

REGISTERED COMPANY NUMBER: 08190905 (England and Wales)
REGISTERED CHARITY NUMBER: 1150408

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020
FOR
FORWARD ASSIST LIMITED

Read, Milburn & Co
71 Howard Street
North Shields
Tyne and Wear
NE30 1AF

FORWARD ASSIST LIMITED

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FORWARD ASSIST LIMITED

CHAIRPERSON'S REPORT FOR THE YEAR ENDED 31 AUGUST 2020

I am extremely proud and honoured to step into the role of Chair of Forward Assist. We are living in uncertain and trying times yet Team Forward Assist continues to adapt and innovate to support the most vulnerable members of our community. Forward Assists 'can do' approach to problem solving is both inspiring and aspirational in its intent.

The way the team has embraced information technology to keep in touch with veterans and their families has been awe inspiring with a two-fold increase in self referrals and geographic foot print across the Nation. The difficulties created by the worldwide pandemic resulted in the team having to cancel every planned intervention from March to September. Yet the virtual world has opened up new opportunities and possibilities not least International interest in the work of the charity and requests to share their learning with the Five Eyes partners in UK, Australia, New Zealand, Canada and America.

The coming year will be challenging but I am certain my fellow Trustees and CEO will lead the charity through the uncertainty of the future overcoming obstacles and adversity.

I am especially grateful to staff, past and present, Trustees, volunteers, Patrons, supporters, Funders and particularly the veterans that continue to access our services on a daily basis albeit virtually.

Anthony Hewitt Chair of Board of Trustees

FORWARD ASSIST LIMITED

CHIEF EXECUTIVE'S REPORT FOR THE YEAR ENDED 31 AUGUST 2020

Welcome

The period from March 2020 to September 2020 has proved to be one of the most challenging six months of my professional career. The first six months of the reporting year (Sept-March) showed we were on track to celebrate our most successful year in relation to those wanting to access our service and interest in our innovative approach to veteran support and care coming from as far afield as the USA Australia and Canada. All opening up new opportunities for exciting working relationships. Sadly, in March 2020 we had to close down all operations in response to the Covid-19 pandemic and the subsequent Government advised lockdowns. In response we established a virtual support service to ensure those veterans in need could access support and our 'safe & well' telephone call initiative went into turbo drive. This enabled us to monitor both the psychological and physical wellbeing of those self-isolating due to the worldwide pandemic. The veterans that accessed our service responded well given the circumstances and set up their own mutual support groups in addition to our online interventions.

Despite these difficult times, Forward Assist were awarded the Queens Award for Voluntary Service and I was delighted to receive the Prime ministers Points of Light award for our work in the community supporting lonely and isolated veterans. The Covid -19 pandemic and subsequent closure of all face to face operations meant that we had to close Salute Café and other staff left to find other employment during lockdown. At the time of writing this report it is unknown when we will be able to return to fulltime office working and at present we are working from home as dictated by Government. Whilst our population of male service users has remained static the women veteran cohort has expanded due to the excellent work of Salute Her team leader Paula Edwards and the innovative virtual interventions that she and her volunteers have delivered.

It's been a difficult year, but our financial accounts are in order and our funders have been extremely understanding and accommodating in regard to suspending reporting criteria during the pandemic and numerous lockdowns. The Board of Trustees and Senior Management Team will continue to lead with honesty and integrity and drive forward the strategic vision of Forward Assist for the next 5 years. A 'can do' attitude will create new opportunities to directly help and support the 'Service Community' during what will prove to be uncertain and challenging times.

As Chief Executive, I would like to take this opportunity to thank all those that support our work and by doing so, enable us to make the 'quantum leap' from idea to reality. Your faith, belief and your support is truly appreciated. Finally, we would like to thank all the veterans referred to Forward Assist, especially those that have taken up the opportunity to let us know their personal experiences both good and bad. Particular heart-felt thanks go out to those veterans and volunteers that give up their free time to support this charity and help those less fortunate than themselves.

We salute you all.

Tony Wright

FORWARD ASSIST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our Charitable Objects remain unchanged and are:

1. To ensure that any former member of Her Majesty's Armed Forces can access specialist advice and information advice and guidance and holistic support to reduce physical, psychological or social harm experienced by individuals as a result of military service and their assimilation back into the civilian community.
2. To promote social inclusion for the public benefit by preventing ex service personnel from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.
3. To develop the capacity and skills of former service personnel both socially and economically so that they are able to support themselves and other disadvantaged communities in the UK in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.
4. To promote such other charitable purposes as may from time to time be determined.

