

PROPS NORTH EAST

England & Wales · Charity number 1146582

Details

Status	Registered
Legal form	Charitable company
Company number	07902767
Registered	2012-03-26
Register	View on the Charity Commission register

Contact

Address	Linskill & North Tyneside Community Development Linskill Centre Linskill Terrace North Shields NE30 2AY
Phone	01912263440
Email	office@propsnortheast.org.uk
Website	www.propsnortheast.org.uk

Activities

Objects: TO RELIEVE THE CHARITABLE NEEDS OF THE FAMILIES AND CARERS OF THOSE DEPENDENT ON DRUGS AND/OR ALCOHOL, BY THE PROVISION OF ADVICE, INFORMATION, EDUCATION AND TRAINING, AND OTHER CHARITABLE FORMS OF SUPPORT, AND BY RAISING PUBLIC AWARENESS IN ALL MATTERS RELATING TO DRUG AND ALCOHOL DEPENDENCE, AND THEIR ASSOCIATED BEHAVIOURS, WITH THE OVERALL AIM BEING TO PROMOTE SUSTAINABLE FAMILY RECOVERY.

Activities: PROPS North East provides care and support for the Families and Carers of Substance Misusers within North Tyneside and the City of Newcastle upon Tyne. The support provided includes: Complimentary Therapies; Advocacy; Group and One to One Support; Respite Care; Councelling; Training, and Respite in our own caravan

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- Newcastle Upon Tyne City
- North Tyneside

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£497,064	£491,227	-	-
2024-03-31	£458,772	£391,191	-	-
2023-03-31	£416,951	£379,265	-	-
2022-03-31	£374,473	£355,849	-	-
2021-03-31	£342,426	£294,638	-	-

Trustees

Name	Role	Appointed
Alastair Mitchell		2020-05-28
Benjamin Broadhead		2023-11-23
Carole Dodd		2024-08-01
Denise Wilkins		2019-07-22
Lynne Griffin		2020-05-28
Susan Rosemary Sinton		2017-10-17

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England & Wales - Charity number 1146582

Accounts

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(A company limited by guarantee)

REPORT AND GROUP FINANCIAL STATEMENTS

For the year ended 31 March 2025

Charity number **1146582**

Company number **07902767**

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TRUSTEES' ANNUAL REPORT
For the year ended 31 March 2025

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31 March 2025, which are also prepared to meet the requirements for a directors' report and accounts for 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: 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).

Summary by Denise Wilkins, Chair:

This year we are reporting income of £497,064 and expenditure of £491,227. This is an increase of £38,292 and £100,036 respectively and this has resulted in a surplus of £5,837 (2024: £67,581) for the year and an increase in our free reserves.

PROPS North East has continued to provide support to individuals and families and works closely with Newcastle City council and North Tyneside councils. We constantly work to develop a strategic and focused approach in our trading model for the years ahead.

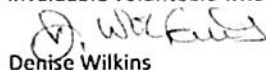
The support offered to carers in Newcastle and North Tyneside now extends to children as young as five and families affected by gambling addiction, where there are also drug or alcohol problems. PROPS was also successful in securing funding in Newcastle and North Tyneside with the Home Office and Public Health under the Drug and Alcohol Treatment and Recovery Grant (DATRIG), an annually awarded grant following the success of the Project Adder and the findings and recommendations from Dame Carol Black's independent review of drugs: prevention, treatment and recovery.

DATRIG, formally, Supplementary Substance Misuse Treatment Recovery Grant is a national strategy to support improvements in the quality and capacity of drug and alcohol treatment and recovery services. Newcastle City and North Tyneside Councils recognise family and carers in this funding stream and PROPS works closely with the Police, Local Authority, and treatment providers to co-produce and deliver care plans for families, considering local need with a focus on a whole-system response with enhanced partnership working.

The confirmation of funding allows us to focus on our long-term strategic plan with greater financial stability.

Following significant operational changes during the pandemic our Charity adapted its services and continues to communicate via various online social platforms, offering virtual spaces as well as face-to-face meetings or groups in the community, providing connections for families whose needs are paramount.

I would like to express gratitude to my fellow trustees, the dedicated staff team and all our invaluable volunteers who continue to demonstrate exceptional commitment and fortitude.



Denise Wilkins
Chair of Trustees

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For the year ended 31 March 2025

Our People

Trustees and Directors

Denise Wilkins – Chair of Trustees and Director (resigned and reappointed 7th November 2024)
Lynne Griffin – Trustee and Director
Susan Sinton – Trustee and Director
Alastair Mitchell – Treasurer and Director
Ben Broadhead - Trustee and Director
Carole Dodd – Trustee and Director (Appointed August 2024, resigned and reappointed 7th November 2024)
Amy Scott – Trustee and Director (Appointed December 2024)

Staff Team

Helen Thompson – Chief Executive
Sandy Lambrou – Finance Manager
Sandra Adams – Service Manager
Annette Walby – Team Leader
Daniel Brocksop – Young Persons Intervention Lead
Diane Breen – Administration Officer
Claire Hagelburg – Volunteer Coordinator
Megan Capp – Whole Family Worker
Tracey Harkins Hobson – Family Intervention Worker
Peter Casson - Family Intervention Worker
Emma Fenwick - Family Intervention Worker
Grace Gouldthorp - Young Persons Intervention Worker
Fatema Rahman – Community Connector

Volunteers

Muriel Goulding
Joanne Whittington
Sarah Dunn
Sarah Hazel
Sarah Greener
Sharon Straker
Cecilia Hudson Molinaro
Melanie Rae
Claire Carden
Deborah Ross
Reece Calvert
Brigitte Tissen
Carole Dodd
Dolly Hobby
Joanne James

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Changes to staff team

Jessica Turner - Family Intervention Worker – resigned September 2024
Louise McIntosh - Family Intervention Worker – resigned March 2025

Purpose and aims

The purpose of the Charity as set out in the objects contained in the company's Memorandum and Articles of Association is:

"To relieve needs of carers and whole families affected by substance misuse, by providing them with, information, education and training, and other forms of support, and to raise public awareness of people's drug and alcohol dependence and their associated behaviour, with the overall aim of promoting sustainable whole family recovery."

Vision

To be the best at supporting and empowering young people, adults and whole families affected by substance misuse to live healthy, fulfilling, and independent lives.

Ensuring the work delivers our aims

PROPS reviews its aims, objectives, and activities each year and updates both the strategic development and operational delivery plans accordingly. The review looks at achievements and outcomes of the work and evaluates the success of each key activity and the benefits brought to the groups of people and communities we serve. It also looks at the barriers, challenges and failures experienced to ensure our services are effective and fit for purpose – and that the aims, objectives and activities remain focussed on the stated purpose. The Charity has referred to the guidance contained in the Charity Commission's guidance on Public Benefit when reviewing our aims and objectives, and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives.

The focus of our work

The main objectives and activities for the year were to maintain a consistent level of high-quality service delivery and continue to strengthen the systems and infrastructure of the Charity to provide the foundations for long term sustainability of our work, which involves:

- support to adults caring for a family member
- support to children, young people and adults affected by substance misuse
- support to individuals to address the problems caused by their own substance misuse
- championing the voices of the communities we serve across the issues that impact upon their lives

How our activities deliver public benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities. The charitable objectives are also set out in order to provide a clear and

demonstrable public benefit. All our charitable activities focus on reducing the harm caused to carers and whole families affected by substance misuse. By providing these activities they further our charitable purpose for the public benefit.

Who used and benefitted from our services?

The funding we currently receive supports primarily the residents in Newcastle and North Tyneside.

The North East still has some of the worst health harms in the UK, with the highest rates of drug related deaths, alcohol related mortality and poverty. The region has felt some of the harshest impacts of austerity through cuts to local authority funding. PROPS works with families from every socioeconomic background and sees higher referral rates from areas with high levels of social deprivation. All services are provided free of charge to families. In 2024 work has continued to develop a framework to better understand the impact on families affected by someone else's addiction and longer-term trauma felt by younger people who witness addiction. Our work helps us to improve outcomes for those who use our services and increase accessibility across communities.

Achievements

The main areas of charitable activity are the provision of a range of evidence-based interventions tailored to the bespoke needs of people and families. We deliver support programmes that keep families and carers safe and achieve self-directed outcomes based on their expressed needs and wishes. These activities and the achievements are described below.

Support we provide for adults caring for a substance user:

Our work to promote recovery is underpinned three main principles:

- to reduce the positive reinforcements of using drugs and/or alcohol
- to enhance life circumstances, social networks, and family relationships
- to give adults a voice in the social issues that impact upon their lives

This work is underpinned by:

- providing direct support to adults caring for a family member who misuses substances, with our assessment and care planning process ensuring we can reduce stress and isolation in the lives of affected others and improve their health and wellbeing.
- working with children and young people to help them to better understand their situation to reduce levels worry and anxiety and increase their likelihood of achieving their own aspirations.
- improving relationships between substance users and affected others within families by offering them skills and education to manage their situation.
- increasing a whole family's motivation to support substance users to access and sustain recovery.

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For the year ended 31 March 2025

- supporting and reducing drug and alcohol misuse which may contribute to less re-offending behaviour using evidence-based models and increasing the substance user's motivation to sustain long term change.
- helping to prevent the number of children and young people from entering the Children's Social Care system, through employing Early Help Assessments (EHA) to provide additional support when identified.

Support we Provide for Children/Young People Affected by a Substance User:

PROPS offers a unique service to young people aged 5-18 affected by parental or familial substance misuse in Newcastle and North Tyneside.

Our work with young people is underpinned by three main principles:

- Young people affected by substance misuse should be safe
- Young people affected by substance misuse should achieve their potential
- Young people affected by substance misuse should have a voice

This work:

- provides direct support to children/young people impacted by a family member who misuses substances, using an assessment and care planning process that ensures we reduce stress and isolation in the lives of affected others and improve their health and wellbeing.
- delivers the Young Persons' programme within a safe space to enable self-exploration, helping young people overcome their challenges and empowering them to increase confidence and build resilience.
- delivers a Whole-Family Programme to help each member of the family understand the fears, anxieties and actions of other family members, helping to maintain a strong family dynamic and reducing family breakdown.
- gives young people a voice through partnership work, advocacy, and mediation within the family.
- helps to prevent the number of children and young people from entering the Children's Social Care system, through employing Early Help Assessments (EHA) as a means of providing additional support when identified.

Championing the voices of the communities we serve

PROPS was founded by Scotswood Women's Drug Support Group using principles of social action and community organising. This has continued through our robust partnerships and attendance at local and regional forums, alongside empowering affected others to have a voice of their own.

Financial review

Considerable progress continues to be made in strengthening the governance and operations of the Charity. We have reviewed our strategic plan to strengthen our infrastructure.

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For the year ended 31 March 2025

This year we are reporting income of £497,064 and expenditure of £491,227. This is an increase of £38,292 and £100,036 respectively and this has resulted in a surplus of £5,837 (2024: £67,581) for the year and an increase in our free reserves.

Trustees and managers continue to review and regularly monitor progress against the strategic, operational, and financial plans through trustee and finance meetings.

Principal funding sources

The Trustees are grateful to the following for funding the work of PROPS during the period:

- Newcastle City Council – Public Health and Home Office Supplementary Substance Misuse Treatment and Recovery Grant
- North Tyneside Council - Public Health and Home Office Supplementary Substance Misuse Treatment and Recovery Grant
- Community Foundation Tyne and Wear
- The Star Fund

We would also like to thank people who have made personal donations to the Charity over this year. These contributions allow us to make essential purchases for our services and provide much valued respite events and activities for adults and young people.

Investment policy

The strategic aims and development of the Charity specify that the trustees ensure the best use of reserves over the long-term, showing due diligence and an agreed level of risk averseness. The investment objective is to create a balance between capital growth and income, which, over the long run, will have the aim of maintaining the real value of any assets.

The charity does not currently hold any investments other than bank deposits.

Pay policy for key management personnel

The board, who give their time freely with no trustee receiving remuneration during the year, have considered who the Key Management Personnel (KMP) of the charitable company are, as noted in the reference and administration section. Together with the board, these KMP are those in charge of directing and controlling, running, and operating the activities of the charitable company on a day-to-day basis. The pay of the KMP is reviewed annually.

The trustees benchmark against pay levels of other charities and similar organisations within the sector and the region. Pay levels are set using this information together with budget and forecast information, ensuring that the charitable company.

Reserves policy and going concern

The calculation of free reserves is based on the definition included in the charity statement of recommended practice (SORP), which provides recommendations for accounting and reporting for charities. The trustees have examined the requirements of the charitable

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For the year ended 31 March 2025

company to hold free reserves, those reserves not invested in tangible fixed assets, excluding long term liabilities, or designated for a particular purpose.

This exercise considered both the normal requirements for working capital and the loss of income of a hypothetical but reasonable reduction in the scale of operations. Resulting from this, the trustees considered it would be appropriate to hold the equivalent of two to three months' payroll costs/expenditure, which would equate to approximately £90k - £110k in free reserves.

At the year end, total free reserves (unrestricted and designated funds not invested in tangible fixed assets) were £218,178 (2024: £211,466), an increase of £ 6,712. As we head into 2025/2026, we are confidently forecasting a moderate increase in free reserves at the end of the next financial year.

The trustees will continue to budget future surpluses and diversify income generation activities in order to provide improved organisational sustainability.

The trustees recognise that while reserves may be utilised to maintain capacity within the charity and to finance essential infrastructure projects, they are confidently forecasting a model increase in free reserves.

The need for PROPS' services to continue to grow and therefore the demand on future income and reserves will also be greater, hence the charity continues to require future funding and the support of its funding partners.

The financial statements have been prepared on a going concern basis. The trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment. With the current resources available, the trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Plans for Future Periods

Following our organisational review, trustees are committed to continuing to invest time in strategic development. PROPS board members are from a range of backgrounds which provides a variety of support and understanding from areas including Public Health, Finance, Human Resources, Business, Legal and Education, as well as 'lived experience' of supporting a family member who has an addiction.

We started the year with strong foundations to respond to the challenging external environment, underscored by a continuing cost of living crisis, that continues to affect our service users. PROPS has adapted and continues to adapt to ensure the service continues to collaborate with partners to manage any future social change we encounter.

Because of increasing the accessibility of our services and becoming more digital, we have assessed and will continue to regularly revise our cyber security processes to ensure the charity and the community data remains secure.

We are an accredited member of the Living Wage Foundation and will continue to support our employees with a fair hourly rate of pay.

As a charity we feel we have a social responsibility to support action to tackle the climate crisis. We continue to focus on reducing our carbon footprint and as a member of Forest

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Carbon we continue to offset our carbon footprint to support the increase in woodland cover in the UK. Since becoming a member of the Carbon Club in June 2021 we have captured a total of 40 tonnes of CO₂, helping to plant approximately 160 trees covering 0.1 hectares.

We will continue to focus on generating unrestricted income to allow the charity to remain agile in responding to the needs of those we serve in a climate of even greater uncertainty.

There appears to be growing acknowledgment of the value of 'charity' fuelled by the sector-wide response to meeting the needs of the most vulnerable citizens in our country. There has been a rise in government spending to support the recovery of communities, which PROPS has been recognised as being an integral part of by the Newcastle City Council and North Tyneside Council commissioning streams.

Looking to the future, we will continue to work with current and potential new partners in developing innovative solutions to complex problems. We will continue to explore new markets and develop new initiatives, ensuring that those who use and purchase our services have excellent experiences of our work.

The Charity will focus on:

- strengthening organisational infrastructure and systems
- maintaining existing contracts with Newcastle City Council and North Tyneside Council
- developing new partnership responses and approaches
- developing and expanding the reach of our specialist services
- expanding our team of volunteers
- improving the communication and marketing our offer to all stakeholders
- expanding our skills services for young people and whole families
- exploring sustainable income streams
- increasing the mix of products and services offered by trading subsidiary Positive Practice Partnership Ltd.

Reference and administrative details of the Charity, its trustees and advisors

Charity Name	PROPS North East		
Registered Charity Number	1146582	Company Number	07902767
Registered Office and operational address	Linskill Centre Linskill Terrace North Shields England NE30 2AY		

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TRUSTEES' ANNUAL REPORT
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Trustees	Denise Wilkins	Chair of Trustees - Chair of Trustees, resigned and reappointed 7 th November 2024
	Alastair Mitchell	Treasurer
	Lynne Griffin	Trustee
	Susan Sinton	Trustee
	Benjamin Broadhead	Trustee
	Carole Dodd	Trustee - appointed August 2024, resigned and reappointed 7 th November 2024
Chief Executive	Amy Scott	Trustee - Appointed December 2024
	Helen Thompson	Appointed September 2022
Independent Examiner	Jim Dodds FCIE 33 The Glebe Morpeth Northumberland NE61 6HW	
Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB	
	Lloyds Bank plc 25 Gresham Street London EC2V 7HN	

Structure, governance and management

Governing Document

PROPS North East is a charitable company limited by guarantee. Established as Scotswood Women's Drug Support Group in 1997, Newcastle PROPS was registered as a charity in 1999 and incorporated as PROPS North East on 12th January 2012. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its articles of association. In the event of the company being wound up members are required to contribute an amount of £1.00.

Appointment of trustees

As set out in the Memorandum and Articles of Association the board shall consist of no more than 12 trustees and no less than 1. At each Annual General Meeting one third of the longest serving trustees retire by rotation from office. A retiring trustee is eligible for re-election.

In the event of any skills being lost through retirement or resignation, suitable individuals are approached to offer themselves for appointment to the Board. All Trustees give their time voluntarily and received no benefits from the charity. No Trustees claimed expenses during the year.

Trustee induction and training

New trustees are invited to meet with the Chair and Chief Executive to familiarise themselves with the Charity and the context in which it operates. This covers:

- the obligations of trustees
- the main documents which set out the operational framework for the Trust
- resourcing and the current financial position
- future plans and objectives
- risks facing the Charity.

Trustees also receive an induction pack of internal information together with publications from the Charity Commission. The Chief Executive organises opportunities for the trustees to become familiar with the work of the Charity by meeting with those who use the services of the Charity, attending groups and training and for meeting staff and volunteers. Trustees are also invited to attend issue specific focus groups or projects.

Organisation

The board of trustees has responsibility for the strategic direction and policy of the charity. Frequency of full meetings has been reviewed for effectiveness and the board will continue to meet on a monthly basis. Trustees have also established subgroups for financial governance and income generation that meet in addition to and report into ordinary meetings.

The trustees appoint the Chief Executive to manage the day-to-day operations. To facilitate effective operations the Chief Executive has delegated authority, within the terms of delegation approved by the trustees, for operational matters including finance, employment, and service delivery.

Risk management

The trustees have a risk management strategy that comprises:

- an annual review of the risks the charity may face.
- the implementation and review of a formal risk mapping system and procedures to mitigate identified risks.
- the implementation of systems and procedures designed to minimise any potential impact on the Trust should they materialise.

Due to uncertainty in the economic climate and to mitigate significant external risks to funding organisation undertakes an annual strategic review. Each year the Charity produces updated the Business and Action Plans which are fully consulted with trustees, management and staff teams and reviewed against progress quarterly. They are very much working documents which recognise the need for diversification, development and expansion of the

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For the year ended 31 March 2025

Charity's core business. A key element in the management of financial risk is the setting of a Reserves Policy and its regular review by trustees.

Statement of trustees' responsibilities

The trustees (who are also the directors of PROPS North East for 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, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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
- 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 operation

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 the financial statements comply with the Companies Act 2006. The trustees 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.

