

THE BUTLER TRUST
(A charitable company limited by guarantee)
**DIRECTORS' AND TRUSTEES' REPORT
AND ACCOUNTS**
FOR THE YEAR ENDED 31 MARCH 2023

Company No: 07844810
Charity No: 1145182

**THE BUTLER TRUST
REPORT AND ACCOUNTS**

C O N T E N T S

	Page
Directors' and Trustees' Report	2 – 8
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Accounts	12 – 19

THE BUTLER TRUST
DIRECTORS' AND TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

The Trustees are pleased to present their annual Directors' report together with the financial statements of the charity for the year ended 31st March 2023, which are also prepared to meet the requirements for a Directors' report and Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statements of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charity SORP (FRS 102)).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Butler Trust is registered as a company limited by guarantee and not having share capital. Its operations are governed by its memorandum and articles of association (M&AA).

The Butler Trust was originally formed and registered as a charity (no. 291762) in 1985. It was incorporated as a company on 11 November 2011 and registered as a charity with the Charity Commission on 21 December 2011. It commenced activities on 01 April 2012, replacing the previous charitable trust of the same name, from which all staff and assets were transferred on that date. The company information set out on page 7 forms part of this report.

Organisational Structure

The Trust is a charitable company, organised so that Trustees and Officers meet regularly to manage its affairs. The Board comprises members from a variety of backgrounds, and also includes representatives of the Butler family.

To facilitate activities, the Board has delegated authority to the Director for operational matters including financial, employment and other related activities. Decisions relating to strategy and policy are made by the Board.

Recruitment and appointment of Trustees

The Chair of the Board is nominated by the Trustees. Trustees are appointed by resolution of the Board. A sub-group is tasked with identifying and interviewing potential candidates and making recommendations on new appointments to the full Board. In carrying out its role, the sub-group takes account of a range of criteria, including the need to maintain a diverse and complementary range of skills and experience on the Board.

Corporate Governance

The Director is appointed by, and accountable to, the Board of Trustees, and reports to them at their regular meetings. Governance matters are reviewed and overseen by Trustees at their regular meetings. The Trust's annual budgets and business plans, triennial strategic plans, operating policies, and the Director's remuneration are all subject to Board approval.

Risk management

The Director maintains a risk register covering strategic, operational, financial, governance, compliance and external risks. The register identifies potentially significant risks and their likelihood and possible impact in each of these areas, together with existing control measures, any additional actions required to mitigate retained risks, and the people responsible for ensuring they are monitored and addressed.

The risk register is reviewed by the Board at its quarterly meetings.

The Trustees have given consideration to the major risks to which the charity is exposed and have satisfied themselves that systems and procedures are in place in order to mitigate and manage these and other risks.

THE BUTLER TRUST
DIRECTORS' AND TRUSTEES' REPORT (Cont/d)
FOR THE YEAR ENDED 31 MARCH 2023

Diversity

The Butler Trust is committed to promoting equality, fairness and respect, and opposes all forms of unlawful and unfair discrimination, victimisation, harassment, bullying, and insulting or abusive behaviour.

The Trust aims to ensure that:

- diversity is encouraged within the Trust, creating an environment in which individual differences and the contributions of all are recognised and valued;
- the working environment within the Trust, and the way we carry out our work, promotes dignity, respect and fairness to all;
- no one is unlawfully or unfairly discriminated against on grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity, or any other irrelevant factor.

The Trust has a comprehensive Equality and Diversity Policy and Procedures. The Policy and Procedures, and the Trust's compliance with them, are reviewed annually.

Strategic review and Business Planning

In March 2021 the Board approved a new three-year strategy review, for the period 2021-24.

The Awards, and Alumni Programme remain at the heart of the Trust's work, and we will continue to champion the wider workforce under the #HiddenHeroes campaign.

Our development priorities over the period focus on enhancing our programme for promoting and disseminating good practice, including:

- building engagement with the Knowledge Exchange platform;
- increasing the range of resources on the Knowledge Exchange;
- developing a competition to highlight and share local good practice more widely;
- producing a second Good Book of Prisons, based on a national tour of the estate, focusing on examples of notable practice in each establishment in England & Wales*

[*The plan for a second Good Book of Prisons was agreed with HMPPS after the strategy review was completed; and in consultation with HMPPS, the Board agreed to put on hold our initial plans to run a series of "thematic" notable practice workshops over the period.]