Mission, Aims and Statements

Our mission is to assist former service personnel to reintegrate into civilian life following their discharge from the armed forces. We want them to be able to use our services to help build their capacity and skills and assist them (and their families) into employment, becoming effective contributors to their communities.

Our aim is to develop and deliver innovative diversionary activities and services that support and assist veterans during their transition back in to civilian life especially; those who become socially isolated and excluded over time. The range of projects delivered includes both physical and mental activities.

By continuing this approach we ensure that we provide something for everyone, taking into account veterans' capabilities. These activities are under constant review to ensure suitability and value for money.

The range of activities includes physical outdoor pursuits such as cycling, climbing, fishing and other sports through to less physically demanding activities including arts and history projects, debating and cooking, with new projects such as photography, free gym sessions and Pilates being added to the list over the year.

Our services are available to all former military personnel, regardless of age, gender, health condition or time served in the forces. This enables us to provide intergenerational activities linked to local communities in the North East of England.

We aim, where possible, to progress the veterans that we work with from service user to volunteer and eventually to act as mentor to other veterans. This approach assists our service users to develop their skills, contribute to our community and increase their self-belief through personal achievement.

FORWARD ASSIST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Delivering on Our Promise

The Board of Trustees would like to thank the Staff, Volunteers and Service Users of Forward Assist for their hard work and dedication across 2019-20.

The staff team at Forward Assist, led by our Chief Executive Officer Tony Wright, had an exceptionally busy six months prior to the C-19 Pandemic starting in March 2020. The referral route into Forward Assist increased significantly following the publication on the charity website of the ethnographic 'No Man's Land' report looking at the lived experience of women veterans before, during and after military service.

Interest from academics, Government Ministers and campaign groups helped raise the profile of the charity to a new level. As did the CEO being awarded the Prime Ministers Point of Light Award and the Board of Trustees were absolutely delighted when the Charity was awarded the Queens Award for Voluntary Service the equivalent of an MBE for a Voluntary organisations.

Multi-disciplinary partnerships continue to be important to our work and we have plans for several exciting collaborations in the coming year. For example, Forward Assist are now a member of ASDIC (The Association of Ex-Service Drop in Centres) and its community-based services are viewed as best in class provision for military veterans and their families.

Salute Café acted as a natural meeting point for veterans accessing the numerous activities on offer by the charity up until March 2020. Yet the staff team continued to work with numerous veterans in crisis virtually during the pandemic providing food parcels or organising collection and delivery of prescriptions for the most vulnerable. This included accessing information advice and guidance or more intense trauma informed support to address suicidal ideation, drug and alcohol addiction or more enduring mental health problems due to social isolation and loneliness and/or unemployment. The Veteran 'Drop in' volunteer Community Navigators were also stood down in March but were a great help prior to this as they distributed food hampers and toys to over 100 unemployed veterans just before Christmas 2019. Such projects increase the volunteer's confidence and self-esteem and helped the charity to extend its capacity and reach to those in need.

The 'volunteer led' Cook2Give initiative, prior to lockdown, reached an incredible 11,000 meals served to both veterans and community members since its inception a couple of years ago. The weekly two course community luncheon club meetings and Christmas dinners for isolated veterans was very well received until the Centre closed down as per Government guidelines in March 2020. Similarly, our 'let's end food poverty' strategy and partnership with Lidl to redistribute unsold surplus supermarket food donations came to a sudden end when volunteers were asked to stay at home to protect themselves and others from catching the C-19 variant. Staff started working from home, if not furloughed and kept in touch with veterans via online consultations and telephone calls. It is hoped we can resume these activities at some point in 2020.

Prior to lockdown Forward Assist continued to lead the way in delivering therapeutic abstinence based residential retreats. The annual trip to France in September 2019 was a great success and included a WW2 veteran who celebrated his 96th birthday in the blistering heat of Southern France. It was another life changing inter-generational experience for all those that took part.

FORWARD ASSIST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

It must be said that the period from March to September 2020 has proved to be the most challenging six months the charity has experienced since its inception. The world-wide pandemic has had a cataclysmic impact on the charities ability to raise funds and survive in what is probably a 'once in a life time' economic downturn. It was with regret, but a somewhat necessary evil that the charity closed down all front-line operations in March 2020 but the virtual online support service for the most vulnerable veterans has been a great success and points the way to the future. In the last six months we have seen our delivery model move from proactive to reactive Yet, our future strategic goals are still very much aligned with our core aims and objectives.