Independent Examiner

Jim Dodds has been re-appointed as independent examiner for the ensuing year ending 31 March 2026.

Approved by the Board on 31.05 and signed on their behalf by:


Denise Wilkins (Chair of Trustees)

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2025

I report on the financial statements of PROPS North East for the year ended 31 March 2025, which are set out on pages 13 to 25

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

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

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

Basis of Independent examiner's statement

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

Independent examiner's statement

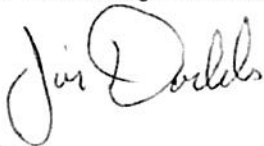
In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- 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 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.

Jim Dodds FCIE
33 The Glebe
Morpeth
Northumberland
NE61 6HW

Date: 31/7/25



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CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING THE INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2025

	Notes	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Income:						
Donations and legacies	7	4,210	-	-	4,210	6,246
Income from charitable activities:						
Grants and contracts	8	470,896	-	15,000	485,896	449,214
Other trading activities:						
Subsidiary income	9	3,745	-	-	3,745	1,675
Investment income	10	3,213	-	-	3,213	1,637
Total income		482,064	-	15,000	497,064	458,772
Expenditure						
Costs of raising funds	11	3,093	-	-	3,093	711
Expenditure on charitable activities:						
Operation of the charity	12	467,495	-	20,639	488,134	390,480
Total expenditure		470,588	-	20,639	491,227	391,191
Net income/(expenditure)		11,476	-	(5,639)	5,837	67,581
Transfers between funds		(55,000)	55,000	-	-	-
Net income/(expenditure) and net movement of funds		(43,524)	55,000	(5,639)	5,837	67,581
Reconciliation of funds						
Total funds brought forward		163,759	45,000	5,639	214,398	146,817
Total funds carried forward		120,235	100,000	-	220,235	214,398

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities

The notes on pages 16 to 25 form an integral part of these accounts.

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Company number 07902767

CONSOLIDATED BALANCE SHEET

As at 31 March 2025

	Notes	Group		Charity	
		2025 £	2024 £	2025 £	2024 £
Fixed assets					
Tangible assets	21	2,057	2,932	2,057	2,932
Investments		-	-	1	1
Total Fixed Assets		2,057	2,932	2,058	2,933
Current assets					
Debtors and prepayments	23	7,417	4,824	7,417	4,824
Cash at bank and in hand		268,211	228,694	267,936	228,419
Total Current Assets		275,628	233,518	275,353	233,243
Liabilities					
Creditors falling due within one year	24	(57,450)	(22,052)	(57,176)	(21,778)
Net Current Assets		218,178	211,466	218,177	211,465
Total assets less current liabilities		220,235	214,398	220,235	214,398
Net Assets		220,235	214,398	220,235	214,398
The funds of the charity					
Restricted income funds		-	5,639	-	5,639
General unrestricted income funds		120,235	163,759	120,235	163,759
Designated unrestricted income funds		100,000	45,000	100,000	45,000
Total charity funds		220,235	214,398	220,235	214,398

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

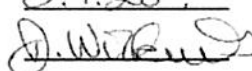
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 16 to 25 form an integral part of these accounts.

These financial statements were approved by the Board on:

and are signed on its behalf by: Denise Wilkins
Chair

3.7.25.


PROPS NORTH EAST

A company limited by guarantee

GROUP STATEMENT OF CASH FLOWS

For the year ended 31 March 2025

	Notes	2025 £	2024 £
<u>Cash flows from operating activities</u>			
Net movement in funds		5,837	67,581
Depreciation		2,855	2,484
Investment income		(3,745)	(1,675)
Increase in trade receivables		(2,593)	9,971
Increase in trade payables		35,398	(22,242)
<i>Cash generated from operations</i>		37,752	56,119
<u>Cash flow from investing activities</u>			
Purchase of property, plant and equipment		(1,980)	-
Interest received		3,745	1,675
<i>Net cash used in investing activities</i>		<u>1,765</u>	<u>1,675</u>
Increase in cash and cash equivalents		39,517	57,794
Cash and cash equivalents at start of year		228,694	170,900
Cash and cash equivalents at end of year		<u>268,211</u>	<u>228,694</u>

The notes on pages 16 to 25 form an integral part of these accounts.

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2025

1 Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts 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 accounts 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011

PROPS North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance or provision of other specified service is deferred until the criteria of income recognition are met.

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2025

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

3.6 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charities' work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty

4.2 Charitable activities

Expenditure on charitable activities includes the costs of providing support and other therapeutic activities to carers undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

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

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Office and computer equipment	Straight line over four years
Equipment	Straight line over four years

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2025

6 The summary financial performance of the charity alone is:

	Total 2025 £	Total 2024 £
Income	493,319	457,097
Gift aid from trading subsidiary	1,985	964
	<u>495,304</u>	<u>458,061</u>
Expenditure on charitable activities	489,467	390,480
<i>Net income/(expenditure)</i>	<u>5,837</u>	<u>67,581</u>
Total funds brought forward	214,398	146,817
<i>Total funds carried forward</i>	<u><u>220,235</u></u>	<u><u>214,398</u></u>

Represented by:

General unrestricted income funds	120,235	163,759
Designated unrestricted income funds	100,000	45,000
Restricted income funds	-	5,639
	<u><u>220,235</u></u>	<u><u>214,398</u></u>

Analysis of income

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
7 Income from donations and legacies					
Donations	1,498	-	-	1,498	4,333
Other donations	-	-	-	-	399
Fund raising	2,712	-	-	2,712	1,514
	<u>4,210</u>	<u>-</u>	<u>-</u>	<u>4,210</u>	<u>6,246</u>

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2025

Analysis of income continued

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
8 Income from charitable activities					
<u>Income from contracts</u>					
Newcastle City Council - Public Health Services - Carers Support	205,805	-	-	205,805	128,478
Newcastle City Council SSMTRG	96,923	-	-	96,923	133,421
Vita Health Group	34,500	-	-	34,500	34,500
North Tyneside Council	125,400	-	-	125,400	113,774
Probation Services Fund	-	-	-	-	10,000
Project Adder	-	-	-	-	2,236
<u>Income from grants</u>					
North Tyneside Council	1,000	-	-	1,000	-
The Star Fund	1,000	-	-	1,000	-
Community Foundation - Riddell	-	-	-	-	4,460
Family Community First Fund	-	-	-	-	-
Community Foundation Willan Trust	-	-	-	-	2,781
Community Foundation John Bell	-	-	10,000	10,000	9,167
Community Foundation Joseph Brough Charitable Trust	-	-	5,000	5,000	4,583
Other small grants	814	-	-	814	814
Other income	5,454	-	-	5,454	5,000
	<u>470,896</u>	<u>-</u>	<u>15,000</u>	<u>485,896</u>	<u>449,214</u>
9 Income from other trading activities					
Trading subsidiary turnover	3,745	-	-	3,745	1,675
	<u>3,745</u>	<u>-</u>	<u>-</u>	<u>3,745</u>	<u>1,675</u>
10 Investment income					
Bank interest	3,213	-	-	3,213	1,637
	<u>3,213</u>	<u>-</u>	<u>-</u>	<u>3,213</u>	<u>1,637</u>

Income was £497,064 (2024: £458,772) of which £482,064 was unrestricted or designated (2024: £437,781) and £15,000 was restricted (2024: £20,991).

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2025

Analysis of expenditure

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
11 Costs of raising funds					
Trading subsidiary costs					
Staff costs	1,760	-	-	1,760	436
Overheads	-	-	-	-	275
Other fundraising costs	1,333	-	-	1,333	-
	<u>3,093</u>	<u>-</u>	<u>-</u>	<u>3,093</u>	<u>711</u>
12 Charitable activities					
Client activities	27,730	-	4,119	31,849	10,794
Staff salaries	360,106	-	16,364	376,470	308,613
Other staff costs	2,287	-	-	2,287	1,019
Staff travel & meetings	5,380	-	-	5,380	3,682
Training costs	759	-	-	759	1,181
Volunteer expenses	1,233	-	-	1,233	1,207
Premises costs	12,637	-	-	12,637	13,070
Office costs	25,914	-	156	26,070	26,666
Promotion and publicity	7,647	-	-	7,647	1,667
Professional fees	18,406	-	-	18,406	18,013
Bank charges	291	-	-	291	109
Depreciation	2,855	-	-	2,855	2,484
Governance costs					
Independent examiners fees	2,250	-	-	2,250	1,975
	<u>467,495</u>	<u>-</u>	<u>20,639</u>	<u>488,134</u>	<u>390,480</u>

Expenditure on charitable activities was £488,134 (2024: £390,480) of which £467,495 was unrestricted or designated (2024: £375,128) and £20,639 was restricted (2024: £15,352).

13 Net income/(expenditure) for the year

	2025 £	2024 £
This is stated after charging :		
Depreciation	2,855	2,484
Independent examiner's fees for reporting on the accounts	1,975	1,975
Other accountancy services provided by the examiner	275	275
	<u>5,105</u>	<u>4,734</u>

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2025

14 Analysis of staff costs and the cost of key management personnel

	2025 £	2024 £
Gross wages, salaries and benefits in kind	324,643	267,729
Employer's National Insurance costs	28,883	23,543
Employer's pension costs	24,704	17,777
	<u>378,230</u>	<u>309,049</u>

No employee received remuneration above £60,000 (2023: nil).

The key management personnel of the charity, comprise the trustees and the Chief Executive. The total employee benefits of the key management personnel of the charity were £48,243 (2024: £46,447).

15 Staff Numbers

The average monthly head count was 15 staff (2024: 10 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2025 Number	2024 Number
The parts of the charity in which the employees work		
Support staff	9.5	5.5
Management / admin staff	3.5	3.5
	<u>13.0</u>	<u>9.0</u>

16 Transactions with trustees

The charity trustees were not paid any other benefits from employment with the charity in the year (2024: £nil). No charity trustee received payment for professional or other services supplied to the charity. (2024: £nil).

17 Trustees' expenses

No trustee expenses have been incurred in the year (2024: £nil).

18 Transaction(s) with related parties

No trustee or other person related to the charity had any personal interest in any contract or other transactions entered into by the charity, including guarantees, during the year (2024: nil).

19 Defined contribution pension scheme

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

The employer's pension costs represent contributions payable by the charity to the fund and amount to £24,704 (2024: £17,777). There was £nil outstanding as at 31 March 2025 (2024: £nil).

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2025

20 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

	Charity	Subsidiary	Group
	Office & Computer Equipment £	Equipment £	Total £
21 Tangible fixed assets			
Cost			
Balance brought forward	26,780	-	26,780
Additions	1,980	-	1,980
Disposals	-	-	-
Balance carried forward	28,760	-	28,760
Depreciation			
Balance brought forward	23,848	-	23,848
Depreciation charge for year	2,855	-	2,855
Disposals	-	-	-
Balance carried forward	26,703	-	26,703
Net book value			
Brought forward	2,932	-	2,932
Carried forward	2,057	-	2,057

22 Fixed asset investment

	Group		Charity	
	2025	2024	2025	2024
	£	£	£	£
Investment in subsidiary company	-	-	1	1

The charitable company owns one £1 ordinary share, 100% of the voting capital of the Positive Practice Partnership Ltd a company incorporated and registered in England and Wales (Company number 08487355). To provide training, accreditation and supervision in evidenced based interventions to staff working with adults affected by a family members substance misuse and pays all of its profits to the charity under the Gift Aid scheme. A summary of the trading results and balance sheet for the year ended 31 March 2025 is shown below.

Profit and loss account

	2025	2024
	£	£
Turnover	3,745	1,675
Cost of sales	-	-
Administration costs	(1,760)	(711)
Other operating income	-	-
Taxation	-	-
Donation to parent charity	(1,985)	(964)
Net profit	-	-

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2025

22 Fixed asset investment continued

Balance sheet	2025 £	2024 £
Fixed assets	-	-
Current assets	276	276
Creditors amounts falling due within one year	(275)	(275)
	<u>1</u>	<u>1</u>
Called up share capital	1	1
Profit and loss account	-	-
	<u>1</u>	<u>1</u>

23 Debtors and prepayments (receivable within 1 year)

	Group		Charity	
	2025 £	2024 £	2025 £	2024 £
Trade debtors	-	1,387	-	1,387
Pre payments and other debtors	3,485	3,437	3,485	3,437
Accrued income	2,875	-	2,875	-
Other debtors	1,057	-	1,057	-
	<u>7,417</u>	<u>4,824</u>	<u>7,417</u>	<u>4,824</u>

24 Creditors and accruals (payable within 1 year)

	Group		Charity	
	2025 £	2024 £	2025 £	2024 £
Trade creditors	903	2,183	904	2,184
Payroll taxation	6,697	5,119	6,697	5,119
Accruals				
Independent examination of accounts	2,250	2,250	1,975	1,975
Deferred Income	47,600	12,500	47,600	12,500
	<u>57,450</u>	<u>22,052</u>	<u>57,176</u>	<u>21,778</u>

25 Deferred income

Deferred income comprises of advance payment from contracts and grant providers.

	2025 £
Balance brought forward	12,500
Amount released to income earned from charitable activities	(12,500)
Amount deferred in year	47,600
Balance carried forward	<u>47,600</u>

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2025

26 Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
General unrestricted fund	163,759	482,064	(470,588)	55,000	230,235
Totals	163,759	482,064	(470,588)	55,000	230,235

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' after allowing for designated funds.

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Designated reserves fund	45,000	-	-	55,000	100,000
Totals	45,000	-	-	55,000	100,000

Purpose of designated funds

Designated reserves fund To cover two to three months running costs including potential close down costs.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Community Foundation - Riddell Family Community First Fund	4,275	-	(4,275)	-	-
Community Foundation John Bell	910	10,000	(10,910)	-	-
Community Foundation Joseph Brough Charitable Trust	454	5,000	(5,454)	-	-
Totals	5,639	15,000	(20,639)	-	-

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2025

26 Analysis of charitable funds continued**Purpose of restricted funds**

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Community Foundation - Riddell Family Community First Fund	Contribution to food related training for carers.
Community Foundation Willan Trust	Contribution to website and internet costs.
Community Foundation John Bell	Family Intervention Worker targeting support for black and ethnic minority, LGBT and Muslim people with substance misuse problems.
Community Foundation Joseph Brough Charitable Trust	Family Intervention Worker targeting support for black and ethnic minority, LGBT and Muslim people with substance misuse problems.

Transfers between funds	Reason for Transfer	Amount £
Between general unrestricted funds and designated funds	The Trustees have agreed to increase the amount to be designated to cover two to three months running costs.	55,000

27 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Tangible fixed assets	2,057	-	-	2,057	2,932
Cash at bank and in hand	168,211	100,000	-	268,211	228,694
Other net current assets	7,417	-	-	7,417	4,824
Creditors falling due within one year	(57,450)	-	-	(57,450)	(22,052)
	<u>120,235</u>	<u>100,000</u>	<u>-</u>	<u>220,235</u>	<u>214,398</u>

PROPS NORTH EAST

England & Wales - Charity number 1146582

Accounts

PROPS NORTH EAST
(A company limited by guarantee)

REPORT AND GROUP FINANCIAL STATEMENTS

For the year ended 31 March 2024

Charity number **1146582**

Company number **07902767**

PROPS NORTH EAST

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2024

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31 March 2024, which are also prepared to meet the requirements for a directors' report and accounts for 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: 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).

Summary by Denise Wilkins, Chair:

This year we are reporting income of £458,772 and expenditure of 391,191. This is an increase of £41,821 and £11,926 respectively and this has resulted in a surplus of £67,581 (2023: £37,683) for the year and a further increase in our free reserves.

PROPS North East will continue to work to develop a strategic and focused approach in our trading model in the years ahead.

In February 2024 we received confirmation that our tender to maintain our contract of services with Newcastle City Council was successful. The support offered to carers in Newcastle now extends to children as young as five and families affected by gambling addiction, where there are also drug or alcohol problems. PROPS was also successful in securing funding with the Home Office and Public Health under the Supplementary Substance Misuse Treatment Grant (SSMTRG), an annually awarded grant following the success of the Project Adder and the findings and recommendations from Dame Carol Black's independent review of drugs: prevention, treatment and recovery.

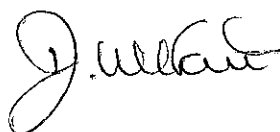
SSMTRG was launched in April 2022 to provide additional funding to local authorities. This is a national strategy to support improvements in the quality and capacity of drug and alcohol treatment services over a three-year period. Newcastle City Council recognises family and carers in this funding stream and PROPS works closely with the Police, Local Authority, and treatment commissioners to co-produce and deliver care plans for families, considering local need with a focus on a whole-system response with enhanced partnership working.

The confirmation of funding allows us to focus on our long-term strategic plan with greater financial stability.

Following significant operational changes during the pandemic our Charity adapted its services and continues to communicate via various social online platforms, offering virtual spaces as well as face-to-face meetings or groups in the community, to provide connections for families whose needs are paramount.

I would like to express gratitude to my fellow trustees, the dedicated staff team and all our invaluable volunteers who continue to demonstrate exceptional commitment and fortitude.

Denise Wilkins
Chair of Trustees



PROPS NORTH EAST

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2024

Our People

Trustees and Directors

Denise Wilkins – Chair of Trustees and Director (resigned and reappointed 23rd November 2023)

Lynne Griffin – Trustee and Director

Susan Sinton – Trustee and Director

Alastair Mitchell – Treasurer and Director

Ben Broadhead - Trustee and Director (resigned and reappointed 23rd November 2023)

Phillip Brown – Trustee and Director (Resigned 13th July 2023)

Staff Team

Helen Thompson – Chief Executive

Sandy Lambrou – Finance Manager

Sandra Adams – Service Manager

Annette Walby – Team Leader

Daniel Brocksop – Young Persons Intervention Lead

Diane Breen – Administration Officer

Claire Hagelburg – Volunteer Coordinator

Megan Capp – Whole Family Worker

Tracey Harkins Hobson – Family Intervention Worker

Emma Fenwick - Family Intervention Worker

Louise McIntosh - Family Intervention Worker

Volunteers

Muriel Goulding

Sandra Davies

Maria Gregson

Joanne Whittington

Sarah Cope

Fatema Rahman

Sarah Greener

Sharon Straker

Cecilia Hudson Molinaro

Melanie Rae

Claire Carden

Deborah Ross

Reece Calvert

Changes to staff team

Anne Wells - Family Intervention Worker – resigned June 2023

Paige Scott – Young Persons Intervention Worker – resigned July 2023

Michael Gregg – Family Intervention Worker – resigned August 2023

Katie Brown – Young Persons Intervention Worker – resigned November 2023

PROPS NORTH EAST

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2024

Purpose and aims

The purpose of the Charity as set out in the objects contained in the company's Memorandum and Articles of Association is:

“To relieve needs of carers and whole families affected by substance misuse, by providing them with, information, education and training, and other forms of support, and to raise public awareness of people’s drug and alcohol dependence and their associated behaviour, with the overall aim of promoting sustainable whole family recovery.”

Vision

To be the best at supporting and empowering young people, adults and whole families affected by substance misuse to live healthy, fulfilling, and independent lives.

Ensuring the work delivers our aims

PROPS reviews its aims, objectives, and activities each year and updates both the strategic development and operational delivery plans accordingly. The review looks at achievements and outcomes of the work and evaluates the success of each key activity and the benefits brought to the groups of people and communities we serve. It also looks at the barriers, challenges and failures experienced to ensure our services are effective and fit for purpose – and that the aims, objectives and activities remain focussed on the stated purpose. The Charity has referred to the guidance contained in the Charity Commission's guidance on Public Benefit when reviewing our aims and objectives, and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives.

