025/26. We reviewed the budgeted assumptions by obtaining additional information through the going concern questionnaire completed by senior management, agreeing the funding available to key contracts and assessing the expenditure budgeted. The budgets prepared indicate that the charity has sufficient cash reserves to continue its operations at the current level for a period of at least 12 months from the date the financial statements are approved. We are satisfied that existing reserves, together with the duration of secured funding contracts, provide sufficient assurance on the ability of the charity to continue to operate

Audit risks

Risk and audit response	Resolution
<p>Fraud, including management override of controls.</p> <p>At each stage of the audit process, we will confirm with management if they are aware of any known or suspected fraud during the year.</p> <p>Throughout the audit process, we will remain sceptical for evidence of fraud, and we will follow up on any unusual or suspicious transactions.</p> <p>We will use data analytics software to review the journal adjustments posted during the year to confirm if these are reasonable and have been made in the normal course of business.</p>	<p>We have held discussions with the Trustees and management regarding the risk to the Charity for fraud and management override. We have reviewed the financial manual and the financial policies compiled for the 2023/24 financial year and have confirmed that they have appropriate systems in place to identify and mitigate the risk. We have also confirmed through reviewing trustee meeting minutes and discussion with the senior management that there have been no instances of fraud during the year of which they are aware. During our audit testing we have reviewed journal entries processed in the year, at financial statement level and post year-end. This has provided assurance that there was no evidence of potential management override. Throughout our audit we have remained alert to any unusual or suspicious transactions, and none were highlighted.</p>
<p>Completeness of income.</p> <p>Following our discussion with management on the systems for recognising income, we will perform walkthroughs to ensure the systems and controls are operating effectively.</p> <p>We will perform substantive testing on all material income streams to confirm that the income recognised in the financial statements is complete, being recorded in the correct financial period and is being recognised in line with any terms attached to the income.</p>	<p>We have reviewed the systems and controls in operation regarding income recognition from all material sources. In addition, we have carried out walkthrough tests to ensure the systems are operating as documented. To provide assurance over completeness of income we have selected a sample of grant agreements/contracts. These were reviewed to ensure income was accounted for in accordance with the agreement/contract. We have tested income received around the year end to gain assurance that items have been recorded in the correct period. We have reviewed deferred income and the details of contracts to confirm income has been appropriately recognised.</p>
<p>Fund accounting.</p> <p>We will review the allocation of income and expenditure between unrestricted, designated and restricted funds during audit testing to ensure these are correctly accounted for. This review will incorporate transfers between funds and confirmation that these have been appropriately approved by the Trustees.</p>	<p>We have performed testing to confirm there are no material misallocations of income and expenditure between individual funds. We have ensured that any restrictions imposed on income have been identified and classified appropriately. We have reviewed expenditure and performed testing to ensure expenditure on charitable activities has been classified appropriately and allocated between restricted or unrestricted funds correctly. Transfers between funds have also been considered and found to be appropriate.</p>

We will also confirm that apportionment of costs across funds has been calculated on a reasonable and consistent basis.

Related party transactions

We will discuss with management if there have been any changes in related parties. We will also review the trustee's declaration of interest forms to identify if there are any undisclosed related party transactions.

We will review the accounting records for any further related parties not identified by management to ensure the disclosure made in the financial statements is complete.

We have held discussions with management regarding the completeness of related party disclosures and procedures in place for the recognition of related parties. We have reviewed the declarations received from trustees, together with trustee meeting minutes for evidence of any undisclosed related parties. We have also reviewed appointments of Directors as recorded at Companies House. Based upon the work undertaken, we have not identified any previously undisclosed related parties. We are satisfied that disclosure regarding related parties is complete.

Issues arising during the audit

During the course of our audit work we noted the following issues that we wish to bring to your attention:

Issue	Resolution
Late VAT Submission It was noted during our testing that there was a late VAT return submission and payment in the year which resulted in a late filing penalty and fine.	Following discussion with management there have been new procedures implemented to reduce the likelihood of there being any further late submissions and are satisfied that this was an isolated incident.
Employee contracts During our testing of new employees in the year we reviewed their contracts of employment. We identified one instance where the new employee had not signed their employment contract.	We recommend that employee contracts are reviewed to ensure that all contracts have been fully signed.

Issues arising during the prior year audit

There were no issues identified in the prior year that are of ongoing relevance.

Forthcoming developments

We enclose a copy of our Technical Developments briefing document which we hope will be of interest to you. If you have any questions regarding any of the content please do not hesitate to contact us.

Internal Control

Weakness and governance issues arising during the audit

We have set out below areas of accounting and internal control weakness that we consider should be brought to the attention of the Trustees which arose as a result of our audit work.

This does not constitute a comprehensive statement of weaknesses that may exist in internal controls or of all improvements which may be made

Definition of priorities

High	Issues subjecting the organisation to material risk which should be addressed as a matter of priority.
------	--

Medium	Issues subjecting the organisation to actual or potential significant risk.
--------	---

Low	Matter which, if addressed, will enhance efficiency and effectiveness.
-----	--

Issues arising

We are pleased to note that our audit has not identified any control weaknesses or governance issues in the current year.

Weaknesses arising in the prior year

The table below highlights the issues raised in the prior year audit summary report and follows up on the actions taken to address them. Recommendations have been ranked in terms of priority reflecting the risk attaching to the recommendation.

Issues arising

Issues arising	
Fund reporting:	To ensure fund disclosure is performed accurately and to be aware of spending of restricted and unrestricted funds the charity makes use of departmental codes to allocate cost within Xero
Observation	It was identified during the walkthrough at planning and during the audit fieldwork that these departmental allocations have not been consistently allocated during the year.
Priority	The departmental code allocations are used to process the income and expenditure linked to a specific fund or grant.
Risk and Recommendation	There is a risk if the departmental allocations are not used that funds could be spend incorrectly and the charity could be in breach of the grant contract terms and incorrect disclosure of funds in the financial statements. It is our recommendation that this departmental code allocation should be allocate with each transaction to ensure better review of spending and reporting of funds.
Management response	This has been discussed with senior management and a manual workbook with the Funds Split was provided during the audit fieldwork stage and they confirmed that this will be put in place in Xero going forward.
2024 update	We did not note any issues over fund accounting in the year.

Audit adjustments

Impact of audit adjustments made

No audit adjustments were identified as requiring to be made in the financial statements for the year to 31 March 2024

Uncorrected misstatements

We are required to communicate all uncorrected misstatements to you, other than those considered to be clearly trivial.

A summary of uncorrected misstatements is included below.

		£
Detail		Positive/(adverse)
Debit balances within trade creditors (debit balance of £1,706)		-

ISA 260 reporting requirements

International Standard on Auditing ('ISA') 260 "Communication of audit matters with those charged with governance" requires us to communicate relevant matters relating to the audit of the financial statements to those charged with governance.

We have set out opposite how each of the key areas has been addressed and where they have been reported:

ISA 260 Requirement	CT Response
Confirmation of the independence of both the Firm and the audit team	Confirmed.
Confirmation of audit approach and scope	Confirmed via planning document.
Consideration of significant accounting policies	Considered throughout the audit process and discussed with management as appropriate.
Consideration of any material risks and exposures	Considered throughout the audit process and further within this report.
Schedule of material audit adjustments (adjusted and unadjusted)	Discussed on page 12 of this report
Consideration of material uncertainties casting doubt on the entity's ability to continue as a going concern	Discussed on page 6 of this report
Significant disagreements with management	None noted.
Expected modifications to the auditor's report	None noted.
Material weakness in the accounting and internal control system	None noted.