We as Trustee have been amazed at the charities ability to adapt and keep delivering services to those in need. In some areas the expertise of the team has been shared both Nationally and Internationally. It's been a pleasure to see the team take such a proactive role by embracing technology to support those that may struggle with social isolation and anxiety during this pandemic.

I am very proud of what the Charity has achieved over this year in the face of such unique challenges. Operationally we have maintained our key objective which is to deliver exceptionally high-quality support to veterans and their families and we are proud to have gained recognition for our ground-breaking research into women veterans from both the Veterans Minister Johnny Mercer MP and Sharon Hodgson MP Shadow Defence Minister. Our unique delivery model brings veterans and members of the local community together to assist those less fortunate themselves which in turn helps veterans feel valued and part of the local community.

Like any Charity, we rely heavily on fundraising through various means and this has become more competitive and challenging during the C-19 pandemic. We are hoping that as we come out of this pandemic our social enterprises can be developed to create employment and support our aims and objectives as well as generate a financial contribution to the charitable activities.

Due to the reduction of staff during this financial year we have had to rely heavily on virtual support systems to maintain the delivery of our activities. We are delighted that this has led to new and exciting opportunities and we look forward to reaching many more veterans in the future. On behalf of the Board of Trustees, a massive heartfelt thank-you goes out to staff and volunteers for all their support.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

Recruitment and appointment of new trustees

The Forward Assist Trustee Board is made up of between 3 and 6 board members. Trustees may be identified and appointed by serving Trustees for their particular expertise, knowledge and qualifications.

Organisational structure

Forward Assist is a Company Limited by Guarantee and is a Registered Charity. It is managed by a Board of Trustees, and governed under a Memorandum and Articles of Association. The Board takes strategic decisions of Forward Assist including;

- a) Appointing and receiving reports from the Chief Executive
- b) Acting as the formal employers for Forward Assist's, ensuring that activity and performance is reviewed regularly
- c) Monitoring and assessing the financial position of Forward Assist. This includes budget setting reviews

FORWARD ASSIST LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

New trustees meet with the chair and Chief Executive, prior to attending their first meeting. At this meeting they are provided with an induction pack, containing key information about Forward Assist and Charity Commission guidance.

Governance

Trustees have reviewed and refreshed Forward Assist's approach to Risk Management this year, including a Governance Review. The Board are confident that all perceived risks have been identified, with preventative measures in place with remedial activities available. The continued appointment of Read Milburn accountants has facilitated a review of financial processes to ensure they are robust.

A full review of the Policies and Procedures has been undertaken, along with a review of the Articles of Association.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08190905 (England and Wales)

Registered Charity number

1150408

Registered office

The John Willie Sams Centre
Market Street
Dudley
Cramlington
Northumberland
NE23 7HS

Trustees

A Hewitt	Chair	
G Edwards	Treasurer	appointed 11 November 2019
B Hegarty		
T Crane		resigned 9 November 2020
L Puga		resigned 17 September 2020

Chief Executive Officer

Tony Wright

Independent Examiner

Read, Milburn & Co
71 Howard Street
North Shields
Tyne and Wear
NE30 1AF

FORWARD ASSIST LIMITED

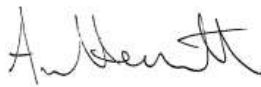
**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2020**

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

National Westminster Bank Plc
18 Park View
Whitley Bay
Tyne and Wear
NE26 2TQ

Approved by order of the board of trustees on 15th June 2021 and signed on its behalf by:



.....
A Hewitt - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FORWARD ASSIST LIMITED

Independent examiner's report to the trustees of Forward Assist Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2020.