The focus of our work

The main objectives and activities for the year were to maintain a consistent level of high-quality service delivery and continue to strengthen the systems and infrastructure of the Charity to provide the foundations for long term sustainability of our work, which involves:

- support to adults caring for a family member
- support to children, young people and adults affected by substance misuse
- support to individuals to address the problems caused by their own substance misuse
- championing the voices of the communities we serve across the issues that impact upon their lives

How our activities deliver public benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities. The charitable objectives are also set out in order to provide a clear and demonstrable public benefit. All our charitable activities focus on reducing the harm caused to carers and whole families affected by substance misuse. By providing these activities they further our charitable purpose for the public benefit.

Who used and benefitted from our services?

The funding we currently receive supports primarily the residents in Newcastle and North Tyneside.

The North East still has some of the worst health harms in the UK, with the highest rates of drug related deaths, alcohol related mortality and poverty. The region has felt some of the harshest impacts of austerity through cuts to local authority funding. PROPS works with families from all socioeconomic backgrounds and sees higher referral rates from areas with high levels of social deprivation. All services are provided free of charge to families. In 2023 work has continued to develop a framework to better understand the impact on families affected by someone else's addiction and longer-term trauma felt by younger people who witness addiction. Our work helps us to improve outcomes for those who use our services and increase accessibility across communities.

Achievements

The main areas of charitable activity are the provision of a range of evidence-based interventions tailored to the bespoke needs of people and families. We deliver support programmes that keep families and carers safe and achieve self-directed outcomes based on their expressed needs and wishes. These activities and the achievements are described below.

Support we provide for adults caring for a substance user:

Our work to promote recovery is underpinned three main principles:

- to reduce the positive reinforcements of using drugs and/or alcohol
- to enhance life circumstances, social networks, and family relationships
- to give adults a voice in the social issues that impact upon their lives

This work is underpinned by:

- providing direct support to adults caring for a family member who misuses substances, with our assessment and care planning process ensuring we can reduce stress and isolation in the lives of affected others and improve their health and wellbeing.
- working with children and young people to help them to better understand their situation to reduce levels worry and anxiety and increase their likelihood of achieving their own aspirations.
- improving relationships between substance users and affected others within families by offering them skills and education to manage their situation.
- increasing a whole family's motivation to support substance users to access and sustain recovery.
- supporting and reducing drug and alcohol misuse which may contribute to less re-offending behaviour through the use of evidence-based models and increasing the substance user's motivation to sustain long term change.

PROPS NORTH EAST

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2024

- helping to prevent the number of children and young people from entering the Children's Social Care system, through employing Early Help Assessments (EHA) to provide additional support when identified.

Support we Provide for Children/Young People Affected by a Substance User:

PROPS offers a unique service to young people aged 11-18 affected by parental or familial substance misuse in Newcastle.

Our work with young people is underpinned by three main principles:

- Young people affected by substance misuse should be safe
- Young people affected by substance misuse should achieve their potential
- Young people affected by substance misuse should have a voice

This work:

- provides direct support to children/young people impacted by a family member who misuses substances, using an assessment and care planning process that ensures we cut stress and isolation in the lives of affected others and improve their health and wellbeing.
- delivers the Young Persons' programme within a safe space to enable self-exploration, helping young people overcome their challenges and empowering them to increase confidence and build resilience.
- delivers a Whole-Family Programme to help each member of the family understand the fears, anxieties and actions of other family members, helping to maintain a strong family dynamic and reducing family breakdown.
- gives young people a voice through partnership work, advocacy, and mediation within the family.
- helps to prevent the number of children and young people from entering the Children's Social Care system, through employing Early Help Assessments (EHA) as a means of providing additional support when identified.

Championing the voices of the communities we serve

PROPS was founded by Scotswood Women's Drug Support Group using principles of social action and community organising. This has continued through our robust partnerships and attendance at local and regional forums, alongside empowering affected others to have a voice of their own.

Financial review

Considerable progress continues to be made in strengthening the governance and operations of the Charity. We have reviewed our strategic plan to strengthen our infrastructure.

This year we are reporting income of £458,772 and expenditure of 391,191. This is an increased of £41,821 and £11,926 respectively and this has resulted in a surplus of £67,581 (2023: £37,683) for the year and a further increase in our free reserves.

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For the year ended 31 March 2024

Income from other trading activities continue to be developed with a more strategic and focussed approach in our trading model.

Trustees and managers continue to review and regularly monitor progress against the strategic, operational, and financial plans through trustee and finance meetings.

Principal funding sources

The Trustees are grateful to the following for funding the work of PROPS during the period:

- Newcastle City Council
- North Tyneside Council
- Community Foundation Tyne and Wear
- Public Health Project Adder
- North Star Charitable Fund

We would also like to thank people who have made personal donations to the Charity over this year. These contributions allow us to make essential purchases for our services and provide much valued respite events and activities for adults and young people.

Investment policy

The strategic aims and development of the Charity specify that the trustees ensure the best use of reserves over the long-term, showing due diligence and an agreed level of risk averseness. The investment objective is to create a balance between capital growth and income, which, over the long run, will have the aim of maintaining the real value of any assets.

The charity does not currently hold any investments other than bank deposits.

Pay policy for key management personnel

The board, who give their time freely with no trustee receiving remuneration during the year, have considered who the Key Management Personnel (KMP) of the charitable company are, as noted in the reference and administration section. Together with the board, these KMP are those in charge of directing and controlling, running, and operating the activities of the charitable company on a day-to-day basis. The pay of the KMP is reviewed annually.

The trustees benchmark against pay levels of other charities and similar organisations within the sector and the region. Pay levels are set using this information together with budget and forecast information, ensuring that the charitable company.

Reserves policy and going concern

The calculation of free reserves is based on the definition included in the charity statement of recommended practice (SORP), which provides recommendations for accounting and reporting for charities. The trustees have examined the requirements of the charitable

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For the year ended 31 March 2024

company to hold free reserves, those reserves not invested in tangible fixed assets, excluding long term liabilities, or designated for a particular purpose.

This exercise considered both the normal requirements for working capital and the loss of income of a hypothetical but reasonable reduction in the scale of operations. Resulting from this, the trustees considered it would be appropriate to hold the equivalent one to two months' payroll costs/expenditure, which would equate to holding approximately £35,000 - £70,000 in free reserves.

At the year end, total free reserves (unrestricted and designated funds not invested in tangible fixed assets) were £205,827 (2023: £141,401) an increase of £64,426. As we head into 2024/2025, we are confidently forecasting an increase in free reserves at the end of the next financial year.

The trustees will continue to budget future surpluses and diversify income generation activities in order to provide improved organisational sustainability.

The trustees recognise that while reserves may be utilised to maintain capacity within the charity and to finance essential infrastructure projects, they are conscious that in the medium and longer term the charity will need to continue to generate surpluses in order to maintain their target level of free reserves.

The need for PROPS' services to continue to grow and therefore the demand on future income and reserves will also be greater, hence the charity continues to require future funding and the support of its funding partners.

The financial statements have been prepared on a going concern basis. The trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment. With the current resources available, the trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Plans for Future Periods

Following our organisational review, trustees are committed to continuing to invest time in strategic development.

The true impact of the Coronavirus pandemic as now been realised, however the 'cost of living crisis' continues to affect our service users. PROPS has adapted and continues to adapt to ensure the service continues to collaborate with partners to manage any future social changers we encounter.

Because of increasing the accessibility of our services and becoming more digital, we have assessed and will continue to regularly revise our cyber security processes to ensure the charity and the community data remains secure.

We are an accredited member of the Living Wage Foundation and will continue to support our employees with a fair hourly rate of pay.

As a charity we feel we have a social responsibility to support action to tackle the climate crisis. We continue to focus on reducing our carbon footprint and as a member of Forest Carbon we continue to offset our carbon footprint to support the increase in woodland

cover in the UK. Since becoming a member of the Carbon Club in June 2021 we have captured a total of 29.5 tonnes of CO2, helping to plant approximately 118 trees covering 0.1 hectares.

We will continue to focus on generating unrestricted income to allow the charity to remain agile in responding to the needs of those we serve in a climate of even greater uncertainty.

There appears to be growing acknowledgment of the value of 'charity' fuelled by the sector-wide response to meeting the needs of the most vulnerable citizens in our country. There has been a rise in government spending to support the recovery of communities, which PROPS has been recognised as being an integral part of by the Newcastle City Council and North Tyneside Council commissioning streams.

Looking to the future, we will continue to work with current and potential new partners in developing innovative solutions to complex problems. We will continue to explore new markets and develop new initiatives, ensuring that those who use and purchase our services have excellent experiences of our work.

The Charity will focus on:

- strengthening organisational infrastructure and systems
- maintaining existing contracts with Newcastle City Council and North Tyneside Council
- developing new partnership responses and approaches
- developing and expanding the reach of our specialist services
- expanding our team of volunteers
- improving the communication and marketing our offer to all stakeholders
- expanding our skills services for young people and whole families
- exploring sustainable income streams
- increasing the mix of products and services offered by trading subsidiary Positive Practice Partnership Ltd.

Reference and administrative details of the Charity, its trustees and advisors

Charity Name	PROPS North East		
Registered Charity Number	1146582	Company Number	07902767
Registered Office and operational address	Linskill Centre Linskill Terrace North Shields England NE30 2AY		
Trustees	Denise Wilkins Alastair Mitchell	Chair of Trustees Treasurer	

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	Lynne Griffin	Trustee
	Susan Sinton	Trustee
	Phillip Brown	Trustee (resigned 13 July 2023)
	Benjamin Broadhead	Trustee (appointed 27 April 2023)
Chief Executive	Helen Thompson	Appointed September 2022
Independent Examiner	Jim Dodds FCIE 33 The Glebe Morpeth Northumberland NE61 6HW	
Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB Lloyds Bank plc 25 Gresham Street London EC2V 7HN	

Structure, governance and management**Governing Document**

PROPS North East is a charitable company limited by guarantee. Established as Scotswood Women's Drug Support Group in 1997, Newcastle PROPS was registered as a charity in 1999 and incorporated as PROPS North East on 12th January 2012. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its articles of association. In the event of the company being wound up members are required to contribute an amount of £1.00.

Appointment of trustees

As set out in the Memorandum and Articles of Association the board shall consist of no more than 12 trustees and no less than 1. At each Annual General Meeting one third of the longest serving trustees retire by rotation from office. A retiring trustee is eligible for re-election.

In the event of any skills being lost through retirement or resignation, suitable individuals are approached to offer themselves for appointment to the Board. All Trustees give their time voluntarily and received no benefits from the charity. No Trustees claimed expenses during the year.

Trustee induction and training

New trustees are invited to meet with the Chair and Chief Executive to familiarise themselves with the Charity and the context in which it operates. This covers:

- the obligations of trustees
- the main documents which set out the operational framework for the Trust
- resourcing and the current financial position
- future plans and objectives
- risks facing the Charity.

Trustees also receive an induction pack of internal information together with publications from the Charity Commission. The Chief Executive organises opportunities for the trustees to become familiar with the work of the Charity by meeting with those who use the services of the Charity, attending groups and training and for meeting staff and volunteers. Trustees are also invited to attend issue specific focus groups or projects.

Organisation

The board of trustees has responsibility for the strategic direction and policy of the charity. Frequency of full meetings has been reviewed for effectiveness and the board will continue to meet on a monthly basis. Trustees have also established subgroups for financial governance and income generation that meet in addition to and report into ordinary meetings.

The trustees appoint the Chief Executive to manage the day-to-day operations. To facilitate effective operations the Chief Executive has delegated authority, within the terms of delegation approved by the trustees, for operational matters including finance, employment, and service delivery.

Risk management

The trustees have a risk management strategy that comprises:

- an annual review of the risks the charity may face.
- the implementation and review of a formal risk mapping system and procedures to mitigate identified risks.
- the implementation of systems and procedures designed to minimise any potential impact on the Trust should they materialise.

Due to uncertainty in the economic climate and to mitigate significant external risks to funding organisation undertakes an annual strategic review. Each year the Charity produces updated the Business and Action Plans which are fully consulted with trustees, management and staff teams and reviewed against progress quarterly. They are very much working documents which recognise the need for diversification, development and expansion of the Charity's core business. A key element in the management of financial risk is the setting of a Reserves Policy and its regular review by trustees.

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TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2024

Statement of trustees' responsibilities

The trustees (who are also the directors of PROPS North East for 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, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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
- 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 operation

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 the financial statements comply with the Companies Act 2006. The trustees 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.

Independent Examiner

Jim Dodds has been re-appointed as independent examiner for the ensuing year ending 31 March 2025.

Approved by the Board on ...1.8.24... and signed on their behalf by:

.....
Denise Wilkins (Chair of Trustees)

PROPS NORTH EAST

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2024

I report on the financial statements of PROPS North East for the year ended 31 March 2024, which are set out on pages 13 to 24

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

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

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

Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- 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 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.

Jim Dodds FCIE
33 The Glebe
Morpeth
Northumberland
NE61 6HW
Date:

PROPS NORTH EAST

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CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING THE INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2024

	Notes	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Income:						
Donations and legacies	7	6,246	-	-	6,246	3,425
Income from charitable activities:						
Grants and contracts	8	428,223	-	20,991	449,214	403,844
Other trading activities:						
Subsidiary income	9	1,675	-	-	1,675	9,137
Investment income	10	1,637	-	-	1,637	545
Total income		437,781	-	20,991	458,772	416,951
Expenditure						
Costs of raising funds:						
Subsidiary expenditure	11	711	-	-	711	6,161
Expenditure on charitable activities:						
Operation of the charity	12	375,128	-	15,352	390,480	373,104
Total expenditure		375,839	-	15,352	391,191	379,265
Net income/(expenditure) and net movement of funds		61,942	-	5,639	67,581	37,686
Reconciliation of funds						
Total funds brought forward		101,817	45,000	-	146,817	109,131
Total funds carried forward		163,759	45,000	5,639	214,398	146,817

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities

The notes on pages 15 to 24 form an integral part of these accounts.

PROPS NORTH EAST

A company limited by guarantee

Company number 07902767

CONSOLIDATED BALANCE SHEET

As at 31 March 2024

	Notes	Group		Charity	
		2024 £	2023 £	2024 £	2023 £
<u>Fixed assets</u>					
Tangible assets	21	2,932	5,416	2,932	5,416
Total Fixed Assets		2,932	5,416	2,933	5,417
<u>Current assets</u>					
Debtors and prepayments	23	4,824	14,795	4,824	14,224
Cash at bank and in hand		228,694	170,900	228,419	170,900
Total Current Assets		233,518	185,695	233,243	185,124
<u>Liabilities</u>					
Creditors falling due within one year	24	(22,052)	(44,294)	(21,778)	(43,724)
Net Current Assets		211,466	141,401	211,465	141,400
Total assets less current liabilities		214,398	146,817	214,398	146,817
Net Assets		214,398	146,817	214,398	146,817
<u>The funds of the charity</u>					
Restricted income funds		5,639	-	5,639	-
General unrestricted income funds		163,759	101,817	163,759	101,817
Designated unrestricted income funds		45,000	45,000	45,000	45,000
Total charity funds		214,398	146,817	214,398	146,817

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

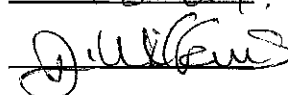
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 15 to 24 form an integral part of these accounts.

These financial statements were approved by the Board on:

and are signed on its behalf by: Denise Wilkins
Chair

1.8.24.


PROPS NORTH EAST

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2024

1 Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts 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 accounts 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011

PROPS North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance or provision of other specified service is deferred until the criteria of income recognition are met.

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2024

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

3.6 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charities' work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty

4.2 Charitable activities

Expenditure on charitable activities includes the costs of providing support and other therapeutic activities to carers undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

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

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Office and computer equipment	Straight line over four years
Equipment	Straight line over four years

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2024

6 The summary financial performance of the charity alone is:

	Total 2024 £	Total 2023 £
Income	457,097	407,814
Gift aid from trading subsidiary	964	2,976
	458,061	410,790
Expenditure on charitable activities	390,480	373,104
Net income/(expenditure)	67,581	37,686
Total funds brought forward	146,817	109,131
Total funds carried forward	214,398	146,817

Represented by:

General unrestricted income funds	163,759	101,817
Designated unrestricted income funds	45,000	45,000
Restricted income funds	5,639	-
	214,398	146,817

Analysis of income

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
7 Income from donations and legacies					
Donations	4,333	-	-	4,333	3,425
Other donations	399	-	-	399	-
Fund raising	1,514	-	-	1,514	-
	6,246	-	-	6,246	3,425

PROPS NORTH EAST

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of income continued

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
8 Income from charitable activities					
<u>Income from contracts</u>					
Newcastle City Council - Public Health Services - Carers Support	128,478	-	-	128,478	133,820
Newcastle City Council SSMTRG	133,421	-	-	133,421	-
Vita Health Group	34,500	-	-	34,500	23,000
North Tyneside Council	113,774	-	-	113,774	97,034
Probation Services Fund	10,000	-	-	10,000	-
Project Adder	2,236	-	-	2,236	133,472
<u>Income from grants</u>					
Arnold Clark	-	-	-	-	1,000
Community Foundation - Riddell	-	-	4,460	4,460	-
Family Community First Fund	-	-	-	-	-
Community Foundation Willan Trust	-	-	2,781	2,781	1,914
Community Foundation John Bell	-	-	9,167	9,167	2,500
Community Foundation Joseph Brough Charitable Trust	-	-	4,583	4,583	1,250
Other small grants	814	-	-	814	854
Other income	5,000	-	-	5,000	5,000
	<u>428,223</u>	<u>-</u>	<u>20,991</u>	<u>449,214</u>	<u>403,844</u>
9 Income from other trading activities					
Trading subsidiary turnover	1,675	-	-	1,675	9,137
	<u>1,675</u>	<u>-</u>	<u>-</u>	<u>1,675</u>	<u>9,137</u>
10 Investment income					
Bank interest	1,637	-	-	1,637	545
	<u>1,637</u>	<u>-</u>	<u>-</u>	<u>1,637</u>	<u>545</u>

Income was £458,772 (2023: £416,951) of which £437,781 was unrestricted or designated (2023: £411,287) and £20,991 was restricted (2023: £5,664).

PROPS NORTH EAST

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2024

Analysis of expenditure

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
11 Costs of raising funds					
Trading subsidiary costs					
Staff costs	436	-	-	436	5,000
Overheads	275	-	-	275	1,161
	<u>711</u>	<u>-</u>	<u>-</u>	<u>711</u>	<u>6,161</u>
12 Charitable activities					
Client activities	10,609	-	185	10,794	12,649
Staff salaries	296,227	-	12,386	308,613	294,604
Other staff costs	1,019	-	-	1,019	1,335
Staff travel & meetings	3,682	-	-	3,682	1,590
Training costs	1,181	-	-	1,181	608
Volunteer expenses	1,207	-	-	1,207	546
Premises costs	13,070	-	-	13,070	11,136
Office costs	24,604	-	2,062	26,666	22,232
Promotion and publicity	948	-	719	1,667	5,054
Professional fees	18,013	-	-	18,013	18,764
Bank charges	109	-	-	109	187
Depreciation	2,484	-	-	2,484	2,380
Governance costs					
Management committee costs	-	-	-	-	44
Independent examiners fees	1,975	-	-	1,975	1,975
	<u>375,128</u>	<u>-</u>	<u>15,352</u>	<u>390,480</u>	<u>373,104</u>

Expenditure on charitable activities was £390,480 (2023: £379,265) of which £375,128 was unrestricted or designated (2023: £373,601) and £15,352 was restricted (2023: £5,664).