Each year over the period, an annual Business Plan is agreed detailing a plan of actions intended to further each of these strategic aims. Targets in the 2022-23 Business plan included:

- simplifying the Awards nominations for youth justice, and community settings in Scotland, as part of ongoing efforts to encourage greater engagement from those parts of the sector;
- organising a third national #HiddenHeroes Day, to recognise and celebrate the work of managers and staff across the criminal justice sector;
- following the success of last year's pilots, running the Ruth Mann and Kathy Biggar Trophies for notable practice for a second year, drawing on the lessons from the pilot;
- start work on the second *Good Book of Prisons*, based on a national tour of the estate, focusing on examples of notable practice in each establishment in England & Wales.

THE BUTLER TRUST
DIRECTORS' AND TRUSTEES' REPORT (Cont/d)
FOR THE YEAR ENDED 31 MARCH 2023

Our volunteers

We had 16 volunteers in 2022-23 providing a total of approximately 340 hours support (a slight increase on 2021-22: 15 volunteers and 300 hours). Volunteers assist at our Awards Ceremony and on our Awarding Panel and notable practice trophy panels.

CHARITABLE ACTIVITIES

Public Benefit

The Trustees confirm that, when reviewing the charitable company's activities and devising its future programme, they have referred to the Charity Commission's general guidance on public benefit and complied with their duties under Section 17 of the Charities Act 2011.

The Trust's principal charitable purposes for the public benefit are to further and promote practice among those working in the penal system in the United Kingdom which contributes to:

- the promotion of the rehabilitation of offenders and the prevention of crime;
- the promotion of the social inclusion of offenders by facilitating their integration and constructive engagement in society; and
- the advancement of the health, safety and psychological well-being of offenders and those who work with them.

Our purpose and activities

The Trust's principal objectives are to recognise, develop and disseminate good practice on the part of those working in correctional settings across the United Kingdom which promotes or otherwise contributes to: the rehabilitation of offenders; the social integration of offenders; the effective management and care of offenders; the health and well-being of staff; crime prevention; and wider benefits to the public at large.

The main elements of charitable activity are:

- an Annual Award Scheme, which aims to identify, celebrate and promote practice which contributes to the public benefits outlined above;
- an Alumni Development Programme, which aims to help Award Winners and Commendees to learn from and build upon their achievements;
- a Hidden Heroes Programme, which aims to promote morale, and celebrate and promote the role of staff and volunteers across the sector;
- a Good Practice Programme, which aims to spread good practice, including that of Award Winners and Commendees, across UK correctional settings.

Achievements and Performance

Annual Awards

We had a record number of nominations in 2022-23, 423 in total – compared with an average over the previous three years of 341 (339 in 2021-22). While we did not see any increase in engagement from youth justice in England & Wales, we did also receive more nominations from Scottish community and youth justice, SPS, and APs than in recent years.

Engagement with the awards from adult community justice (probation) settings in Scotland, and from community youth justice settings across the UK, has always been low compared to the rest of the criminal justice sector. We believe that various factors contribute to that, including the relatively small size of each local service, and the fact that they are provided through local authorities rather than national criminal justice agencies. While we recognise that engagement from those settings are likely always to remain relatively low, we introduced a simplified nominations process for them in 2022, to make it easier for those who wish to, to take part.

THE BUTLER TRUST
DIRECTORS' AND TRUSTEES' REPORT (Cont/d)
FOR THE YEAR ENDED 31 MARCH 2023

We have also seen a slight drop off in engagement from the Scottish Prison Service (SPS) in recent years; and we have historically received relative few nominations from Approved Premises (APs), in spite of strong engagement from other parts of the National Probation Service (NPS). With this in mind, we had meetings with senior managers from SPS, and within the new national Approved Premises (AP) structure in NPS, ahead of the 2022-23 nominations cycle, to encourage greater engagement from them.