Responsibilities and basis of report

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

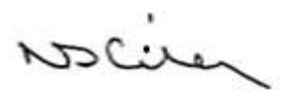
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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



Nick Liley FCA
Institute of Chartered Accountants in England and Wales
Read, Milburn & Co
71 Howard Street
North Shields
Tyne and Wear
NE30 1AF

Date: 15th June 2021

FORWARD ASSIST LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	21,308	-	21,308	11,724
Charitable activities					
Grant income	4	93,353	36,389	129,742	161,290
Other trading activities	3	6,730	-	6,730	14,922
Other income		<u>9,386</u>	<u>-</u>	<u>9,386</u>	<u>1,440</u>
Total		130,777	36,389	167,166	189,376
EXPENDITURE ON					
Raising funds	5	-	-	-	500
Charitable activities					
Staff and support costs	6	59,681	32,122	91,803	96,063
Training		399	1,188	1,587	348
Activities expenses and equipment		27,847	19,450	47,297	46,738
Premises and administration costs		<u>14,867</u>	<u>6,879</u>	<u>21,746</u>	<u>36,622</u>
Total		<u>102,794</u>	<u>59,639</u>	<u>162,433</u>	<u>180,271</u>
NET INCOME/(EXPENDITURE)		27,983	(23,250)	4,733	9,105
Transfers between funds	16	<u>(16,678)</u>	<u>16,678</u>	<u>-</u>	<u>-</u>
Net movement in funds		11,305	(6,572)	4,733	9,105
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>98,582</u>	<u>6,572</u>	<u>105,154</u>	<u>96,049</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>109,887</u></u>	<u><u>-</u></u>	<u><u>109,887</u></u>	<u><u>105,154</u></u>

The notes form part of these financial statements

FORWARD ASSIST LIMITED**BALANCE SHEET
31 AUGUST 2020**

	Notes	2020 £	2019 £
FIXED ASSETS			
Tangible assets	12	350	9,872
CURRENT ASSETS			
Debtors	13	3,144	1,664
Cash at bank and in hand		<u>111,944</u>	<u>96,478</u>
		115,088	98,142
CREDITORS			
Amounts falling due within one year	14	(5,551)	(2,860)
		<u>109,537</u>	<u>95,282</u>
NET CURRENT ASSETS			
		<u>109,537</u>	<u>95,282</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		109,887	105,154
NET ASSETS		<u>109,887</u>	<u>105,154</u>
FUNDS	16		
Unrestricted funds		109,887	98,582
Restricted funds		<u>-</u>	<u>6,572</u>
TOTAL FUNDS		<u>109,887</u>	<u>105,154</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

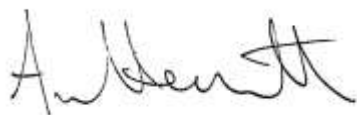
The notes form part of these financial statements

FORWARD ASSIST LIMITED

BALANCE SHEET - continued
31 AUGUST 2020

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

The financial statements were approved by the Board of Trustees and authorised for issue on 15th June 2021 and were signed on its behalf by:

A handwritten signature in dark ink, appearing to read 'A Hewitt', is written over a faint dotted line.

.....
A Hewitt - Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Income

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

Expenditure

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

Tangible fixed assets

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

Plant and machinery	- 25% on cost
Motor vehicles	- 25% on cost

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

Pension costs and other post-retirement benefits

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

FORWARD ASSIST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020**

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Donations	<u>21,308</u>	<u>11,724</u>

3. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Fundraising income	<u>6,730</u>	<u>14,922</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2020	2019
		£	£
Grants	Grant income	<u>129,742</u>	<u>161,290</u>

Grants received, included in the above, are as follows:

	2020	2019
	£	£
Greggs Foundation	-	15,000
Starbucks	-	21,000
Department of Digital, Culture, Media and Sport	36,389	74,254
NHS England	-	10,000
Sage Foundation	-	41,036
Armed Forces Covenant	<u>93,353</u>	<u>-</u>
	<u>129,742</u>	<u>161,290</u>

5. RAISING FUNDS

Raising donations and legacies

	2020	2019
	£	£
Fundraising costs	<u>-</u>	<u>500</u>

FORWARD ASSIST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020**

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Staff and support costs	91,803	-	91,803
Training	1,587	-	1,587
Activities expenses and equipment	47,297	-	47,297
Premises and administration costs	-	21,746	21,746
	<u>140,687</u>	<u>21,746</u>	<u>162,433</u>

7. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Premises and administration costs	<u>20,246</u>	<u>1,500</u>	<u>21,746</u>

Support costs, included in the above, are as follows:

	2020 Premises and administration costs £	2019 Total activities £
Rent and services	2,250	7,308
Insurance	3,592	3,531
Telephone and internet charges	2,901	2,895
Postage and stationery	30	1,630
Computer and IT costs	1,768	1,439
Sundries	7	61
Bank charges	176	207
Depreciation of tangible and heritage assets	9,522	17,751
Accountancy fees	<u>1,500</u>	<u>1,800</u>
	<u>21,746</u>	<u>36,622</u>

FORWARD ASSIST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 AUGUST 2020

8. NET INCOME/(EXPENDITURE)

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

	2020	2019
	£	£
Depreciation - owned assets	<u>9,522</u>	<u>17,751</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2020 nor for the year ended 31 August 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2020 nor for the year ended 31 August 2019.

10. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	86,664	85,278
Social security costs	3,418	4,156
Other pension costs	<u>1,721</u>	<u>1,287</u>
	<u>91,803</u>	<u>90,721</u>

The charity's key management personnel comprise the Trustees and Chief Executive Officer. The total employee benefits of the key management personnel including employers national insurance were £39,904 (2019 - £36,398).

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

	2020	2019
Project	4	5
Administration and support	<u>1</u>	<u>1</u>
	<u>5</u>	<u>6</u>

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

FORWARD ASSIST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020**

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	11,724	-	11,724
Charitable activities			
Grant income	77,036	84,254	161,290
Other trading activities	14,922	-	14,922
Other income	<u>1,440</u>	<u>-</u>	<u>1,440</u>
Total	105,122	84,254	189,376
 EXPENDITURE ON			
Raising funds	500	-	500
Charitable activities			
Staff and support costs	43,071	52,992	96,063
Training	-	348	348
Activities expenses and equipment	2,732	44,006	46,738
Premises and administration costs	<u>21,881</u>	<u>14,741</u>	<u>36,622</u>
Total	<u>68,184</u>	<u>112,087</u>	<u>180,271</u>
NET INCOME/(EXPENDITURE)	36,938	(27,833)	9,105
Transfers between funds	<u>389</u>	<u>(389)</u>	<u>-</u>
Net movement in funds	37,327	(28,222)	9,105
 RECONCILIATION OF FUNDS			
Total funds brought forward	<u>61,255</u>	<u>34,794</u>	<u>96,049</u>
 TOTAL FUNDS CARRIED FORWARD	<u><u>98,582</u></u>	<u><u>6,572</u></u>	<u><u>105,154</u></u>

FORWARD ASSIST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020**

12. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 September 2019 and 31 August 2020	<u>29,832</u>	<u>49,295</u>	<u>79,127</u>
DEPRECIATION			
At 1 September 2019	22,910	46,345	69,255
Charge for year	<u>6,922</u>	<u>2,600</u>	<u>9,522</u>
At 31 August 2020	<u>29,832</u>	<u>48,945</u>	<u>78,777</u>
NET BOOK VALUE			
At 31 August 2020	<u>-</u>	<u>350</u>	<u>350</u>
At 31 August 2019	<u>6,922</u>	<u>2,950</u>	<u>9,872</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other debtors	<u>3,144</u>	<u>1,664</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Social security and other taxes	1,351	1,060
Accrued expenses	<u>4,200</u>	<u>1,800</u>
	<u>5,551</u>	<u>2,860</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Fixed assets	350	-	350	9,872
Current assets	115,088	-	115,088	98,142
Current liabilities	<u>(5,551)</u>	<u>-</u>	<u>(5,551)</u>	<u>(2,860)</u>
	<u>109,887</u>	<u>-</u>	<u>109,887</u>	<u>105,154</u>

FORWARD ASSIST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020**

16. MOVEMENT IN FUNDS

	At 1/9/19 £	Net movement in funds £	Transfers between funds £	At 31/8/20 £
Unrestricted funds				
General fund	69,992	9,149	(16,678)	62,463
Salute Cafe	6,140	3,541	(412)	9,269
Sage Foundation - Enterprise Start Up	22,450	(22,862)	412	-
Armed Forces Covenant-Positive				
Pathways and Family First Centre	-	38,155	-	38,155
	98,582	27,983	(16,678)	109,887
Restricted funds				
Department of Digital, Culture, Media and Sport - Tampon Tax Fund	6,572	(23,250)	16,678	-
TOTAL FUNDS	<u>105,154</u>	<u>4,733</u>	<u>-</u>	<u>109,887</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	30,694	(21,545)	9,149
Salute Cafe	6,730	(3,189)	3,541
Sage Foundation - Enterprise Start Up	-	(22,862)	(22,862)
Armed Forces Covenant-Positive			
Pathways and Family First Centre	93,353	(55,198)	38,155
	130,777	(102,794)	27,983
Restricted funds			
Department of Digital, Culture, Media and Sport - Tampon Tax Fund	36,389	(59,639)	(23,250)
TOTAL FUNDS	<u>167,166</u>	<u>(162,433)</u>	<u>4,733</u>