13 Net income/(expenditure) for the year

	2024 £	2023 £
This is stated after charging :		
Depreciation	2,484	2,380
Independent examiner's fees for reporting on the accounts	1,975	1,975
Other accountancy services provided by the examiner	275	275
	<u>4,734</u>	<u>4,630</u>

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2024

14 Analysis of staff costs and the cost of key management personnel

	2024 £	2023 £
Gross wages, salaries and benefits in kind	267,729	258,650
Employer's National Insurance costs	23,543	22,832
Employer's pension costs	17,777	18,122
	<u>309,049</u>	<u>299,604</u>

No employee received remuneration above £60,000 (2023: nil).

The key management personnel of the charity, comprise the trustees and the Chief Executive. The total employee benefits of the key management personnel of the charity were £46,447 (2023: £40,240).

15 Staff Numbers

The average monthly head count was 10 staff (2023: 11 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2024 Number	2023 Number
The parts of the charity in which the employees work		
Support staff	5.5	6.5
Management / admin staff	3.5	3.5
	<u>9.0</u>	<u>10.0</u>

16 Transactions with trustees

The charity trustees were not paid any other benefits from employment with the charity in the year (2023: £nil). No charity trustee received payment for professional or other services supplied to the charity. (2023: £nil).

17 Trustees' expenses

No trustee expenses have been incurred in the year (2023: £nil).

18 Transaction(s) with related parties

No trustee or other person related to the charity had any personal interest in any contract or other transactions entered into by the charity, including guarantees, during the year (2023: nil).

19 Defined contribution pension scheme

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

The employer's pension costs represent contributions payable by the charity to the fund and amount to £17,777 (2023: £18,122) There was £nil outstanding as at 31 March 2024 (2023: £nil).

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2024

20 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

	<u>Charity</u>	<u>Subsidiary</u>	<u>Group</u>
	<u>Office & Computer Equipment £</u>	<u>Equipment £</u>	<u>Total £</u>
21 Tangible fixed assets			
Cost			
Balance brought forward	26,780	1,200	27,980
Additions	-	-	-
Disposals	-	(1,200)	(1,200)
Balance carried forward	<u>26,780</u>	<u>-</u>	<u>26,780</u>
Depreciation			
Balance brought forward	21,364	1,200	22,564
Depreciation charge for year	2,484	-	2,484
Disposals	-	(1,200)	(1,200)
Balance carried forward	<u>23,848</u>	<u>-</u>	<u>23,848</u>
Net book value			
Brought forward	<u>5,416</u>	<u>-</u>	<u>5,416</u>
Carried forward	<u>2,932</u>	<u>-</u>	<u>2,932</u>

22 Fixed asset investment

	<u>Group</u>		<u>Charity</u>	
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Investment in subsidiary company	-	-	1	1

The charitable company owns one £1 ordinary share, 100% of the voting capital of the Positive Practice Partnership Ltd a company incorporated and registered in England and Wales (Company number 08487355). To provide training, accreditation and supervision in evidenced based interventions to staff working with adults affected by a family members substance misuse, and pays all of its profits to the charity under the Gift Aid scheme. A summary of the trading results and balance sheet for the year ended 31 March 2024 is shown below.

Profit and loss account

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Turnover	1,675	9,137
Cost of sales	-	-
Administration costs	(711)	(6,161)
Other operating income	-	-
Taxation	-	-
Donation to parent charity	(964)	(2,976)
Net profit	<u>-</u>	<u>-</u>

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2024

22 Fixed asset investment continued

Balance sheet	2024 £	2023 £
Fixed assets	-	-
Current assets	276	8,252
Creditors amounts falling due within one year	(275)	(8,251)
	<u>1</u>	<u>1</u>
Called up share capital	1	1
Profit and loss account	-	-
	<u>1</u>	<u>1</u>

23 Debtors and prepayments (receivable within 1 year)

	Group		Charity	
	2024 £	2023 £	2024 £	2023 £
Trade debtors	1,387	13,837	1,387	8,624
Pre payments and other debtors	3,437	958	3,437	958
Amounts due from subsidiary undertakings	-	-	-	4,642
	<u>4,824</u>	<u>14,795</u>	<u>4,824</u>	<u>14,224</u>

24 Creditors and accruals (payable within 1 year)

	Group		Charity	
	2024 £	2023 £	2024 £	2023 £
Trade creditors	2,183	2,114	2,184	2,114
Payroll taxation	5,119	-	5,119	-
Other creditors	-	222	-	222
Accruals				
Independent examination of accounts	2,250	2,250	1,975	1,975
Deferred Income	12,500	39,708	12,500	39,413
	<u>22,052</u>	<u>44,294</u>	<u>21,778</u>	<u>43,724</u>

25 Deferred income

Deferred income comprises of advance payment from contracts and grant providers.

	2024 £
Balance brought forward	39,708
Amount released to income earned from charitable activities	(39,708)
Amount deferred in year	12,500
Balance carried forward	<u>12,500</u>

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2024

26 Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
General unrestricted fund	101,817	437,781	(375,839)	-	163,759
Totals	101,817	437,781	(375,839)	-	163,759

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' after allowing for designated funds.

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Designated reserves fund	45,000	-	-	-	45,000
Totals	45,000	-	-	-	45,000

Purpose of designated funds

Designated reserves fund To cover one to two months running costs including potential close down costs.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Community Foundation - Riddell Family Community First Fund	-	4,460	(185)	-	4,275
Community Foundation Willan Trust	-	2,781	(2,781)	-	-
Community Foundation John Bell	-	9,167	(8,257)	-	910
Community Foundation Joseph Brough Charitable Trust	-	4,583	(4,129)	-	454
Totals	-	20,991	(15,352)	-	5,639

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2024

26 Analysis of charitable funds continued**Purpose of restricted funds**

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Community Foundation - Riddell Family Community First Fund	Contribution to food related training for carers.
Community Foundation Willan Trust	Contribution to website and Internet costs.
Community Foundation John Bell	Family Intervention Worker targeting support for black and ethnic minority, LGBT and Muslim people with substance misuse problems.
Community Foundation Joseph Brough Charitable Trust	Family Intervention Worker targeting support for black and ethnic minority, LGBT and Muslim people with substance misuse problems.

27 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Tangible fixed assets	2,932	-	-	2,932	5,416
Cash at bank and in hand	178,055	45,000	5,639	228,694	170,900
Other net current assets	4,824	-	-	4,824	14,795
Creditors falling due within one year	(22,052)	-	-	(22,052)	(44,294)
	<u>163,759</u>	<u>45,000</u>	<u>5,639</u>	<u>214,398</u>	<u>146,817</u>

PROPS NORTH EAST

England & Wales - Charity number 1146582

Accounts

PROPS NORTH EAST
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REPORT AND GROUP FINANCIAL STATEMENTS

For the year ended 31 March 2023

Charity number 1146582

Company number 07902767

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TRUSTEES ANNUAL 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 31 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for 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: 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).

Summary by Denise Wilkins, Chair:

This year we are reporting an increase in income of £42,478. Expenditure increased by £23,416 and this has resulted in a surplus of £37,686 (2022: £18,624) for the year and a further increase in our free reserves.

We will continue to work to develop a strategic and focused approach in our trading model in the years ahead.

In January 2023 we received confirmation that our tender to maintain our contract of services with North Tyneside Council was successful. We were also successful in securing funding with the Home Office and Public Health under the Supplementary Substance Misuse Treatment Grant (SSMTRG), the follow up programme to the Project Adder initiative which ended in March 2023.

As was the case of Project Adder, this scheme focuses on coordinated law enforcement activity alongside expanded diversionary programmes (such as Out of Court Disposal Orders), using the criminal justice system to divert people away from offending. PROPS works closely with the Police, Local Authority, and treatment commissioners to co-produce detailed delivery plans for families, taking into account local need with a focus on a whole system response with enhanced partnership working.

The confirmation of funding allows us to focus on our long-term strategic plan with greater financial stability.

Following significant operational changes during the pandemic our Charity adapted its services and continues to communicate via various social online platforms, offering virtual spaces as well as face to face meetings or groups in the community, to provide connections for families whose needs are paramount.

I would like to thank Nicola Mansfield Jones for her dedication and commitment to PROPS before she stepped down as Chief Executive in 2022.

I would like to express gratitude to my fellow trustees, the dedicated staff team and all our invaluable volunteers who continue to demonstrate exceptional commitment and fortitude.



Denise Wilkins
Chair of Trustees

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2023

Our People**Trustees and Directors**

Denise Wilkins – Chair of Trustees and Director

Lynne Griffin – Trustee and Director

Susan Sinton – Trustee and Director

Alastair Mitchell – Treasurer and Director

Phillip Brown - Trustee and Director

Staff Team

Helen Thompson – Chief Executive

Sandra Adams – Service Manager

Annette Walby – Team Leader

Daniel Brocksope – Young Persons Intervention Lead

Sandy Lambrou – Finance Manager

Claire Hagelburg – Family Intervention Worker

Tracey Harkins Hobson – Family Intervention Worker

Andrea Mansfield – Family Intervention Worker

Katie Brown – Young Persons Intervention Worker

Paige Scott – Young Persons Intervention Worker

Volunteers

Peter Toner

Lesley Hardie

Muriel Goulding

Sandra Davies

Maria Gregson

Joanne Whittington

Sarah Cope

Fatema Rahman

Changes in Staff Team

Nicola Mansfield Jones, Chief Executive – resigned November 2022

Lyn Hunter, Service Manager - resigned June 2022

Teresa Atkinson, Administration – resigned August 2022

Kirsty Barber, Family Intervention Worker – resigned February 2023

Julie Gardener, Family Intervention Worker – resigned March 2023

Purpose and Aims

The purpose of the Charity as set out in the objects contained in the company's Memorandum and Articles of Association is:

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2023

“to relieve needs of carers and whole families affected by substance misuse, by providing them with, information, education and training, and other forms of support, and to raise public awareness of people’s drug and alcohol dependence and their associated behaviour, with the overall aim of promoting sustainable whole family recovery.”

Vision

To be the best at supporting and empowering young people, adults and whole families affected by substance misuse to live healthy, fulfilling, and independent lives.

Ensuring the Work Delivers Our Aims

The Charity reviews its aims, objectives, and activities each year and updates both the strategic development and operational delivery plans accordingly. The review looks at achievements and outcomes of the work and evaluates the success of each key activity and the benefits brought to the groups of people and communities we serve. It also looks at the barriers, challenges and failures experienced to ensure our services are effective and fit for purpose – and that the aims, objectives and activities remain focussed on the stated purpose. The Trust has referred to the guidance contained in the Charity Commission's guidance on Public Benefit when reviewing our aims and objectives, and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives.

The Focus of Our Work

The main objectives and activities for the year were to maintain a consistent level of high-quality service delivery and continuing to strengthen the systems and infrastructure of the charity to support long term sustainability of our work, which involves:

- Support to adults caring for a family member
- Support to young people affected by substance misuse
- Support to individuals to address the problems caused by their own substance misuse
- Championing the voices of the communities we serve across the issues that impact upon their lives

How Our Activities Deliver Public Benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities. The charitable objectives are also set out in order to provide a clear and demonstrable public benefit. All our charitable activities focus on reducing the harm caused to carers and whole families affected by substance misuse. By providing these activities they further our charitable purpose for the public benefit.

Who Used and Benefitted from Our Services?

The funding we currently receive supports primarily the residents in Newcastle upon Tyne and North Tyneside.

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For the year ended 31 March 2023

The North East still has some of the worst health harms in the UK with the highest rates of drug related deaths, alcohol related mortality and poverty. The North East has felt some of the harshest impacts of austerity through cuts to local authority funding. We work with families from every socioeconomic background and see higher referral rates from areas with high levels of social deprivation. All services are provided free of charge to families. In 2022 work has continued to develop a framework to better understand the longer-term impact of the pandemic alongside our current work to help us improve outcomes for those who use our services and increase accessibility across communities.

Achievements

The main areas of charitable activity are the provision of a range of evidence-based interventions tailored to the bespoke needs of people and families. We deliver support programmes that keep families and carers safe and achieve self-directed outcomes based on their expressed needs and wishes. These activities and the achievements are described below.

Support We Provide for Adults Caring for a Substance User:

Our work to promote recovery is underpinned three main principles:

- To reduce the positive reinforcements of using drugs and/or alcohol
- To enhance life circumstances, social networks, and family relationships
- To give adults a voice in the social issues that impact upon their lives

This work is underpinned by:

- Providing direct support to adults caring for a family member who misuses substances, with our assessment and care planning process ensuring we can reduce stress and isolation in the lives of affected others and improve their health and wellbeing.
- Improving relationships between substance users and affected others within families by offering them skills and education to manage their situation.
- Increasing a whole family's motivation to support substance users to access and sustain recovery.
- Supporting and reducing drug and alcohol misuse which may contribute to less re-offending behaviour through the use of evidence-based models and increasing the substance user's motivation to sustain long term change.
- Helping to prevent the number of children and young people from entering the Children's Social Care system, through employing Early Help Assessments (EHA) to provide additional support when identified.

Support we Provide for Children/Young People Affected by a Substance User:

We offer a unique service to young people aged 11-18 affected by parental or familial substance misuse in Newcastle.

Our work with young people is underpinned by three main principles:

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For the year ended 31 March 2023

- Young people affected by substance misuse should be safe
- Young people affected by substance misuse should achieve their potential
- Young people affected by substance misuse should have a voice

This work:

- Provides direct support to children/young people impacted by a family member who misuses substances. Using an assessment and care planning process that ensures we cut stress and isolation in the lives of affected others and improve their health and wellbeing.
- Delivers the Young Persons programme within a safe space to enable self-exploration, helping young people overcome their challenges and empowering them to increase confidence and build resilience.
- Gives young people a voice through partnership work, advocacy, and mediation within the family.
- Helps to prevent the number of children and young people from entering the Children's Social Care system, through employing Early Help Assessments (EHA) as a means of providing additional support when identified.

Championing the Voices of the Communities we Serve

PROPS was founded by Scotswood Women's Drug Support Group using principles of social action and community organising. This has continued through our robust partnerships and attendance at local and regional forums, alongside empowering affected others to have a voice of their own.

Financial Review

Considerable progress continues to be made in strengthening the governance and operations of the Charity. We have reviewed our strategic plan to strengthen our infrastructure.

The outcome of these actions has been an increase in income of £42,478. Expenditure increased by £23,416 and this has resulted in a surplus of £37,686 (2022: £18,624) for the year and a further increase in our free reserves.

Income from other trading activities decreased this year because of the aftermath of the pandemic. We will be working to develop a more strategic and focussed approach in our trading model.

Trustees and managers continue to review and regularly monitor progress against the strategic, operational, and financial plans through trustee and finance meetings.

Principal Funding Sources

The Trustees are grateful to the following for funding the work of the Charity during the period:

- Newcastle City Council
- North Tyneside Council

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For the year ended 31 March 2023

- Community Foundation Tyne and Wear
- Public Health Project Adder
- Pavers Charitable Foundation
- North Star Charitable Fund

We would also like to thank people who have made personal donations to the charity over this year, these contributions allow us to make essential purchases for our services and provide much valued respite events and activities for adults and young people.

Investment Policy

The strategic aims and development of the Charity specify that the trustees ensure the best use of reserves over the long-term, showing due diligence and an agreed level of risk averseness. The investment objective is to create a balance between capital growth and income, which over the long run, will have the aim of maintaining the real value of any assets.

The charity does not currently hold any investments other than bank deposits.

Pay Policy for Key Management Personnel

The board, who give their time freely with no trustee receiving remuneration during the year, have considered who the Key Management Personnel (KMP) of the charitable company are, as noted in the reference and administration section. Together with the board, these KMP are those in charge of directing and controlling, running, and operating the activities of the charitable company on a day-to-day basis. The pay of the KMP is reviewed annually.

The trustees benchmark against pay levels of other charities and similar organisations within the sector and the region. Pay levels are set using this information together with budget and forecast information, ensuring that the charitable company.

Reserves Policy and Going Concern

The calculation of free reserves is based on the definition included in the charity statement of recommended practice (SORP), which provides recommendations for accounting and reporting for charities. The trustees have examined the requirements of the charitable company to hold free reserves, those reserves not invested in tangible fixed assets, excluding long term liabilities, or designated for a particular purpose.

This exercise considered both the normal requirements for working capital and the loss of income of a hypothetical but reasonable reduction in the scale of operations. Resulting from this, the trustees considered it would be appropriate to hold the equivalent one to two months' payroll costs/expenditure, which would equate to holding approximately £35,000 - £70,000 in free reserves.

At the year end, total free reserves (unrestricted and designated funds not invested in tangible fixed assets) were £141,401 (2022: £105,697) an increase of £35,704. As we head into 2023/2024, we are confidently forecasting an increase in free reserves at that the end of the next financial year.

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The trustees will continue to budget future surpluses and diversify income generation activities in order to provide improved organisational sustainability.

The trustees recognise that while reserves may be utilised to maintain capacity within the charity and to finance essential infrastructure projects, they are conscious that in the medium and longer term the charity will need to continue to generate surpluses in order to maintain their target level of free reserves.

The need for the charity's services to continue to grow and therefore the demand on future income and reserves will also be greater, hence the charity continues to require future funding and the support of its funding partners.

The financial statements have been prepared on a going concern basis. The trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment. With the current resources available, the trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Plans for Future Periods

Following our organisational review, trustees are committed to continuing to invest time in strategic development.

The true impact of the devastating Coronavirus pandemic on communities is still being realised as well as the worsening cost-of-living crisis; but PROPS will continue to work alongside partners and adapt to any social changes we encounter.

Because of increasing the accessibility of our services and becoming more digital, we have assessed and will continue to regularly revise our cyber security processes to ensure the charity and the community data remains secure.

We are an accredited member of the Living Wage Foundation and will continue to support our employees with a fair hourly rate of pay.

As a charity we feel we have a social responsibility to support action to tackle the climate crisis. We continue to focus on reducing our carbon footprint and as a member of Forest Carbon we continue to offset our carbon footprint to support the increase in woodland cover in the UK. Since becoming a member of the Carbon Club in June 2021 and have captured a total of 20.5 tonnes of CO₂, helping to plant approximately 82 trees covering 0.1 hectares.

We will continue to focus on generating unrestricted income to allow the charity to remain agile in responding to the needs of those we serve in a climate of even greater uncertainty.

There appears to be growing acknowledgment of the value of 'charity' fuelled by the sector wide response to meeting the needs of the most vulnerable citizens in our country. There has been a rise in government spending to support the recovery of communities, which PROPS has been recognised as being an integral part of by the Newcastle City Council and North Tyneside Council commissioning streams.

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For the year ended 31 March 2023

Looking to the future we will continue to work with current and potential new partners in developing innovative solutions to complex problems. We will continue to explore new markets and develop new initiatives ensuring that those who use and purchase our services have excellent experiences of our work.

The Charity will focus on:

- Strengthening organisational infrastructure and systems
- Maintaining existing contracts with Newcastle City Council and North Tyneside
- Developing new partnership responses and approaches
- Developing and expanding the reach of our specialist services
- Improving the communication and marketing our offer to all stakeholders
- Expanding our skills services for young people and whole families
- Exploring sustainable income streams
- Increasing the mix of products and services offered by trading subsidiary Positive Practice Partnership Ltd.