We amended the Awarding Process this year so that the Judging Panel had an opportunity to talk to all of the nominees shortlisted by the Sifting Panel, rather than just those shortlisted for a possible Award. While this did increase the Judging Panel's workload, it was well received, and the evidence shows that the change did have a significant impact on final outcomes.

Overall outcomes for most sectors were broadly close to par, taking account of their respective workforce sizes – except for youth justice in England & Wales, which remained significantly below par (in line with the low number of nominations submitted).

The Award Ceremony for our 2022-23 Award Winners and Commendees took place in March 2023, with our Royal Patron, HRH The Princess Royal again presiding (as on every previous occasion); and we were delighted once again to be able to hold the event at St James's Palace, for the first time since the Covid pandemic. [In 2022, we held an event for the 2021-22 Award Winners and Commendees, together with their 2019-20 and 2020-21 counterparts (whose events had had to be cancelled because of Covid), at the Sheldonian Theatre in Oxford.]

Alumni Development Programme

After postponing it in 2020, and running it online in 2021, we ran the Alumni Programme for 2021-22 Award Winners and Commendees in person again, while also allowing people to dial in online if they were unable to travel.

Twenty-two (almost three quarters) of this year's cohort of Award Winners and Commendees (2021-22: 24, 80%) took part in the programme, with 21 completing the optional qualification (19 in 2020-21).

In addition to the formal teaching elements of the programme, 18 participants took up the offer of additional one-to-one mentoring, with 40 sessions delivered in total (2021-22: 17 participants and 35 sessions).

#HiddenHeroes

For the third year since we launched the idea in 2020, we again promoted 29 September as national #HiddenHeroes Day, celebrating all those who work in UK prisons, IRCs, probation, and youth justice; and the day was again marked widely throughout the country and supported at the highest levels across the correctional services.

Good Practice Programme

In May 2022, our Director, Simon Shepherd, began a second national tour of the prison estate in England & Wales, as a follow up to the *Good Book of Prisons* (published in 2019). By the end of March 2023, he had visited 35 of the 122 establishments across England & Wales, with the aim of completing the tour, and publishing a second *Good Book of Prisons*, by the autumn of 2024.

In December 2022, with the support of HMPPS, we held a two day event, attended by 41 Governing Governors, to look at what they and their respective HQs can do to reduce the pressure on them, improve staff morale, and increase staff retention. We wrote up the findings from the event and circulated them to Governors across the country. We also presented the findings to the CEO and COO of HMPPS, and (separately) with the Prisons and Probation Minister; and Amy Rees has since written to Governors explaining the steps they intend to take in support of their recommendations.

Following the success of last year's pilot, we repeated the Ruth Mann and Kathy Biggar Trophies – for notable practice in custodial and non-custodial settings, respectively – in 2022-23. We received slightly fewer submissions in 2022-23 (40 and 16 for the Ruth Mann and Kathy Biggar Trophies, respectively, compared with 47 and 21 in 2021-22), but the standard was again high. Our Director presented the Trophies to the two winners in December and January, and we added details of all the submissions to theKnowledgeExchange.uk.

Our online library of practice related resources on theKnowledgeExchange.uk, which we continued to administer throughout the year, now extends to almost 500 publications and examples of notable practice.

THE BUTLER TRUST
DIRECTORS' AND TRUSTEES' REPORT (Cont'd)
FOR THE YEAR ENDED 31 MARCH 2023

FINANCIAL REVIEW

Overview

The net operating deficit for the year is £11,878 (2022 – deficit £24,607). The charity generated a deficit of £11,006 (2022 – deficit £38,310) prior to loss on investment arising on the charity's investment portfolio totalling £872 (2022 – gain of £13,703).

The total funds carried forward as at 31st March 2023 are £326,645 (2021 – £338,523).

Investment and reserves policy

It is the intention of the Trust to budget and operate on a surplus basis. However, reserves can be used to cover any shortfall in revenues and operating expenses and also to support strategic initiatives. The Trust follows a set of guidelines to ensure its fund can meet all deficit and expenditure obligations in relation to its annually approved budget. The guidelines include liquidity measures to ensure:

- minimum asset/liquidity thresholds in reserve to ensure the Trust can operate as a going concern;
- minimum reserve levels before the Trust considers any significant strategic change;
- minimum cash equivalent reserves before the Trust considers acquiring investment assets, and specifically having an exposure to equities;
- the Trust manages with a minimum level of working capital for current and forecast operating purposes.