Reference and Administrative Details of the Charity, its Trustees and Advisors

Charity Name	PROPS North East		
Registered Charity Number	1146582	Company Number	07902767
Registered Office and operational address	Linskill Centre Linskill Terrace North Shields England NE30 2AY		
Trustees	Denise Wilkins Alastair Mitchell Lynne Griffin Susan Sinton Phillip Brown Benjamin Broadhead	Chair of Trustees Treasurer Trustee Trustee Trustee (resigned 13 July 2023) Trustee (appointed 27 April 2023)	
Chief Executive	Helen Thompson	Appointed September 2022	
Independent Examiner	Jim Dodds FCIE 33 The Glebe Morpeth Northumberland NE61 6HW		

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2023

Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB
	Lloyds Bank plc 25 Gresham Street London EC2V 7HN

Structure, Governance and Management**Governing Document**

PROPS North East is a charitable company limited by guarantee. Established as Scotswood Women's Drug Support Group in 1997, Newcastle PROPS was registered as a charity in 1999 and incorporated as PROPS North East 12 January 2012. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its articles of association. In the event of the company being wound up members are required to contribute an amount of £1.00.

Appointment of Trustees

As set out in the Memorandum and Articles of Association the Board shall consist of no more than 12 Trustees and no less than 1. At each Annual General Meeting one third of the longest serving Trustees retire by rotation from office. A retiring Trustee is eligible for re-election.

In the event of any skills being lost through retirement or resignation, suitable individuals are approached to offer themselves for appointment to the Board. All Trustees give their time voluntarily and received no benefits from the charity. No Trustees claimed expenses during the year.

Trustee Induction and Training

New trustees are invited to meet with the Chair and Chief Executive to familiarise themselves with the Charity and the context in which it operates. This covers:

- The obligations of trustees
- The main documents which set out the operational framework for the Trust
- Resourcing and the current financial position
- Future plans and objectives
- Risks facing the Charity

Trustees also receive an induction pack of internal information together with publications from the Charity Commission. The Chief Executive organises opportunities for the trustees to become familiar with the work of the Charity by meeting with those who use the services of the Charity, attending groups and training and for meeting staff and volunteers. Trustees are also invited to attend issue specific focus groups or projects.

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Organisation

The board of trustees has responsibility for the strategic direction and policy of the charity. Frequency of full meetings has been reviewed for effectiveness and the board will continue to meet on a monthly basis. Trustees have also established subgroups for financial governance and income generation that meet in addition to and report into ordinary meetings.

The Chief Executive is appointed by the trustees to manage the day-to-day operations. To facilitate effective operations the Chief Executive has delegated authority, within the terms of delegation approved by the trustees, for operational matters including finance, employment, and service delivery.

Risk Management

The Trustees have a risk management strategy that comprises:

- An annual review of the risks the charity may face
- The implementation and review of a formal risk mapping system and procedures to mitigate identified risks
- The implementation of systems and procedures designed to minimise any potential impact on the Trust should they materialise

Due to uncertainty in the economic climate and to mitigate significant external risks to funding organisation undertakes an annual strategic review. Each year the charity produces updated Business and Action Plans which are fully consulted with trustees, management and staff teams and reviewed against progress quarterly. They are very much working documents which recognise the need for diversification, development, and expansion of the Charity's core business. A key element in the management of financial risk is the setting of a Reserves Policy and its regular review by trustees.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of PROPS North East for 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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
- Make judgements and estimates that are reasonable and prudent

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2023

- 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 operation

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 the financial statements comply with the Companies Act 2006. The Trustees 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.

Independent Examiner

Jim Dodds has been re-appointed as independent examiner for the ensuing year ending 31 March 2024.

Approved by the Board on 14 September 2023 and signed on their behalf by:


.....

Denise Wilkins (Chair of Trustees)

PROPS NORTH EAST

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2023

I report on the financial statements of PROPS North East for the year ended 31 March 2023, which are set out on pages 13 to 24

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

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

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

Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- 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 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.

Jim Dodds FCIE
33 The Glebe
Morpeth
Northumberland
NE61 6HW



Date: 14 September 2023

PROPS NORTH EAST

A company limited by guarantee

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING THE INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2023

	Notes	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<u>Income:</u>						
Donations and legacies	7	3,425	-	-	3,425	868
Income from charitable activities:						
Grants and contracts	8	398,180	-	5,664	403,844	369,770
Other trading activities:						
Subsidiary income	9	9,137	-	-	9,137	3,702
Investment income	10	545	-	-	545	133
Total income		411,287	-	5,664	416,951	374,473
<u>Expenditure</u>						
Costs of raising funds:						
Subsidiary expenditure	11	6,161	-	-	6,161	790
Expenditure on charitable activities:						
Operation of the charity	12	367,440	-	5,664	373,104	355,059
Total expenditure		373,601	-	5,664	379,265	355,849
Net income/(expenditure)		37,686	-	-	37,686	18,624
<u>Transfers between funds</u>		(15,000)	15,000	-	-	-
Net income/(expenditure) and net movement of funds		22,686	15,000	-	37,686	18,624
<u>Reconciliation of funds</u>						
Total funds brought forward		79,131	30,000	-	109,131	90,507
Total funds carried forward		101,817	45,000	-	146,817	109,131

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities

The notes on pages 15 to 24 form an integral part of these accounts.

PROPS NORTH EAST

A company limited by guarantee

Company number 07902767

CONSOLIDATED BALANCE SHEET

As at 31 March 2023

	Notes	Group		Charity	
		2023 £	2022 £	2023 £	2022 £
<u>Fixed assets</u>					
Tangible assets	21	5,416	3,434	5,416	3,434
Total Fixed Assets		5,416	3,434	5,417	3,435
<u>Current assets</u>					
Debtors and prepayments	23	14,795	50,619	14,224	50,619
Cash at bank and in hand		170,900	90,222	170,900	89,476
Total Current Assets		185,695	140,841	185,124	140,095
<u>Liabilities</u>					
Creditors falling due within one year	24	(44,294)	(35,144)	(43,724)	(34,399)
Net Current Assets		141,401	105,697	141,400	105,696
Total assets less current liabilities		146,817	109,131	146,817	109,131
Net Assets		146,817	109,131	146,817	109,131
<u>The funds of the charity</u>					
Restricted income funds		-	-	-	-
General unrestricted income funds		101,817	79,131	101,817	79,131
Designated unrestricted income funds		45,000	30,000	45,000	30,000
Total charity funds		146,817	109,131	146,817	109,131

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

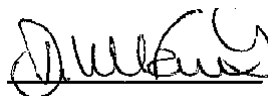
The notes on pages 15 to 24 form an integral part of these accounts.

These financial statements were approved by the Board on:

14 September 2023

and are signed on its behalf by:

Denise Wilkins
Chair



PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2023

1 Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts 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 accounts 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011

PROPS North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance or provision of other specified service is deferred until the criteria of income recognition are met.

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2023

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

3.6 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charities' work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty

4.2 Charitable activities

Expenditure on charitable activities includes the costs of providing support and other therapeutic activities to carers undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

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

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Office and computer equipment	Straight line over four years
Equipment	Straight line over four years

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2023

6 The summary financial performance of the charity alone is:

	Total 2023 £	Total 2022 £
Income	407,814	370,771
Gift aid from trading subsidiary	2,976	2,912
	410,790	373,683
Expenditure on charitable activities	373,104	355,059
Net income/(expenditure)	37,686	18,624
Total funds brought forward	109,131	90,507
Total funds carried forward	146,817	109,131

Represented by:

General unrestricted income funds	101,817	79,131
Designated unrestricted income funds	45,000	30,000
Restricted income funds	-	-
	146,817	109,131

Analysis of income

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
7 Income from donations and legacies					
Donations	3,425	-	-	3,425	868
	3,425	-	-	3,425	868

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2023

Analysis of income continued

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
8 Income from charitable activities					
<u>Income from contracts</u>					
NCC - Public Health Services - Carers Support	133,820	-	-	133,820	133,128
NCC - Community Led Local Development programme	-	-	-	-	51,171
Vita Health Group	23,000	-	-	23,000	-
North Tyneside Council	97,034	-	-	97,034	92,914
Project Adder	133,472	-	-	133,472	73,176
<u>Income from grants</u>					
Arnold Clark	1,000	-	-	1,000	750
Pavers Foundation	-	-	-	-	1,500
Proctor and Gamble	-	-	-	-	2,021
Newcastle City Council Training	-	-	-	-	4,860
Adfam	-	-	-	-	1,600
Community Foundation	-	-	5,664	5,664	3,006
NCC Anniversary event	4,000	-	-	4,000	-
Other small grants	854	-	-	854	-
Other income	5,000	-	-	5,000	5,644
	<u>398,180</u>	<u>-</u>	<u>5,664</u>	<u>403,844</u>	<u>369,770</u>
9 Income from other trading activities					
Trading subsidiary turnover	9,137	-	-	9,137	3,702
	<u>9,137</u>	<u>-</u>	<u>-</u>	<u>9,137</u>	<u>3,702</u>
10 Investment income					
Bank interest	545	-	-	545	133
	<u>545</u>	<u>-</u>	<u>-</u>	<u>545</u>	<u>133</u>

Income was £416,951 (2022: £374,473) of which £411,287 was unrestricted or designated (2022: £361,149) and £5,664 was restricted (2022: £13,324).

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2023

Analysis of expenditure

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
11 Costs of raising funds					
Trading subsidiary costs					
Staff costs	5,000	-	-	5,000	-
Overheads	1,161	-	-	1,161	790
	<u>6,161</u>	<u>-</u>	<u>-</u>	<u>6,161</u>	<u>790</u>
12 Charitable activities					
Client activities	12,649	-	-	12,649	12,610
Staff salaries	291,204	-	3,400	294,604	268,916
Other staff costs	1,335	-	-	1,335	1,334
Staff travel & meetings	1,590	-	-	1,590	455
Training costs	608	-	-	608	8,150
Volunteer expenses	546	-	-	546	457
Premises costs	11,136	-	-	11,136	12,169
Office costs	19,968	-	2,264	22,232	26,081
Promotion and publicity	5,054	-	-	5,054	1,433
Professional fees	18,764	-	-	18,764	19,384
Bank charges	187	-	-	187	157
Depreciation	2,380	-	-	2,380	1,393
Governance costs					
Management committee costs	44	-	-	44	-
Independent examiners fees	1,975	-	-	1,975	2,520
	<u>367,440</u>	<u>-</u>	<u>5,664</u>	<u>373,104</u>	<u>355,059</u>

Expenditure on charitable activities was £373,104 (2022: £355,059) of which £367,440 was unrestricted or designated (2022: £341,735) and £5,664 was restricted (2022: £13,324).

13 Net income/(expenditure) for the year

This is stated after charging :	2023 £	2022 £
Depreciation	2,380	1,393
Independent examiner's fees for reporting on the accounts	1,975	2,520
Other accountancy services provided by the examiner	275	1,661
	<u>4,630</u>	<u>5,574</u>

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2023

14 Analysis of staff costs and the cost of key management personnel

	2023 £	2022 £
Gross wages, salaries and benefits in kind	258,650	231,691
Employer's National Insurance costs	22,832	19,477
Employer's pension costs	18,122	17,748
	<u>299,604</u>	<u>268,916</u>

No employee received remuneration above £60,000 (2022: nil).

The key management personnel of the charity, comprise the trustees and the Chief Executive. The total employee benefits of the key management personnel of the charity were £43,140 (2022: £41,331).

15 Staff Numbers

The average monthly head count was 11 staff (2022: 11 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2023 Number	2022 Number
The parts of the charity in which the employees work		
Support staff	6.5	6.5
Management / admin staff	3.5	3.5
	<u>10.0</u>	<u>10.0</u>

16 Transactions with trustees

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

17 Trustees' expenses

No trustee expenses have been incurred in the year (2022: £nil).

18 Transaction(s) with related parties

No trustee or other person related to the charity had any personal interest in any contract or other transactions entered into by the charity, including guarantees, during the year (2022: nil).

19 Defined contribution pension scheme

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

The employer's pension costs represent contributions payable by the charity to the fund and amount to £18,122 (2022: £17,748) There was £nil outstanding as at 31 March 2023 (2022: £nil).

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2023

20 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

	<u>Charity</u>	<u>Subsidiary</u>	<u>Group</u>
	<u>Office & Computer Equipment £</u>	<u>Equipment £</u>	<u>Total £</u>
21 Tangible fixed assets			
Cost			
Balance brought forward	22,418	1,200	23,618
Additions	4,362	-	4,362
Disposals	-	-	-
Balance carried forward	26,780	1,200	27,980
Depreciation			
Balance brought forward	18,984	1,200	20,184
Depreciation charge for year	2,380	-	2,380
Disposals	-	-	-
Balance carried forward	21,364	1,200	22,564
Net book value			
Brought forward	3,434	-	3,434
Carried forward	5,416	-	5,416

22 Fixed asset investment

	<u>Group</u>		<u>Charity</u>	
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Investment in subsidiary company	-	-	1	1

The charitable company owns one £1 ordinary share, 100% of the voting capital of the Positive Practice Partnership Ltd a company incorporated and registered in England and Wales (Company number 08487355). To provide training, accreditation and supervision in evidenced based interventions to staff working with adults affected by a family members substance misuse. and pays all of its profits to the charity under the Gift Aid scheme. A summary of the trading results and balance sheet for the year ended 31 March 2023 is shown below.

Profit and loss account

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Turnover	9,137	3,702
Cost of sales	-	-
Administration costs	(6,161)	(790)
Other operating income	-	-
Taxation	-	-
Donation to parent charity	(2,976)	(2,912)
Net profit	-	-

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2023

22 Fixed asset investment continued

Balance sheet	2023 £	2022 £
Fixed assets	-	-
Current assets	8,251	747
Creditors amounts falling due within one year	(8,251)	(746)
	<u>-</u>	<u>1</u>
Called up share capital	1	1
Profit and loss account	-	-
	<u>1</u>	<u>1</u>

23 Debtors and prepayments (receivable within 1 year)

	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
Trade debtors	13,837	49,748	8,624	49,748
Pre payments and other debtors	958	871	958	871
Amounts due from subsidiary undertakings	-	-	4,642	-
	<u>14,795</u>	<u>50,619</u>	<u>14,224</u>	<u>50,619</u>

24 Creditors and accruals (payable within 1 year)

	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
Trade creditors	2,114	7,019	2,114	7,019
Other creditors	222	1,053	222	1,053
Accruals				
Independent examination of accounts	2,250	3,266	1,975	2,521
Deferred Income	39,708	23,806	39,413	23,806
	<u>44,294</u>	<u>35,144</u>	<u>43,724</u>	<u>34,399</u>

25 Deferred income

Deferred income comprises of advance payment from contracts and grant providers.

	2023 £
Balance brought forward	23,806
Amount released to income earned from charitable activities	(21,542)
Amount deferred in year	37,444
Balance carried forward	<u>39,708</u>

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2023

26 Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
General unrestricted fund	79,131	411,287	(373,601)	(15,000)	101,817
Totals	79,131	411,287	(373,601)	(15,000)	101,817

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' after allowing for designated funds.

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Designated reserves fund	30,000	-	-	15,000	45,000
Totals	30,000	-	-	15,000	45,000

Purpose of designated funds

Designated reserves fund To cover one to two months running costs including potential close down costs.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Community Foundation Willan Trust	-	1,914	(1,914)	-	-
Community Foundation Joseph Brough Charitable Trust	-	3,750	(3,750)	-	-
Totals	-	5,664	(5,664)	-	-

Purpose of restricted funds

Community Foundation Willan Trust Contribution to website and Internet costs.

Community Foundation Joseph Brough Charitable Trust Family Intervention Worker targeting support for black and ethnic minority, LGBT and Muslim people with substance misuse problems.

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTSFor the year ended 31 March 2023

27 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Tangible fixed assets	5,416	-	-	5,416	3,434
Cash at bank and in hand	125,900	45,000	-	170,900	90,222
Other net current assets	14,795	-	-	14,795	50,619
Creditors falling due within one year	(44,294)	-	-	(44,294)	(35,144)
	<u>101,817</u>	<u>45,000</u>	<u>-</u>	<u>146,817</u>	<u>109,131</u>

PROPS NORTH EAST

England & Wales - Charity number 1146582

Accounts

PROPS NORTH EAST
(A company limited by guarantee)

REPORT AND GROUP FINANCIAL STATEMENTS

For the year ended 31 March 2022

Charity number 1146582

Company number 07902767

PROPS NORTH EAST

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2022

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for 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: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102) (effective 1 January 2019).

Summary by Denise Wilkins, Chair:

This year we are reporting an increase in our income from the previous year of £32,047 and an increase in expenditure of £61,211. The overall surplus for the year was £18,624. This is the second consecutive year that we are reporting a surplus and follows a number of previously reported deficits. We are pleased with our financial performance and this positive trend is forecast to continue into the new financial year.

In December 2021, we received confirmation that our tender to extend our contract of services with Newcastle City Council was successful. We were also successful in securing funding with the Home Office and Public Health under the Project Adder initiative.

Nationally £59 million has been invested in the Project Adder initiative until March 2023. This scheme focuses coordinated law enforcement activity alongside expanded diversionary programmes (such as Out Of Court Disposal Orders), using a criminal justice system to divert people away from offending. This additional funding has enabled us to work closely with the Police, Local Authority, and treatment commissioners to co-produce detailed deliver plans for families, taking into account local need with a focus on a whole system response with enhanced partnership working.

This means we can continue to focus on our long-term strategic plan with greater financial stability.

In response to the pandemic our Charity has adapted our services and will continue to communicate via various social online platforms, offering virtual spaces to provide connection for families. It is imperative that we continue to respond to the needs of families in the aftermath of the pandemic.

I would like to express gratitude to my fellow trustees, the dedicated staff team and all our invaluable volunteers who continue to demonstrate exceptional commitment and fortitude. I would also like to thank Nicola Mansfield-Jones who has given notice that she is to leave the Charity later this year after 17 years of dedicated service. Nicola will continue as Chief

PROPS NORTH EAST

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2022

Executive while she helps us to recruit her successor and ensure that a smooth transition takes place.

Denise Wilkins
Chair of Trustees

Our People**Trustees and Directors**

Denise Wilkins – Chair of Trustees and Director
Alastair Mitchell – Treasurer and Director
Lynne Griffin – Trustee and Director
Susan Sinton – Trustee and Director
Phillip Brown – Trustee and Director

Changes in Trustees and Directors during the year:
Phillip Brown appointed 17 April 2022

Staff Team

Nicola Mansfield-Jones – Chief Executive
Lyn Hunter – Service Manager
Sandy Lambrou – Finance Manager
Teresa Atkinson – Administration Officer/Family Intervention Worker
Helen Wrigley – Family Intervention Worker
Sandra Adams – Family Intervention Worker
Julie Gardner – Family Intervention Worker
Daniel Brocksopp – Young Persons Intervention Worker
Helen Thompson – Social Impact Lead
Andrea Mansfield – Administration Officer/Project Support Officer

Volunteers

Peter Toner
Lesley Hardie
Claire Hagelburg
Muriel Goulding
Sandra Davies
Maria Gregson
Joanne Whittington
Sarah Dunn

PROPS NORTH EAST

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2022

Tamara O'Rourke

Fatema Rahman

Changes in Staff Team during the year:

Andrea Mansfield, Family Intervention Worker – Recruited February 2022

Teresa Atkinson, Administration – Recruited February 2022

Purpose and Aims

The purpose of the Charity as set out in the objects contained in the company's Memorandum and Articles of Association is:

“to relieve the charitable needs of carers and whole families affected by substance misuse, by the provision of advice, information, education and training, and other charitable forms of support, and by raising public awareness in all matters relating to drug and alcohol dependence, and their associated behaviours, with the overall aim being to promote sustainable whole family recovery.”