Principal funding sources

The principal funding sources for the Trust are Her Majesty's Prison and Probation Service (HMPPS), private contractors working in the prison and probation sectors, charitable trusts and foundations, and, to a limited extent, individual donors.

FUTURE PLANS AND DEVELOPMENTS

Our plans in 2023-24 draw on the outcome of the 2021-24 strategy review approved by the Board in March 2021 (outlined earlier in this report), and include:

- extending the simpler, single-stage nomination process, to all non-custodial settings (while retaining the two-stage process in prisons and other custodial settings);
- commissioning work to improve the Trust's IT systems and streamline the administration of the Awards – to improve operational efficiency and resilience;
- continuing work on the second *Good Book of Prisons*, identifying examples of notable practice across the prison estate in England & Wales.

THE BUTLER TRUST
DIRECTORS' AND TRUSTEES' REPORT (Cont/d)
FOR THE YEAR ENDED 31 MARCH 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number: 1145182

Company number: 07844810

Registered office: Unit 302 China Works, Black Prince Road, London SE1 7SJ

Directors and Trustees:

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law. The Trustees and officers serving during the year and since the year end were as follows:

Trustees

Michael Spurr CB	Chair
Claudia Sturt	Treasurer
Malcolm Butler	Reappointed September 2022
Geoffrey Dobson OBE	
Dr Louise Falshaw	Appointed September 2022
Elizabeth Green	
Sir Michael Harrison	Retired September 2022
Professor Alison Liebling	
Peter McParlin	
Robert Perry	Retired September 2022
Pia Sinha	Appointed September 2022
Beverley Thompson-Brown OBE	
Jeanette Whitford	Retired September 2022
Barbara Wilding CBE QPM	
Zoe Williams	Retired September 2022

Senior Management Team: Simon Shepherd OBE - Executive Director
Andrew Skilton - Operations Manager

Independent Examiner: Samir Shah FCA,
Ramon Lee Ltd, 93 Tabernacle Street, London EC2A 4BA

Bankers: CAF Bank Limited
Triodos Bank

THE BUTLER TRUST
DIRECTORS' AND TRUSTEES' REPORT (Cont'd)
FOR THE YEAR ENDED 31 MARCH 2023

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees (who are also Directors of The Butler Trust for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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

APPROVAL

This report was approved by the Trustees and Directors on 19th September 2023 and signed on their behalf.



Michael Spurr
Chair of the Board of Trustees and Directors

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE BUTLER TRUST

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 10 to 19.

This report is made solely to the charity's trustees, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my Independent Examination, for this report, or for the opinions I have formed.

Respective responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

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


Independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants of England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**SAMIR SHAH FCA
RAMON LEE LTD
CHARTERED ACCOUNTANT**

**93 TABERNACLE STREET
LONDON EC2A 4BA**

19th SEPTEMBER 2023

THE BUTLER TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 £	2022 £
Income						
Donations	2	5,626	-	-	5,626	2,858
Income from charitable activities	3	219,600	-	10,000	229,600	229,700
Investment income	4	590	-	-	590	147
Total income		<u>225,816</u>	<u>-</u>	<u>10,000</u>	<u>235,816</u>	<u>232,705</u>
Expenditure						
Expenditure on charitable activities	5	236,822	-	10,000	246,822	271,015
Total expenditure		<u>236,822</u>	<u>-</u>	<u>10,000</u>	<u>246,822</u>	<u>271,015</u>
Net gain/(loss) on investments	11	(872)	-	-	(872)	13,703
Net income/(expenditure)		<u>(11,878)</u>	<u>-</u>	<u>-</u>	<u>(11,878)</u>	<u>(24,607)</u>
Transfer between funds		11,878	(11,878)	-	-	-
Net movement in funds		<u>-</u>	<u>(11,878)</u>	<u>-</u>	<u>(11,878)</u>	<u>(24,607)</u>
Reconciliation of funds						
Total funds, brought forward		250,000	88,523	-	338,523	363,130
Total funds carried forward		<u>250,000</u>	<u>76,645</u>	<u>-</u>	<u>326,645</u>	<u>338,523</u>

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the above two financial periods.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the above movement in funds for the above two financial years.