Vision

To be the best at supporting and empowering young people, adults and whole families affected by substance misuse to live healthy, fulfilling, and independent lives.

Ensuring the Work Delivers Our Aims

The Charity reviews its aims, objectives, and activities each year and updates both the strategic development and operational delivery plans to reflect the decisions taken. The review looks at achievements and outcomes of the work over the previous 12 months. It looks at the success of each key activity and the benefits brought to the groups of people the communities we serve and also the barriers, challenges and failures experienced to ensure our services are effective and fit for purpose. It also helps us ensure the aim, objectives and activities remain focussed on the stated purpose. The Trust has referred to the guidance contained in the Charity Commission's guidance on Public Benefit when reviewing our aims and objectives, and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives.

The Focus of Our Work

The main objectives and activities for the year were to maintain a consistent level of high-quality service delivery across all operational areas and to continue to progress our change management program strengthening the systems and infrastructure of the charity to support long term sustainability of our work.

PROPS NORTH EAST

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2022

- Support to adults caring for a family member
- Support to young people affected by substance misuse
- Support to individuals to address the problems caused by their own substance misuse
- Championing the voices of the communities we serve across in the issues that impact upon their lives

How Our Activities Deliver Public Benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities. The charitable objectives are also set out in order to provide a clear and demonstrable public benefit. All our charitable activities focus on reducing the harm caused to carers and whole families affected by substance misuse. By providing these activities they further our charitable purpose for the public benefit.

Who Used and Benefitted from Our Services?

The majority of the funding we currently receive supports the residents in Newcastle upon Tyne and North Tyneside.

The North East still has some of the worst health harms in the UK with the highest rates of drug related deaths, alcohol related mortality and poverty. The North East is a region who, prior to the coronavirus pandemic, had already felt some of the harshest impacts of austerity through cuts to local authority funding. We work with families from every socioeconomic background and see higher referral rates from areas with high levels of social deprivation. All services are provided free of charge to families. In 2021 work has continued to develop a framework to better understand the longer-term impact of the pandemic alongside our current work to help us improve outcomes for those who use our services and increase accessibility across communities.

Achievements

The main areas of charitable activity are the provision of a range of evidence-based interventions tailored to the bespoke needs of families and individuals. We deliver programmes of support that keep families and carers safe and achieve self-directed outcomes based on expressed needs and wishes of those who use our services. These activities and the achievements are described below.

- We supported 289 carers in Newcastle and North Tyneside, this is an increase of 38 percent from 20/21

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- 68 percent of carers reported an improvement in their level of anxiety
- 72 percent of carers reported improvements in their general mood
- 55 percent of carers stated their sleep had improved
- 60 percent of carers reported they were better able to manage stressful situations
- 49 percent of carers reported they were engaging more with friends, family and their community

Support we Provide for Adults Caring for a Substance User:

Our work to promote recovery is underpinned three main principles:

- To reduce the positive reinforcements of using drugs and/or alcohol
- To enhance life circumstances, social networks, and family relationships
- To give adults a voice in the social issues that impact upon their lives

This work is underpinned by delivering the following:

- Providing direct support to adults caring for a family member who misuses substances. Our assessment and care planning process ensures we are able to reduce stress and isolation in the lives of affected others and improve their health and wellbeing.
- Improving relationships between substance users and affected others within families by offering them skills and education to manage their situation.
- Increasing whole family's motivation to support substance users to access and sustain recovery.
- Supporting and reducing drug and alcohol misuse which may contribute to a reduction in re-offending behaviour through the use of evidence-based models. A decrease in offending could maintain the substance user's motivation to sustain long term change.
- Contribution to preventing the number of children and young people from entering the Children's Social Care system, through employing Early Help Assessments (EHA) as a means of providing additional support when identified.

Support we Provide for Children/Young People Affected by a Substance User:

We offer a unique service to young people aged 11-18 affected by parental or familial substance misuse in Newcastle.

Our work with young people is underpinned by three main principles:

- Young people affected by substance misuse are safe
- Young people affected by substance misuse achieve their potential
- Young people affected by substance misuse have a voice

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This work is underpinned by delivering the following:

- Providing direct support to children/young people impacted by a family member who misuses substances. Our assessment and care planning process ensures we are able to reduce stress and isolation in the lives of affected others and improve their health and wellbeing.
- Delivering the Young Persons programme within a safe space to enable self-exploration. Work with the challenges young people are faced with and empower them to increase confidence and build resilience.
- Give young people a voice through partnership work, advocacy, and mediation within the family.
- Contribution to preventing the number of children and young people from entering the Children's Social Care system, through employing Early Help Assessments (EHA) as a means of providing additional support when identified.

Championing the Voices of the Communities we Serve

PROPS was founded by Scotswood Women's Drug Support Group using principles of social action and community organising. This has continued through our robust partnerships and attendance at local and regional forums, alongside empowering affected others to have a voice of their own.

Financial Review

Considerable progress continues to be made in strengthening the governance, financial resilience, and operations of the Charity. We have reviewed our strategic plan to strengthen our infrastructure.

The outcome of these actions has been an increase in income of £32,047. Expenditure increased by £61,211 and this has resulted in a surplus of £18,624 for the year and a further increase in our free reserves.

Income from trading activity and our surplus decreased this year due to last year having benefitted from a substantial one-off trading contract. We will be working to develop a more strategic and focussed approach in our trading model in the future.

Trustees and managers continue to review and regularly monitor progress against the strategic, operational, and financial plans through trustee and finance meetings.

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Principal Funding Sources

The Trustees are grateful to the following for funding the work of the Charity during the period:

- Newcastle City Council
- North Tyneside Council
- Community Foundation Tyne and Wear
- Public Health Project Adder
- Pavers Foundation
- Arnold Clark
- Proctor & Gamble

We would like to give thanks to the individuals who have made personal donations to the charity over this year whose contributions allow us to make essential purchases for our services and provide much valued respite events and activities for adults and young people.

Investment Policy

The strategic aims and development of the Charity specify trustees ensure the best use of reserves over the long-term showing due diligence and an agreed level of risk averseness. The investment objective is to create a balance between capital growth and income, which over the long run, will endeavour to maintain the real value of any assets.

The Charity does not currently hold any investments.

Pay Policy for Key Management Personnel

The board, who give their time freely and no trustees received remuneration in the year, have considered who the Key Management Personnel (KMP) of the charitable company are, as noted in the reference and administration section. Together with the board, these KMP are those in charge of directing and controlling, running, and operating the activities of the charitable company on a day-to-day basis. The pay of the KMP is reviewed annually.

The trustees benchmark against pay levels of other charities and similar organisations within the sector and the region. Pay levels are set using this information together with budget and forecast information, ensuring that the charitable company.

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Reserves Policy and Going Concern

The calculation of free reserves is based on the definition included in the charity statement of recommended practice (SORP), which provides recommendations for accounting and reporting for charities. The trustees have examined the requirements of the charitable company to hold free reserves, those reserves not invested in tangible fixed assets, excluding long term liabilities, or designated for a particular purpose.

This exercise considered both the normal requirements for working capital and the loss of income of a hypothetical but reasonable reduction in the scale of operations. Resulting from this, the trustees considered it would be appropriate to hold at a minimum the equivalent of one to two months' payroll costs/expenditure, which would equate to holding approximately £25,000 - £50,000 in free reserves.

At the year end, total free reserves (unrestricted and designated funds not invested in tangible fixed assets) were £109,131 (2021: £90,507) an increase of £18,624. As we head into 2022/2023, we are confidently forecasting a further increase in free reserves at the end of the next financial year.

The trustees will continue to budget future surpluses and diversify income generation activities in order to provide improved organisational sustainability.

The trustees recognise that whilst reserves may be used to maintain capacity within the charity and to undertake essential infrastructure projects finance, they are conscious that in the medium and longer term the charity will need to generate surpluses in order to maintain their target level of free reserves.

The need for the charity's services to continue to grow and therefore the demand on future reserves will also be greater, hence the charity continues to require future funding and the support of its funding partners.

Going Concern

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic and its aftermath, the trustees have revised their forecasts to consider measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

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Plans for Future Periods

Following our organisational review, trustees are committed in continuing to invest time in strategic development. The true longer-term impact of the devastating Coronavirus pandemic on communities is still yet to be realised as well as the cost-of-living crisis; however, we will continue to work alongside partners and adapt to any social changes we will encounter.

Due to increasing the accessibility of our services and becoming more digital, we have assessed and will continue to regularly revise our cyber security processes to ensure the charity and the community data remains secure.

We are an accredited member of the Living Wage Foundation and will continue to support the employees with a fair hourly rate of pay.

As a Charity we feel we have a social responsibility to support the climate crisis we are all currently faced with. We are committed to making a change and this year we are focussing on reducing our carbon footprint. We have become a Forest Carbon member. By working with this organisation, we will offset our carbon footprint by ensuring 100 trees will be planted. This is just the start of our commitment to global change and since becoming a member on 3rd June 2021 we have captured a total of 9.7 tonnes of CO₂, helping to plant approximately 39 trees covering 0.1 hectares.

We will continue to focus on generating unrestricted income to allow the charity to remain agile in responding to the needs of those we serve in an even greater climate of uncertainty.

There appears to be growing acknowledgment of the value of 'charity' fuelled by the sector wide response meeting the needs of the most vulnerable citizens in our country. We expect to see a rise in government spending to support the recovery of communities. This is apparent due to the successful bid submission of two new members of staff from Project Adder supported by Public Health and the Home Office. We have further bids submitted under this government initiative for two additional posts and feel hopeful this will be successful due to the evident need for families.

In looking to the future we will continue to work with current and potential new partners in developing agile and innovative solutions to complex problems. We will continue to explore new markets and develop new services ensuring that those who use and purchase our services have excellent experiences of our work.

The Charity will focus on the following areas:

- Strengthen organisational infrastructure and systems
- Maintain existing contracts with Newcastle City Council and Project Adder

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- Secure a new contract with North Tyneside Council
- Development of new partnership responses and approaches
- Develop and expand the reach of our specialist services
- Improve the communication and marketing our offer to all stakeholders
- Expand our skills services for young people and whole families
- Explore sustainable income streams
- Increase the mix of products and services offered by trading subsidiary Positive Practice Partnership Ltd.

Reference and Administrative Details of the Charity, its Trustees and Advisors

Charity Name	PROPS North East	
Registered Charity Number	1146582	
Company Number	07902767	
Registered Office and operational address	Linskill Centre Linskill Terrace North Shields England NE30 2AY	
Trustees	Denise Wilkins	Chair of Trustees (Resigned and reappointed 11 November 2021)
	Alastair Mitchell	Treasurer
	Lynne Griffin	Trustee (Resigned and reappointed 11 November 2021)
	Susan Sinton	Trustee
	Phillip Brown	Trustee (Appointed 17 April 2022)
Chief Executive	Nicola Mansfield-Jones	Appointed January 2021
Independent Examiner	Jim Dodds FCIE Connected Voice Business Services Ltd C/O Connected Voice Higham House, Higham Place	

PROPS NORTH EAST

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For the year ended 31 March 2022

Newcastle upon Tyne,
NE1 8AF

Bankers Unity Trust Bank
 Nine Brindley place
 Birmingham
 B1 2HB

Structure, Governance and Management**Governing Document**

PROPS North East is a charitable company limited by guarantee. Established as Scotswood Women's Drug Support Group in 1997, Newcastle PROPS was registered as a charity in 1999 and incorporated as PROPS North East 12 January 2012. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its articles of association. In the event of the company being wound up members are required to contribute an amount of £1.00.

Appointment of Trustees

As set out in the Memorandum and Articles of Association the Board shall consist of no more than 12 Trustees and no less than 1. At each Annual General Meeting one third of the longest serving Trustees retire by rotation from office. A retiring Trustee is eligible for re-election.

In the event of any skills being lost through retirement or resignation, suitable individuals are approached to offer themselves for appointment to the Board. All Trustees give their time voluntarily and received no benefits from the charity. No Trustees claimed expenses during the year.

Trustee Induction and Training

New trustees are invited to meet with the Chair and Chief Executive to familiarise themselves with the Charity and the context in which it operates. This covers:

- The obligations of trustees
- The main documents which set out the operational framework for the Trust
- Resourcing and the current financial position
- Future plans and objectives
- Risks facing the Charity

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For the year ended 31 March 2022

Trustees also receive an induction pack of internal information together with publications from the Charity Commission. The Chief Executive organises opportunities for the trustees to become familiar with the work of the Charity by meeting with those who use the services of the Charity, attending groups and training and for meeting staff and volunteers. Trustees are also invited to attend issue specific focus groups or projects.

Organisation

The board of trustees has responsibility for the strategic direction and policy of the charity. Frequency of full meetings has been reviewed for effectiveness and will continue to meet on a monthly basis. Trustees have also established subgroups for financial governance and income generation that meet in addition to and report into ordinary meetings.

The trustees appoint the Chief Executive to manage the day-to-day operations. To facilitate effective operations the Chief Executive has delegated authority, within the terms of delegation approved by the trustees, for operational matters including finance, employment, and service delivery.

Risk Management

The Trustees have a risk management strategy that comprises:

- An annual review of the risks the charity may face
- The implementation and review of a formal risk mapping system and procedures to mitigate identified risks
- The implementation of systems and procedures designed to minimise any potential impact on the Trust should they materialise

Due to uncertainty in the economic climate and to mitigate significant external risks to funding organisation undertakes an annual strategic review. Each year the organisation produces updated Business and Action Plans which are fully consulted with trustees, management and staff teams and reviewed against progress quarterly. They are very much working documents which recognise the need for diversification, development, and expansion of the Charity's core business. A key element in the management of financial risk is the setting of a Reserves Policy and its regular review by trustees.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of PROPS North East for company law) are responsible for preparing the Trustees Annual Report and the financial statements in

PROPS NORTH EAST

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2022

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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

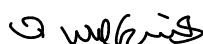
- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed 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 operation

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 the financial statements comply with the Companies Act 2006. The Trustees 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.

Independent Examiner

Jim Dodds has been re-appointed as independent examiner for the ensuing year ending 31st March 2023.

Approved by the Board on 4 August 2022 and signed on their behalf by:



.....
Denise Wilkins (Chair of Trustees)

PROPS NORTH EAST

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2022

I report on the financial statements of PROPS North East for the year ended 31 March 2022, which are set out on pages 15 to 26

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

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

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

Basis of independent examiner's statement

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

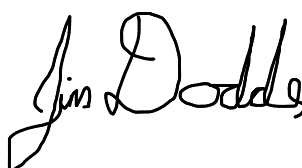
Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- 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 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.

Jim Dodds FCIE
Connected Voice Business Services Ltd
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 4 August 2022



PROPS NORTH EAST

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CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING THE INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2022

	Notes	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<u>Income:</u>						
Donations and legacies	7	868	-	-	868	1,665
Income from charitable activities:						
Grants and contracts	8	356,446	-	13,324	369,770	302,773
Other trading activities:	9					
Subsidiary income		3,702	-	-	3,702	37,975
Investment income	10	133	-	-	133	13
Total income		361,149	-	13,324	374,473	342,426
<u>Expenditure</u>						
Costs of raising funds:	11					
Subsidiary expenditure		790	-	-	790	30,108
Expenditure on charitable activities:						
Operation of the charity	12	341,735	-	13,324	355,059	264,530
Total expenditure		342,525	-	13,324	355,849	294,638
Net income/(expenditure) and net movement in funds		18,624	-	-	18,624	47,788
<u>Reconciliation of funds</u>						
Total funds brought forward		60,507	30,000	-	90,507	42,719
Total funds carried forward		79,131	30,000	-	109,131	90,507

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities

The notes on pages 17 to 26 form an integral part of these accounts.

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Company number 07902767

CONSOLIDATED BALANCE SHEET

As at 31 March 2022

	Notes	Group		Charity	
		2022 £	2021 £	2022 £	2021 £
Fixed assets					
Tangible assets	21	3,434	3,375	3,434	3,375
Investments		-	-	1	1
Total Fixed Assets		3,434	3,375	3,435	3,376
Current assets					
Debtors and prepayments	23	50,619	13,852	50,619	13,852
Cash at bank and in hand		90,222	114,844	89,476	114,123
Total Current Assets		140,841	128,696	140,095	127,975
Liabilities					
Creditors falling due within one year	24	(35,144)	(41,564)	(34,399)	(40,844)
Net Current Assets		105,697	87,132	105,696	87,131
Total assets less current liabilities		109,131	90,507	109,131	90,507
Net Assets		109,131	90,507	109,131	90,507
The funds of the charity					
Restricted income funds		-	-	-	-
General unrestricted income funds		79,131	60,507	79,131	60,507
Designated unrestricted income funds		30,000	30,000	30,000	30,000
Total charity funds		109,131	90,507	109,131	90,507

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The notes on pages 17 to 26 form an integral part of these accounts.

These financial statements were approved by the Board on:

4 August 2022

and are signed on its behalf by:

Denise Wilkins
Chair



PROPS NORTH EAST

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2022

1 Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts 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 accounts 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011

PROPS North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic and its aftermath, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance or provision of other specified service is deferred until the criteria of income recognition are met.

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2022

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

3.6 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charities' work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty

4.2 Charitable activities

Expenditure on charitable activities includes the costs of providing support and other therapeutic activities to carers undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

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

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Office and computer equipment
Project equipment

Straight line over four years
Straight line over four years

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2022

6 The summary financial performance of the charity alone is:

	Total 2022 £	Total 2021 £
Income	370,771	304,451
Gift aid from trading subsidiary	2,912	7,867
	373,683	312,318
Expenditure on charitable activities	355,059	264,530
Net income/(expenditure)	18,624	47,788
Total funds brought forward	90,507	42,719
Total funds carried forward	109,131	90,507

Represented by:

General unrestricted income funds	79,131	60,507
Designated unrestricted income funds	30,000	30,000
Restricted income funds	-	-
	109,131	90,507

Analysis of income

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
7 Income from donations and legacies					
Donations	868	-	-	868	1,665
	868	-	-	868	1,665

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2022

Analysis of income continued

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
8 Income from charitable activities					
<u>Income from contracts</u>					
NCC - Public Health Services - Carers Support	126,660	-	6,468	133,128	125,760
NCC - Community Led Local Development programme	51,171	-	-	51,171	21,899
Department of Work and Pensions	-	-	-	-	20,000
North Tyneside Council	92,914	-	-	92,914	99,710
Project ADDER	73,176	-	-	73,176	-
<u>Income from grants</u>					
Arnold Clark	750	-	-	750	-
Pavers Foundation	1,500	-	-	1,500	-
Proctor and Gamble	2,021	-	-	2,021	-
Newcastle City Council Training	610	-	4,250	4,860	-
Adfam	-	-	1,600	1,600	-
The National Lottery Community Fund	-	-	-	-	9,110
Community Foundation	2,000	-	1,006	3,006	2,714
Collective Voice	-	-	-	-	12,703
Other small grants	-	-	-	-	1,216
Other income	5,644	-	-	5,644	9,661
	<u>356,446</u>	<u>-</u>	<u>13,324</u>	<u>369,770</u>	<u>302,773</u>
9 Income from other trading activities					
Trading subsidiary turnover	3,702	-	-	3,702	37,975
	<u>3,702</u>	<u>-</u>	<u>-</u>	<u>3,702</u>	<u>37,975</u>
10 Investment income					
Bank interest	133	-	-	133	13
	<u>133</u>	<u>-</u>	<u>-</u>	<u>133</u>	<u>13</u>

Income was £374,473 (2021: £342,426) of which £361,149 was unrestricted or designated (2021: £319,899) and £13,324 was restricted (2021: £22,527).