The notes on pages 12 to 19 form part of these accounts

THE BUTLER TRUST
BALANCE SHEET AS AT 31 MARCH 2023

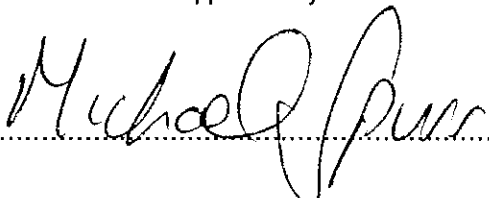
	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Tangible fixed assets	10		324		955
Investments	11		121,456		122,328
			<u>121,780</u>		<u>123,283</u>
Current assets					
Debtors	12	69,293		67,543	
Cash at bank and in hand		166,876		160,249	
		<u>236,169</u>		<u>227,792</u>	
Liabilities					
Creditors falling due with in one year	13	(31,304)		(12,552)	
Net current assets			204,865		215,240
Net assets			<u>326,645</u>		<u>338,523</u>
The funds of the charity					
Unrestricted funds:	15				
-General Funds			250,000		250,000
-Designated Funds			76,645		88,523
Restricted funds	15				-
Total charity funds			<u>326,645</u>		<u>338,523</u>

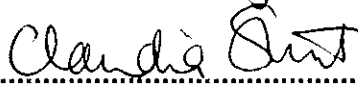
For the financial year ended 31 March 2023 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The Directors acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as is applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

These accounts were approved by the Board of Trustees on 19th September 2023 and were signed on its behalf by:

 Michael Spurr (CHAIR)

 Claudia Sturt (TREASURER)

Company Registration No: 07844810

The notes on pages 12 to 19 form part of these accounts

THE BUTLER TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charity SORP (FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Butler Trust meets the definition of a public benefit entity under FRS 102.

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

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

1.2 Preparation of accounts on a going concern basis

The Charity's Financial Statements show net deficit of £11,878 for the year and free reserves of £204,865. The Trustees are of the view that these results have secured the immediate future of the Charity for the next 12 months and on this basis the Charity is a going concern.

1.3 Income recognition

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and amount can be measured reliably.

(a) Income received by way of grants, donations and legacies are included in full in the Statement of Financial Activities when received, unless they relate to a specified future period, in which case they are deferred.

(b) Income from charitable activities received by way of revenue grants and donations are credited to restricted incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.

(c) Grants and donations of general nature which are not conditional on delivering certain levels of service are included as part of Grants and Donations as shown under note 2. Performance related grants and donations which have conditions for a specific outcome are include as Income from Charitable Activities as shown in Note 3.

(d) Investment income is included when receivable.

1.4 Volunteers and donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Charity is not recognised in the main body of the financial accounts but detail is contained in the Trustees' Report.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt. No such services were received during the year.

THE BUTLER TRUST
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31 MARCH 2023

1.5 Expenditure recognition and irrecoverable VAT

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

Expenditure is classified under the following activity headings:

(a) Expenditure on charitable comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

(b) Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, management, finance and administration personnel, payroll and governance costs which support the Trust's programmes and activities. These costs have been allocated to expenditure on charitable activities.

1.7 Funds structure

The general fund comprises those monies, which may be used toward meeting the charitable objectives of the company at the discretion of the Trustees.

The designated funds are monies set aside out of general funds and designated for specific purposes by the Management Board.

The restricted funds are monies raised for, and their use restricted to, a specific purpose or donations subject to donor imposed conditions.

1.8 Cash flow statement

The charitable company qualifies as a small company and advantage has been taken of the exemption provided by SORP (FRS 102) as amended by Bulletin 1, not to prepare a cash flow statement.

1.9 Tangible Fixed Assets And Depreciation

Tangible fixed assets are stated at cost less depreciation. Individual fixed assets costing £500 or more are capitalised at cost.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases.

Office equipment	-	20% straight line on cost
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1.10 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.

1.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short term cash deposits.