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2022

Analysis of expenditure

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
11 Costs of raising funds					
Trading subsidiary costs					
Staff costs	-	-	-	-	24,104
Overheads	790	-	-	790	6,004
	<u>790</u>	<u>-</u>	<u>-</u>	<u>790</u>	<u>30,108</u>
12 Charitable activities					
Client activities	6,142	-	6,468	12,610	5,084
Staff salaries	268,916	-	-	268,916	207,708
Other staff costs	1,334	-	-	1,334	1,596
Staff travel & meetings	455	-	-	455	198
Training costs	2,300	-	5,850	8,150	-
Volunteer expenses	457	-	-	457	79
Premises costs	12,169	-	-	12,169	9,863
Office costs	25,075	-	1,006	26,081	23,290
Promotion and publicity	1,433	-	-	1,433	950
Professional fees	19,384	-	-	19,384	12,263
Bank charges	157	-	-	157	171
Depreciation	1,393	-	-	1,393	928
Governance costs					
Management committee costs	-	-	-	-	-
Independent examiners fees	2,520	-	-	2,520	2,400
	<u>341,735</u>	<u>-</u>	<u>13,324</u>	<u>355,059</u>	<u>264,530</u>

Expenditure on charitable activities was £355,059 (2021: £264,530) of which £341,735 was unrestricted or designated (2021: £242,003) and £13,324 was restricted (2021: £22,527).

13 Net income/(expenditure) for the year

	2022 £	2021 £
This is stated after charging :		
Depreciation	1,393	927
Independent examiner's fees for reporting on the accounts	2,520	2,400
Other accountancy services provided by the examiner	1,661	1,626
	<u>5,574</u>	<u>4,953</u>

PROPS NORTH EAST

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2022

14 Analysis of staff costs and the cost of key management personnel

	2022 £	2021 £
Gross wages, salaries and benefits in kind	231,691	199,639
Employer's National Insurance costs	19,477	17,003
Employer's pension costs	17,748	15,170
	268,916	231,812

No employee received remuneration above £60,000 (2021: nil).

The key management personnel of the charity, comprise the trustees and the Chief Executive. The total employee benefits of the key management personnel of the charity were £41,414 (2021: £41,331).

15 Staff Numbers

The average monthly head count was 11 staff (2021: 9 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2022 Number	2021 Number
The parts of the charity in which the employees work		
Support staff	6.5	5.5
Management / admin staff	3.5	3.5
	10.0	9.0

16 Transactions with trustees

The charity trustees were not paid any other benefits from employment with the charity in the year (2021: £nil). No charity trustee received payment for professional or other services supplied to the charity. (2021: £nil).

17 Trustees' expenses

No trustee expenses have been incurred in the year (2021: £nil).

18 Transaction(s) with related parties

No trustee or other person related to the charity had any personal interest in any contract or other transactions entered into by the charity, including guarantees, during the year (2021: nil).

19 Defined contribution pension scheme

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

The employer's pension costs represent contributions payable by the charity to the fund and amount to £17,748 (2021: £15,170). There was £nil outstanding as at 31 March 2022 (2021: £nil).

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2022

20 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

	Charity			Group	
	Office & Computer Equipment £	Project Equipment £	Total £	Equipment £	Total £
21 Tangible fixed assets					
Cost					
Balance brought forward	20,966	-	20,966	1,200	22,166
Additions	1,452	-	1,452	-	1,452
Disposals	-	-	-	-	-
Balance carried forward	22,418	-	22,418	1,200	23,618
Depreciation					
Balance brought forward	17,591	-	17,591	1,200	18,791
Depreciation charge for year	1,393	-	1,393	-	1,393
Disposals	-	-	-	-	-
Balance carried forward	18,984	-	18,984	1,200	20,184
Net book value					
Brought forward	3,375	-	3,375	-	3,375
Carried forward	3,434	-	3,434	-	3,434

22 Fixed asset investment

	Group		Charity	
	2022 £	2021 £	2022 £	2021 £
Investment in subsidiary company	-	-	1	1

The charitable company owns one £1 ordinary share, 100% of the voting capital of the Positive Practice Partnership Ltd a company incorporated and registered in England and Wales (Company number 08487355). To provide training, accreditation and supervision in evidenced based interventions to staff working with adults affected by a family members substance misuse. and pays all of its profits to the charity under the Gift Aid scheme. A summary of the trading results and balance sheet for the year ended 31 March 2022 is shown below.

Profit and loss account

	2022 £	2021 £
Turnover	3,702	37,975
Cost of sales	-	(53)
Administration costs	(790)	(30,055)
Other operating income	-	-
Taxation	-	-
Donation to parent charity	(2,912)	(7,867)
Net profit	-	-

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2022

22 Fixed asset investment continued

Balance sheet	2022 £	2021 £
Fixed assets	-	-
Current assets	747	721
Creditors amounts falling due within one year	(746)	(720)
	<u>1</u>	<u>1</u>
Called up share capital	1	1
Profit and loss account	-	-
	<u>1</u>	<u>1</u>

23 Debtors and prepayments (receivable within 1 year)

	Group		Charity	
	2022 £	2021 £	2022 £	2021 £
Trade debtors	49,748	13,852	49,748	13,852
Other debtors	871	-	871	-
	<u>50,619</u>	<u>13,852</u>	<u>50,619</u>	<u>13,852</u>

24 Creditors and accruals (payable within 1 year)

	Group		Charity	
	2022 £	2021 £	2022 £	2021 £
Trade creditors	7,019	991	7,019	991
Other creditors	1,053	10,925	1,053	10,925
Accruals				
Preparation of statutory accounts	3,266	3,120	2,521	2,400
Deferred Income	23,806	26,528	23,806	26,528
	<u>35,144</u>	<u>41,564</u>	<u>34,399</u>	<u>40,844</u>

25 Deferred income

Deferred income comprises of advance payment from grant providers

	2022 £
Balance brought forward	26,528
Amount released to income earned from charitable activities	(26,528)
Amount deferred in year	23,806
Balance carried forward	<u>23,806</u>

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2022

26 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
General unrestricted fund	60,507	361,149	(342,525)	-	79,131
Totals	60,507	361,149	(342,525)	-	79,131

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' after allowing for designated funds.

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Designated reserves fund	30,000	-	-	-	30,000
Totals	30,000	-	-	-	30,000

Purpose of designated funds

Designated reserves fund To cover one to two months running costs including potential close down costs.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
NCC - Public Health Services	-	6,468	(6,468)	-	-
Newcastle City Council Training	-	4,250	(4,250)	-	-
Community Foundation	-	1,006	(1,006)	-	-
Adfam	-	1,600	(1,600)	-	-
Totals	-	13,324	(13,324)	-	-

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2022

26 Analysis of charitable funds continued

Purpose of restricted funds

NCC - Public Health Services -	To provide respite for young people and adults.
Newcastle City Council Training	Restricted for training provided through ISIS.
Community Foundation	To contribute to purchase of IT equipment.
Adfam	Restricted for staff training.

27 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Tangible fixed assets	3,434	-	-	3,434	3,375
Cash at bank and in hand	60,222	30,000	-	90,222	114,844
Other net current assets	50,619	-	-	50,619	13,852
Creditors falling due within one year	(35,144)	-	-	(35,144)	(41,564)
	<u>79,131</u>	<u>30,000</u>	<u>-</u>	<u>109,131</u>	<u>90,507</u>

PROPS NORTH EAST

England & Wales - Charity number 1146582

Accounts

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REPORT AND GROUP FINANCIAL STATEMENTS

For the year ended 31 March 2021

Charity number 1146582

Company number 07902767

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TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for 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: 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).

Summary by Denise Wilkins, Chair:

At the end of this financial year, we find ourselves adjusting to a new normal planning for the post pandemic world. The work that we have undertaken to strengthen all aspects of the charity over the previous year while faced with COVID-19, has enabled us to build a strong position from which we can continue to promptly respond and adapt how we deliver services to the people we serve.

This year we are reporting an increase in our income from the previous year of £26,922 and a further reduction in expenditure of £49,585, resulting in an overall surplus for the year of £47,788. This is a significant improvement on the previous year and a positive trend that we forecast to continue into the new financial year.

In December 2020, we received confirmation that our tender to maintain our contract of services with North Tyneside City Council was successful. This outcome along with the previous award of a contract to deliver services in Newcastle in April 2020, means that we are now able to build a longer-term strategic plan with greater financial stability. We have also benefitted from a number of COVID-19 related grants and funding initiatives to support the Charity during the pandemic.

Throughout this challenging year, the response to the pandemic by our Charity was to adapt our services to be able to communicate via various social online platforms, offering virtual spaces to provide connection for families. It was imperative that inclusivity of family's needs were accommodated in the absence of face to face support whilst in isolation.

The launch of our new look website and the additional functionality of online referrals has enabled us to widen our visibility and reach to the community. This could not have been achieved without the offer of voluntary time from Bean Bag Bizarre and Zenos who worked hard on re-branding and updating the content of our website. This has not only given PROPS a fresh and current look, but the process also inspired the whole team to collaborate and be a part of the change.

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I would like to express gratitude to my fellow trustees, the dedicated staff team and all our invaluable volunteers who have all shown exceptional commitment and fortitude in these extremely trying times.

Denise Wilkins
Chair of Trustees

Our People

Trustees and Directors

Denise Wilkins – Chair of Trustees and Director
Lynne Griffin – Trustee and Director
Susan Sinton – Trustee and Director
Alastair Mitchell – Treasurer and Director

Staff Team

Nicola Mansfield Jones – Chief Executive
Lyn Hunter – Service Manager
Sandy Lambrou – Finance Manager
Teresa Atkinson – Administration Officer/Family Intervention Worker
Helen Wrigley – Family Intervention Worker
Sandra Adams – Family Intervention Worker
Julie Gardner – Family Intervention Worker
Daniel Brocksopp – Young Persons Intervention Worker
Helen Thompson – Social Impact Lead
Andrea Mansfield – Administration Officer/Project Support Officer

Volunteers

Peter Toner – Administration Support
Lesley Hardie – Welfare Rights/Group Facilitator
Claire Hagelburg - Counsellor
Muriel Goulding – Group Facilitator
Lesley Ayre – Group Facilitator

Purpose and Aims

The purpose of the Charity as set out in the objects contained in the company's Memorandum and Articles of Association is:

“to relieve the charitable needs of carers and whole families affected by substance misuse,

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For the year ended 31 March 2021

by the provision of advice, information, education and training, and other charitable forms of support, and by raising public awareness in all matters relating to drug and alcohol dependence, and their associated behaviours, with the overall aim being to promote sustainable whole family recovery.”

Vision

To provide a complete solution for families affected by substance misuse to take back control of their lives, at all times acting as an advocate for social change on the issues that impact upon the lives and communities of those we serve.

Ensuring the Work Delivers Our Aims

The Charity reviews its aims, objectives, and activities each year and updates both the strategic development and operational delivery plans to reflect the decisions taken. The review looks at achievements and outcomes of the work over the previous 12 months. It looks at the success of each key activity and the benefits brought to the groups of people the communities we serve and also the barriers, challenges and failures experienced to ensure our services are effective and fit for purpose. It also helps us ensure the aim, objectives and activities remain focussed on the stated purpose. The Trust has referred to the guidance contained in the Charity Commission's guidance on Public Benefit when reviewing our aims and objectives, and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives.

The Focus of Our Work

The main objectives and activities for the year were to maintain a consistent level of high-quality service delivery across all operational areas and to continue to progress our change management program strengthening the systems and infrastructure of the charity to support long term sustainability of our work.

- Support to adults caring for a family member
- Support to young people affected by substance misuse
- Support to individuals to address the problems caused by their own substance misuse
- Championing the voices of the communities we serve across in the issues that impact upon their lives

How Our Activities Deliver Public Benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future

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activities. The charitable objectives are also set out in order to provide a clear and demonstrable public benefit. All our charitable activities focus on reducing the harm caused to carers and whole families affected by substance misuse. By providing these activities they further our charitable purpose for the public benefit.

Who Used and Benefitted from Our Services?

The objects of the Charity do not restrict the delivery of activities to a geographical area, however some of the funding we currently receive limits the services we are able to provide to residents in Newcastle upon Tyne and North Tyneside.

The North East still has some of the worst health related outcomes in the UK with the highest rates of drug related deaths, alcohol related mortality and poverty. The North East is a region who, prior to the coronavirus pandemic, had already felt some of the harshest impacts of austerity through cuts to local authority funding. We work with families from every socioeconomic background and see higher referral rates from areas with high levels of social deprivation. All services are provided free of charge to families. In 2020 work has continued to develop a framework to better understand the impact of the pandemic alongside our current work to help us improve outcomes for those who use our services and increase accessibility across communities.

Achievements

The main areas of charitable activity are the provision of a range of evidence-based interventions tailored to the bespoke needs of families and individuals. We deliver programmes of support that keep families and carers safe and achieve self-directed outcomes based on expressed needs and wishes of those who use our services. These activities and the achievements are described below.

Support we Provide for Adults Caring for a Substance User:

Our work to promote recovery is underpinned three main principles:

- To reduce the positive reinforcements of using drugs and/or alcohol
- To enhance life circumstances, social networks, and family relationships
- To give adults a voice in the social issues that impact upon their lives

This work is underpinned by delivering the following:

- Providing direct support to adults caring for a family member who misuses substances. Our assessment and care planning process ensures we are able to reduce stress and isolation in the lives of affected others and improve their health and wellbeing.

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- Improving relationships between substance users and affected others within families by offering them skills and education to manage their situation.
- Increasing whole family's motivation to support substance users to access and sustain recovery.
- Supporting and reducing drug and alcohol misuse which may contribute to a reduction in re-offending behaviour through the use of evidence-based models. A decrease in offending could maintain the substance user's motivation to sustain long term change.
- Contribution to preventing the number of children and young people from entering the Children's Social Care system, through employing Early Help Assessments (EHA) as a means of providing additional support when identified.

Support we Provide for Children/Young People Affected by a Substance User:

We offer a unique service to young people aged 11-18 affected by parental or familial substance misuse.

Our work with young people is underpinned by three main principles:

- Young people affected by substance misuse are safe
- Young people affected by substance misuse achieve their potential
- Young people affected by substance misuse have a voice

This work is underpinned by delivering the following:

- Providing direct support to children/young people impacted by a family member who misuses substances. Our assessment and care planning process ensures we are able to reduce stress and isolation in the lives of affected others and improve their health and wellbeing.
- Delivering the Young Persons programme within a safe space to enable self-exploration. Work with the challenges young people are faced with and empower them to increase confidence and build resilience.
- Give young people a voice through partnership work, advocacy, and mediation within the family.
- Contribution to preventing the number of children and young people from entering the Children's Social Care system, through employing Early Help Assessments (EHA) as a means of providing additional support when identified.

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Championing the Voices of the Communities We Serve

PROPS was founded by Scotswood Women's Drug Support Group using principles of social action and community organising. This has continued through our robust partnerships and attendance at local and regional forums, alongside empowering affected others to have a voice of their own.

Financial Review

Considerable progress continues to be made in strengthening the governance and operations of the charity. We are currently reviewing our strategic plan to embed a stronger infrastructure. This will be implemented and lead us into the next financial year.

The outcome of these actions has been an increase in income of £26,922 at the same time we have made further reductions of £49,585 in our expenditure. This has resulted in a surplus of £47,788 for the year.

Income from trading activity decreased this year due to the pandemic. We continue to develop a more strategic and focussed approach in our trading model in the new normal world. This work has been supported by development grants from Access Reach and the North East Scale Up program and the Lloyds Foundation Enhance program.

Trustees and managers continue to review and regularly monitor progress against the strategic, operational, and financial plans through trustee and finance meetings.

Principal Funding Sources

The Trustees are grateful to the following for funding the work of the Charity during the period:

- Newcastle City Council
- North Tyneside Council
- DWP PHE Innovation Fund
- Community Foundation Tyne and Wear
- The National Lottery
- Collective Voice
- Tesco's
- Barnardo's See, Hear, Respond
- North East Scale Up Program

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We would like to give thanks to the individuals who have made personal donations to the charity over this year whose contributions allow us to make essential purchases for our services and provide much valued respite events and activities for adults and young people.

Investment Policy

The strategic aims and development of the Charity specify trustees ensure the best use of reserves over the long-term showing due diligence and an agreed level of risk averseness. The investment objective is to create a balance between capital growth and income, which over the long run, will endeavour to maintain the real value of any assets.

The charity does not currently hold any investments.

Pay Policy for Key Management Personnel

The board, who give their time freely and no trustees received remuneration in the year, have considered who the Key Management Personnel (KMP) of the charitable company are, as noted in the reference and administration section. Together with the board, these KMP are those in charge of directing and controlling, running, and operating the activities of the charitable company on a day-to-day basis. The pay of the KMP is reviewed annually.

The trustees benchmark against pay levels of other charities and similar organisations within the sector and the region. Pay levels are set using this information together with budget and forecast information, ensuring that the charitable company.

Reserves Policy and Going Concern

The calculation of free reserves is based on the definition included in the charity statement of recommended practice (SORP), which provides recommendations for accounting and reporting for charities. The trustees have examined the requirements of the charitable company to hold free reserves, those reserves not invested in tangible fixed assets, excluding long term liabilities, or designated for a particular purpose.

This exercise considered both the normal requirements for working capital and the loss of income of a hypothetical but reasonable reduction in the scale of operations. Resulting from this, the trustees considered it would be appropriate to hold the equivalent one to two months' payroll costs/expenditure, which would equate to holding approximately £25,000 - £50,000 in free reserves.

At the year end, total free reserves (unrestricted and designated funds not invested in tangible fixed assets) were £87,132 (2020: £28,813) an increase of £58,319. As we head into 2021/2022, we are confidently forecasting an increase in free reserves at that the end of the next financial year.

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The trustees will continue to budget future surpluses and diversify income generation activities in order to provide improved organisational sustainability.

The trustees recognise that whilst reserves may be utilised to maintain capacity within the charity and to undertake essential infrastructure projects finance, they are conscious that in the medium and longer term the charity will need to generate surpluses in order to maintain their target level of free reserves.

The need for the charity's services to continue to grow and therefore the demand on future reserves will also be greater, hence the charity continues to require future funding and the support of its funding partners.

The financial statements have been prepared on a going concern basis. The trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment. In particular, in response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account the impact on the business of possible scenarios brought on by the impact of COVID-19, alongside the measures that they can take to mitigate the impact. Based on these assessments, given the measures that could be undertaken to mitigate the current adverse conditions, and the current resources available, the trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Going Concern

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to consider measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

Plans for Future Periods

Following our organisational review, trustees are committed in continuing to invest time in strategic development.

The true impact of the devastating Coronavirus pandemic on communities is yet to be realised; however we will continue to work alongside partners and adapt to any social changes we may encounter.