THE BUTLER TRUST

NOTES TO THE ACCOUNTS (Cont/d) FOR THE YEAR ENDED 31 MARCH 2023

1.12 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.

1.13 Financial instruments

The Trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Judgement and key sources of estimation uncertainty

In the application of the company's accounting policies, the charity is required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.15 Operating leases

All leases are operating leases, and rentals are charged to the Statement of Financial Activities on a straight-line basis over the lease duration. No assets are held under hire purchase agreements.

2. DONATIONS

	Unrestricted Funds £	Restricted Funds £	2023 £	2022 £
General private donations	5,626	-	5,626	2,858
	<u>5,626</u>	<u>-</u>	<u>5,626</u>	<u>2,858</u>

The donations in 2022, totalling £2,858, were attributed to unrestricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2023 £	2022 £
Charitable foundations	11,600	10,000	21,600	21,700
Corporate, statutory and other donors	208,000	-	208,000	208,000
	<u>219,600</u>	<u>10,000</u>	<u>229,600</u>	<u>229,700</u>

Income in 2022 totalling £229,700 was attributed to £219,700 to unrestricted funds and £10,000 to restricted funds.

THE BUTLER TRUST
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31 MARCH 2023

4. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	2023 £	2022 £
Bank interest	590	-	590	147
	590	-	590	147

All the investment income totalling £147 in 2022 were attributed to unrestricted funds.

5. CHARITABLE ACTIVITIES

	2023 £	2022 £
Staff salaries and costs	133,891	135,111
Annual awards and Alumni programme	52,215	52,103
Good Practice Programme	20,045	9,001
HiddenHeroes Programme	2,415	34,115
<u>Support costs</u>		
Premises	18,924	17,620
Other office costs	14,856	19,613
Depreciation	631	731
Governance (see Note 6)	3,845	2,722
	246,822	271,015

Of the £246,822 expenditure in 2023 (2022 - £271,015), £236,822 was charged to unrestricted funds - (2022 - £261,015) and £10,000 to restricted funds (2022 - £10,000).

6. GOVERNANCE

	2023 £	2022 £
Trustees' meeting costs	1,325	202
Independent examination	2,520	2,520
	3,845	2,722

7. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2023 £	2022 £
Depreciation on tangible fixed assets	631	731
Operating leases - rent	18,924	17,620
Independent examination	2,520	2,520

THE BUTLER TRUST
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31 MARCH 2023

8. ANALYSIS OF STAFF COSTS AND TRUSTEES REMUNERATION AND EXPENSES

	2023	2022
	£	£
Wages and salaries	116,090	112,336
Social security costs	8,514	9,061
Pension contributions	9,287	13,714
	<u>133,891</u>	<u>135,111</u>

One employee received remuneration in excess of £70,000 during the year. Pension costs are wholly charged to unrestricted funds.

The charity Trustees were not paid or received any other benefits from employment with the Trust in the year (2022 - £nil). No charity Trustees received payment for professional or other services supplied to the charity (2022 - £nil).

The average monthly number of full time staff employed by the charity including part time and temporary staff employed during the period was:

Direct charitable work	2	2
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The key management personnel of the charity comprise of the Executive Director. The total employee benefits of the key management personnel of the charity were £88,772 (2022 - £90,443).

9. TAXATION

The Butler Trust is a registered charity and therefore is not liable to Income Tax or Corporation Tax on income derived from its charitable activities.

10. TANGIBLE FIXED ASSETS

	Office Equipment £
Cost or valuation	
At 01 April 2022	4,873
Additions	-
Disposals	-
At 31 March 2023	<u>4,873</u>
Depreciation	
At 01 April 2022	3,918
Charge for year	631
Disposals	-
At 31 March 2023	<u>4,549</u>
Net Book Value	
At 31 March 2023	<u>324</u>
At 31 March 2022	<u>955</u>

THE BUTLER TRUST
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31 MARCH 2023

11. INVESTMENTS

	2023	2022
	£	£
Market value:		
Balance, brought forward	122,328	108,625
Additions	-	-
Disposal	-	-
Gain/(loss) on valuation at year end	(872)	13,703
	<u>121,456</u>	<u>122,328</u>
Historic cost	<u>75,000</u>	<u>75,000</u>
412.202 units - M & G Equities Investment Fund for Charities	<u>121,456</u>	<u>122,328</u>

12. DEBTORS

	2023	2022
	£	£
Grants and sponsorship receivable	62,250	62,250
Other debtors	5,697	5,195
Prepayments	1,346	98
	<u>69,293</u>	<u>67,543</u>

13. CREDITORS: Amounts falling due within one year

	2023	2022
	£	£
Creditors	23,259	4,969
Tax and social security	3,611	3,443
Other accruals	4,434	4,140
	<u>31,304</u>	<u>12,552</u>

14. SHARE CAPITAL

The company is limited by guarantee and does not have a share capital divided by shares.

THE BUTLER TRUST
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31 MARCH 2023

15. ANALYSIS OF CHARITABLE FUNDS

Analysis of movements in unrestricted funds

	Balance at 01.04.22 £	Income £	Expenditure £	Gains/(Losses) £	Transfers £	Balance at 31.03.23 £
General funds	250,000	225,816	(236,822)	(872)	11,878	250,000
Designated funds	88,523	-	-	-	(11,878)	76,645
Total funds	338,523	225,816	(236,822)	(872)	-	326,645

Analysis of movements in restricted funds

	Balance at 01.04.22 £	Income £	Expenditure £	Gains/(Losses) £	Transfers £	Balance at 31.03.23 £
Bromley Trust	-	10,000	(10,000)	-	-	-
Total funds	-	10,000	(10,000)	-	-	-

Analysis of charitable funds – previous year

Analysis of movements in unrestricted funds

	Balance at 01.04.21 £	Income £	Expenditure £	Gains/(Losses) £	Transfers £	Balance at 31.03.22 £
General funds	250,000	222,705	(261,015)	13,703	24,607	250,000
Designated funds	113,130	-	-	-	(24,607)	88,523
Total funds	363,130	222,705	(261,015)	13,703	-	338,523

Analysis of movements in restricted funds

	Balance at 01.04.21 £	Income £	Expenditure £	Gains/(Losses) £	Transfers £	Balance at 31.03.22 £
Bromley Trust	-	10,000	(10,000)	-	-	-
Total funds	-	10,000	(10,000)	-	-	-

The specific purposes for which the funds are to be applied are as follows:

A restricted grant towards sponsorship of the Keith Bromley Award for Education and Skills Training and promoting good practice in education and skills training

General funds are the 'free reserves' after allowing for all designated funds.

Designated funds represents the Trust's 'Development Fund'. The Fund is made up of the balance of reserves above £250k. It is intended to be used to support activities in furtherance of the Trust's charitable objects which are not covered by in-year income.

THE BUTLER TRUST
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31 MARCH 2023

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Designated Funds £	Restricted funds £	Total 2023 £	Total 2022 £
Tangible assets	324	-	-	324	955
Investments	121,456	-	-	121,456	122,328
Net current assets	128,220	76,645	-	204,865	215,240
	<u>250,000</u>	<u>76,645</u>	<u>-</u>	<u>326,645</u>	<u>338,523</u>

Analysis of net assets between funds - previous year

	Unrestricted funds £	Designated Funds £	Restricted funds £	Total 2022 £	Total 2021 £
Tangible assets	955	-	-	955	1,686
Investments	122,328	-	-	122,328	108,625
Net current assets	126,717	88,523	-	215,240	252,819
	<u>250,000</u>	<u>88,523</u>	<u>-</u>	<u>338,523</u>	<u>363,130</u>

17. CONTROL

For the whole of the year, the charity was under the control of the Directors and Trustees as shown on page 7. The Trustees consider that there is no one overall controlling party.

18. RELATED PARTY TRANSACTIONS

During the year, the Charity paid no travel and subsistence expense to any Trustee (2022 - Nil).

No remuneration was paid to any Trustee during the year (2022 – Nil).

19. OPERATING LEASE COMMITMENTS

The charity has operating lease commitments relating to its office premises over the forthcoming 12 months below, analysed according to the expiry date of the lease.

	2023 £	2022 £
One year	23,498	16,819
Between two and five years	22,528	-
	<u>46,026</u>	<u>16,819</u>