Due to increasing the accessibility of our services and becoming more digital, we have assessed and revised our cyber security processes to ensure the charity and the community data remains secure.

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We are in the process of preparing for post lockdown movement to ensure the families we serve can access face to face support safely in our community hubs.

We are awaiting confirmation from the Living Wage Foundation to become an accredited member.

As a charity we feel we have a social responsibility to support the climate crisis we are all currently faced with. We are committed to making a change and this year we are focussing on reducing our carbon footprint. We have become a Forest Carbon member. By working with this organisation we will offset our carbon footprint by ensuring 100 trees will be planted. This is just the start of our commitment to global change.

We will continue to focus on generating unrestricted income to allow the charity to remain agile in responding to the needs of those we serve in an even greater climate of uncertainty.

There appears to be growing acknowledgment of the value of 'charity' fuelled by the sector wide response meeting the needs of the most vulnerable citizens in our country. We expect to see a rise in government spending to support the recovery of communities from the pandemic and that we are already experiencing the effects of ten years of austerity which may present new opportunities for PROPS in the coming years.

In looking to the future we will continue to work with current and potential new partners in developing agile and innovative solutions to complex problems. We will continue to explore new markets and develop new services ensuring that those who use and purchase our services have excellent experiences of our work.

The Charity will focus on the following areas:

- Strengthen organisational infrastructure and systems
- Maintain existing contracts with Newcastle City Council and North Tyneside Council
- Development of new partnership responses and approaches
- Develop and expand the reach of our specialist services
- Improve the communication and marketing our offer to all stakeholders
- Expand our skills services for young people and whole families
- Explore sustainable income streams
- Increase the mix of products and services offered by trading subsidiary Positive Practice Partnership Ltd.

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Reference and Administrative Details of the Charity, its Trustees and Advisors

Charity Name	PROPS North East	
Registered Charity Number	1146582	
Company Number	07902767	
Registered Office and operational address	Linskill Centre Linskill Terrace North Shields England NE30 2AY	
Trustees	Denise Wilkins Alastair Mitchell Lynne Griffin Susan Sinton Beverley Reid	Chair of Trustees Treasurer Trustee Trustee Resigned October 2020
Chief Executive	Nicola Mansfield-Jones Claire Robinson	Appointed January 2021 Resigned January 2021
Independent Examiner	Jim Dodds FCIE Connected Voice Business Services Ltd C/O Connected Voice Higham House, Higham Place Newcastle upon Tyne, NE1 8AF	
Bankers	Unity Trust Bank Nine Brindley place Birmingham B1 2HB	

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For the year ended 31 March 2021

Structure, Governance and Management

Governing Document

PROPS North East is a charitable company limited by guarantee. Established as Scotswood Women's Drug Support Group in 1997, Newcastle PROPS was registered as a charity in 1999 and incorporated as PROPS North East 12 January 2012. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its articles of association. In the event of the company being wound up members are required to contribute an amount of £1.00.

Appointment of Trustees

As set out in the Memorandum and Articles of Association the Board shall consist of no more than 12 Trustees and no less than 1. At each Annual General Meeting one third of the longest serving Trustees retire by rotation from office. A retiring Trustee is eligible for re-election.

In the event of any particular skills being lost through retirement or resignation, suitable individuals are approached to offer themselves for appointment to the Board. All Trustees give their time voluntarily and received no benefits from the charity. No Trustees claimed expenses during the year

Trustee Induction and Training

New trustees are invited to meet with the Chair and Chief Executive to familiarise themselves with the Charity and the context in which it operates. This covers:

- The obligations of trustees
- The main documents which set out the operational framework for the Trust
- Resourcing and the current financial position
- Future plans and objectives
- Risks facing the Charity

Trustees also receive an induction pack of internal information together with publications from the Charity Commission. The Chief Executive organises opportunities for the trustees to become familiar with the work of the Charity by meeting with those who use the services of the Charity, attending groups and training and for meeting staff and volunteers. Trustees are also invited to attend issue specific focus groups or projects.

Organisation

The board of trustees has responsibility for the strategic direction and policy of the charity. Frequency of full meetings has been reviewed for effectiveness and will continue to meet on

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a monthly basis. Trustees have also established subgroups for financial governance and income generation that meet in addition to and report into ordinary meetings.

The Chief Executive is appointed by the trustees to manage the day-to-day operations. To facilitate effective operations the Chief Executive has delegated authority, within the terms of delegation approved by the trustees, for operational matters including finance, employment, and service delivery.

Risk Management

The Trustees have a risk management strategy that comprises:

- An annual review of the risks the charity may face
- The implementation and review of a formal risk mapping system and procedures to mitigate identified risks
- The implementation of systems and procedures designed to minimise any potential impact on the Trust should they materialise

Due to uncertainty in the economic climate and to mitigate significant external risks to funding organisation undertakes an annual strategic review. Each year the organisation produces updated Business and Action Plans which are fully consulted with trustees, management and staff teams and reviewed against progress quarterly. They are very much working documents which recognise the need for diversification, development, and expansion of the Charity's core business. A key element in the management of financial risk is the setting of a Reserves Policy and its regular review by trustees.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of PROPS North East for 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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
- Make judgements and estimates that are reasonable and prudent

PROPS NORTH EAST

(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

-
- 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 operation

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 the financial statements comply with the Companies Act 2006. The Trustees 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.

Independent Examiner

Jim Dodds (Connected Voice Business Services Ltd) has been re-appointed as independent examiner for the ensuing year ending 31 March 2022.

Approved by the Board on 24/06/21..... and signed on their behalf by:

..........

Denise Wilkins (Chair of Trustees)

PROPS NORTH EAST

A company limited by guarantee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2021

I report on the financial statements of PROPS North East for the year ended 31 March 2021, which are set out on pages 15 to 26

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

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

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

Basis of independent examiner's statement

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

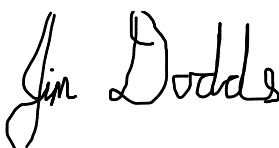
Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- 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 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.

Jim Dodds FCIE
Ellison Services Limited
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 24/06/2021



PROPS NORTH EAST

A company limited by guarantee

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING THE INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2021

	Notes	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<u>Income:</u>						
Donations and legacies	7	1,665	-	-	1,665	7,072
Income from charitable activities:						
Grants and contracts	8	280,246	-	22,527	302,773	304,430
Other trading activities:	9					
Subsidiary income		37,975	-	-	37,975	3,177
Other trading income		-	-	-	-	750
Investment income	10	13	-	-	13	75
Total income		<u>319,899</u>	<u>-</u>	<u>22,527</u>	<u>342,426</u>	<u>315,504</u>
<u>Expenditure</u>						
Costs of raising funds:	11					
Subsidiary expenditure		30,108	-	-	30,108	3,177
Expenditure on charitable activities:						
Operation of the charity	12	242,003	-	22,527	264,530	341,044
Total expenditure		<u>272,111</u>	<u>-</u>	<u>22,527</u>	<u>294,638</u>	<u>344,221</u>
Net income/(expenditure)		47,788	-	-	47,788	(28,717)
Transfers between funds		<u>11,098</u>		<u>(11,098)</u>	<u>-</u>	<u>-</u>
Net movement in funds for the year		58,886	-	(11,098)	47,788	(28,717)
<u>Reconciliation of funds</u>						
Total funds brought forward		1,621	30,000	11,098	42,719	71,436
Total funds carried forward		<u>60,507</u>	<u>30,000</u>	<u>-</u>	<u>90,507</u>	<u>42,719</u>

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities

The notes on pages 17 to 26 form an integral part of these accounts.

PROPS NORTH EAST

A company limited by guarantee

Company number 07902767

CONSOLIDATED BALANCE SHEET

As at 31 March 2021

	Notes	Group		Charity	
		2021 £	2020 £	2021 £	2020 £
Fixed assets					
Tangible assets	21	3,375	2,808	3,375	2,808
Investments		-	-	1	1
Total Fixed Assets		3,375	2,808	3,376	2,809
Current assets					
Debtors and prepayments	23	13,852	5,703	13,852	5,703
Cash at bank and in hand		114,844	44,224	114,123	43,504
Total Current Assets		128,696	49,927	127,975	49,207
Liabilities					
Creditors falling due within one year	24	(41,564)	(10,016)	(40,844)	(9,297)
Net Current Assets		87,132	39,911	87,131	39,910
Total assets less current liabilities		90,507	42,719	90,507	42,719
Net Assets		90,507	42,719	90,507	42,719
The funds of the charity					
Restricted income funds		-	11,098	-	11,098
General unrestricted income funds		60,507	1,621	60,507	1,621
Designated unrestricted income funds		30,000	30,000	30,000	30,000
Total charity funds		90,507	42,719	90,507	42,719

The company was entitled to an exemption from audit under s477 of the Companies Act 2006 relating to small companies

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

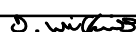
The notes on pages 17 to 26 form an integral part of these accounts.

These financial statements were approved by the Board on:

24/06/2021

and are signed on its behalf by:

Denise Wilkins
Chair



PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2021

1 Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts 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 accounts 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011

PROPS North East meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance or provision of other specified service is deferred until the criteria of income recognition are met.

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2021

3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

3.6 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charities' work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty

4.2 Charitable activities

Expenditure on charitable activities includes the costs of providing support and other therapeutic activities to carers undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

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

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Office and computer equipment
Project equipment

Straight line over four years
Straight line over four years

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2021

6 The summary financial performance of the charity alone is:

	Total 2021 £	Total 2020 £
Income	304,451	312,327
Gift aid from trading subsidiary	7,867	-
	312,318	312,327
Expenditure on charitable activities	264,530	341,044
Net income/(expenditure)	47,788	(28,717)
Total funds brought forward	42,719	71,436
Total funds carried forward	90,507	42,719

Represented by:

General unrestricted income funds	60,507	1,621
Designated unrestricted income funds	30,000	30,000
Restricted income funds	-	11,098
	90,507	42,719

Analysis of income

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
7 Income from donations and legacies					
Private donations	1,665	-	-	1,665	2,756
Other donations	-	-	-	-	3,000
Fund raising	-	-	-	-	1,316
	1,665	-	-	1,665	7,072

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of income continued

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
8 Income from charitable activities					
<u>Income from grants and contracts</u>					
NCC - Public Health Services - Carers Support	125,760	-	-	125,760	117,359
NCC - Community Led Local Development programme	21,899	-	-	21,899	-
Department of Work and Pensions	20,000	-	-	20,000	42,000
North Tyneside Council	99,710	-	-	99,710	93,471
The Reach Fund - ACCESS	-	-	-	-	22,520
The Barbour Foundation	-	-	-	-	10,000
The Hospital of God at Greatham	-	-	-	-	1,000
RTC Scaleup North East	-	-	-	-	2,992
The National Lottery Community Fund	-	-	9,110	9,110	-
Community Foundation	2,000	-	714	2,714	-
Collective Voice	-	-	12,703	12,703	-
Other small grants	1,216	-	-	1,216	-
Other income	9,661	-	-	9,661	15,088
	<u>280,246</u>	<u>-</u>	<u>22,527</u>	<u>302,773</u>	<u>304,430</u>
9 Income from other trading activities					
Trading subsidiary turnover	37,975	-	-	37,975	3,177
Other trading activities	-	-	-	-	750
	<u>37,975</u>	<u>-</u>	<u>-</u>	<u>37,975</u>	<u>3,927</u>
10 Investment income					
Bank interest	13	-	-	13	75
	<u>13</u>	<u>-</u>	<u>-</u>	<u>13</u>	<u>75</u>

Income was £342,426 (2020: £315,504) of which £319,899 was unrestricted or designated (2020: £292,984) and £22,527 was restricted (2020: £22,520).

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2021

Analysis of expenditure

	General Unrestricted Funds £	Designated Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
11 Costs of raising funds					
Trading subsidiary costs					
Staff costs	24,104	-	-	24,104	2,019
Overheads	6,004	-	-	6,004	1,158
	<u>30,108</u>	<u>-</u>	<u>-</u>	<u>30,108</u>	<u>3,177</u>
12 Charitable activities					
Client activities	5,084	-	-	5,084	7,091
Staff salaries	189,519	-	18,189	207,708	253,846
Other staff costs	1,596	-	-	1,596	1,476
Staff travel & meetings	198	-	-	198	5,261
Training costs	-	-	-	-	12,499
Volunteer expenses	79	-	-	79	205
Premises costs	9,863	-	-	9,863	11,284
Office costs	19,430	-	3,860	23,290	26,447
Promotion and publicity	472	-	478	950	521
Professional fees	12,263	-	-	12,263	19,711
Bank charges	171	-	-	171	219
Depreciation	928	-	-	928	60
Governance costs					
Management committee costs	-	-	-	-	24
Independent examiners fees	2,400	-	-	2,400	2,400
	<u>242,003</u>	<u>-</u>	<u>22,527</u>	<u>264,530</u>	<u>341,044</u>

Expenditure on charitable activities was £264,530 (2020: £341,044) of which £242,003 was unrestricted or designated (2020: £328,057) and £22,527 was restricted (2020: £12,987).

13 Net income/(expenditure) for the year

	2021 £	2020 £
This is stated after charging :		
Depreciation	927	60
Independent examiner's fees for reporting on the accounts	2,400	2,400
Other accountancy services provided by the examiner	1,626	1,727
	<u>4,953</u>	<u>4,187</u>

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2021

14 Analysis of staff costs and the cost of key management personnel

	2021 £	2020 £
Gross wages, salaries and benefits in kind	199,639	222,296
Employer's National Insurance costs	17,003	15,473
Employer's pension costs	15,170	18,096
	231,812	255,865

No employee received remuneration above £60,000 (2020: nil).

The key management personnel of the charity, comprise the trustees and the Chief Executive. The total employee benefits of the key management personnel of the charity were £41,331 (2020: £39,616).

15 Staff Numbers

The average monthly head count was 9 staff (2020: 11 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2021 Number	2020 Number
The parts of the charity in which the employees work		
Support staff	5.5	5.0
Management / admin staff	3.5	4.0
	9.0	9.0

16 Transactions with trustees

The charity trustees were not paid any other benefits from employment with the charity in the year (2020: £nil). No charity trustee received payment for professional or other services supplied to the charity. (2020: £nil).

17 Trustees' expenses

No trustee expenses have been incurred in the year (2020: £nil).

18 Transaction(s) with related parties

No trustee or other person related to the charity had any personal interest in any contract or other transactions entered into by the charity, including guarantees, during the year (2020: nil).

19 Defined contribution pension scheme

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

The employer's pension costs represent contributions payable by the charity to the fund and amount to £15,107 (2020: £18,096). There was £nil outstanding as at 31 March 2021 (2020: £nil).

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2021

20 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

	Charity			Group	
	Office & Computer Equipment £	Project Equipment £	Total £	Equipment £	Total £
21 Tangible fixed assets					
Cost					
Balance brought forward	19,472	18,000	37,472	1,200	38,672
Additions	1,494	-	1,494	-	1,494
Disposals	-	(18,000)	(18,000)	-	(18,000)
Balance carried forward	20,966	-	20,966	1,200	22,166
Depreciation					
Balance brought forward	16,664	18,000	34,664	1,200	35,864
Depreciation charge for year	927	-	927	-	927
Disposals	-	(18,000)	(18,000)	-	(18,000)
Balance carried forward	17,591	-	17,591	1,200	18,791
Net book value					
Brought forward	2,808	-	2,808	-	2,808
Carried forward	3,375	-	3,375	-	3,375

22 Fixed asset investment

	Group		Charity	
	2021 £	2020 £	2021 £	2020 £
Investment in subsidiary company	-	-	1	1

The charitable company owns one £1 ordinary share, 100% of the voting capital of the Positive Practice Partnership Ltd a company incorporated and registered in England and Wales (Company number 08487355). To provide training, accreditation and supervision in evidenced based interventions to staff working with adults affected by a family members substance misuse. and pays all of its profits to the charity under the Gift Aid scheme. A summary of the trading results and balance sheet for the year ended 31 March 2021 is shown below.

Profit and loss account

	2021 £	2020 £
Turnover	37,975	3,177
Cost of sales	-	-
Administration costs	(30,108)	(3,177)
Other operating income	-	-
Taxation	-	-
Donation to parent charity	(7,867)	-
Net profit	-	-

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2021

22 Fixed asset investment continued

Balance sheet	2021 £	2020 £
Fixed assets	-	-
Current assets	721	721
Creditors amounts falling due within one year	(720)	(720)
	<u>1</u>	<u>1</u>
Called up share capital	1	1
Profit and loss account	-	-
	<u>1</u>	<u>1</u>

23 Debtors and prepayments (receivable within 1 year)

	Group		Charity	
	2021 £	2020 £	2021 £	2020 £
Trade debtors	13,852	2,993	13,852	2,993
Other debtors	-	213	-	213
Prepayments	-	2,497	-	2,497
	<u>13,852</u>	<u>5,703</u>	<u>13,852</u>	<u>5,703</u>

24 Creditors and accruals (payable within 1 year)

	Group		Charity	
	2021 £	2020 £	2021 £	2020 £
Trade creditors	991	2,896	991	2,896
Other creditors	10,925	-	10,925	1
Accruals				
Preparation of statutory accounts	3,120	3,120	2,400	2,400
Other accruals	-	4,000	-	4,000
Deferred Income	26,528	-	26,528	-
	<u>41,564</u>	<u>10,016</u>	<u>40,844</u>	<u>9,297</u>

25 Deferred income

Deferred income comprises of advance payment from grant providers

	2021 £
Balance brought forward	-
Amount released to income earned from charitable activities	-
Amount deferred in year	26,528
Balance carried forward	<u>26,528</u>

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2021

26 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
General unrestricted fund	1,621	319,899	(272,111)	11,098	60,507
Totals	1,621	319,899	(272,111)	11,098	60,507

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' after allowing for designated funds.

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Designated reserves fund	30,000	-	-	-	30,000
Totals	30,000	-	-	-	30,000

Purpose of designated funds

Designated reserves fund To cover one to two months running costs including potential close down costs.

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
The Reach Fund - ACCESS	11,098	-	-	(11,098)	-
The National Lottery Community Fund	-	9,110	(9,110)	-	-
Community Foundation	-	714	(714)	-	-
Collective Voice	-	12,703	(12,703)	-	-
Totals	11,098	22,527	(22,527)	(11,098)	-

PROPS NORTH EAST

A company limited by guarantee

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 March 2021

26 Analysis of charitable funds continued

Purpose of restricted funds

The Reach Fund - ACCESS	To provide support to the charity and to enable it to consider social investment.
The National Lottery Community Fund	Covid Response - to assist with CEO salary, laptops and social media adverts to assist with remote working due to Covid.
Community Foundation	To contribute to purchase of a laptop and firewall.
Collective Voice	Covid related to help with remote support – salaries, laptops, webchat training.

Transfers between funds	Reason for Transfer	Amount £
Between general unrestricted fund and restricted funds	The balance from 2020 for The Reach Fund - ACCESS was transferred to unrestricted funds as PROPS North East has now met all the obligations in relation to this funding.	11,098

27 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Tangible fixed assets	3,375	-	-	3,375	2,808
Cash at bank and in hand	84,844	30,000	-	114,844	44,224
Other net current assets	13,852	-	-	13,852	5,703
Creditors falling due within one year	(41,564)	-	-	(41,564)	(10,016)
	<u>60,507</u>	<u>30,000</u>	<u>-</u>	<u>90,507</u>	<u>42,719</u>