FORWARD ASSIST LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020**

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/9/18 £	Net movement in funds £	Transfers between funds £	At 31/8/19 £
Unrestricted funds				
General fund	58,916	9,677	1,399	69,992
Greggs Foundation-Core Costs	-	441	(441)	-
Salute Cafe	1,770	4,370	-	6,140
Donations - Tampon Tax Fund	569	-	(569)	-
Sage Foundation - Enterprise Start Up	-	22,450	-	22,450
	61,255	36,938	389	98,582
Restricted funds				
Northstar Foundation-Salute Coffee Set Up	5,334	(5,334)	-	-
Department of Digital, Culture, Media and Sport - Tampon Tax Fund	23,248	(16,676)	-	6,572
Big Lottery Fund - Line of Sight Arts Project	6,212	(5,823)	(389)	-
	34,794	(27,833)	(389)	6,572
TOTAL FUNDS	<u>96,049</u>	<u>9,105</u>	<u>-</u>	<u>105,154</u>

FORWARD ASSIST LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 AUGUST 2020

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	28,086	(18,409)	9,677
Greggs Foundation-Core Costs	15,000	(14,559)	441
Salute Cafe	39,586	(35,216)	4,370
Sage Foundation - Enterprise Start Up	<u>22,450</u>	<u>-</u>	<u>22,450</u>
	105,122	(68,184)	36,938
Restricted funds			
Northstar Foundation-Salute Coffee Set Up	-	(5,334)	(5,334)
Department of Digital, Culture, Media and Sport - Tampon Tax Fund	74,254	(90,930)	(16,676)
Big Lottery Fund - Line of Sight Arts Project	-	(5,823)	(5,823)
NHS England-Business Feasibility	<u>10,000</u>	<u>(10,000)</u>	<u>-</u>
	<u>84,254</u>	<u>(112,087)</u>	<u>(27,833)</u>
TOTAL FUNDS	<u>189,376</u>	<u>(180,271)</u>	<u>9,105</u>

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

	At 1/9/18 £	Net movement in funds £	Transfers between funds £	At 31/8/20 £
Unrestricted funds				
General fund	58,916	18,826	(15,279)	62,463
Salute Cafe	1,770	7,911	(412)	9,269
Sage Foundation - Enterprise Start Up	-	(412)	412	-
Armed Forces Covenant-Positive Pathways and Family First Centre	<u>-</u>	<u>38,155</u>	<u>-</u>	<u>38,155</u>
	60,686	64,480	(15,279)	109,887
Restricted funds				
Department of Digital, Culture, Media and Sport - Tampon Tax Fund	23,248	(39,926)	16,678	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>96,049</u>	<u>13,838</u>	<u>-</u>	<u>109,887</u>

FORWARD ASSIST LIMITED**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020****16. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	58,780	(39,954)	18,826
Salute Cafe	46,316	(38,405)	7,911
Sage Foundation - Enterprise Start Up	22,450	(22,862)	(412)
Armed Forces Covenant-Positive Pathways and Family First Centre	<u>93,353</u>	<u>(55,198)</u>	<u>38,155</u>
	220,899	(156,419)	64,480
Restricted funds			
Department of Digital, Culture, Media and Sport - Tampon Tax Fund	<u>110,643</u>	<u>(150,569)</u>	<u>(39,926)</u>
TOTAL FUNDS	<u><u>356,542</u></u>	<u><u>(342,704)</u></u>	<u><u>13,838</u></u>

The restricted funds comprise grants received from funders for a specific purpose or project and can be expended only in the way already agreed to by the charity.

Transfers between funds

The fund transfers represent the transfer of restricted funds to unrestricted funds where a portion of the grant funding has been used to purchase fixed assets. Other transfers represent the completion of a project with the transfer of the remaining funds to unrestricted.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2020.

FORWARD ASSIST LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	21,308	11,724
Other trading activities		
Fundraising income	6,730	14,922
Charitable activities		
Grants	129,742	161,290
Other income		
Other income	<u>9,386</u>	<u>1,440</u>
Total incoming resources	167,166	189,376
 EXPENDITURE		
Raising donations and legacies		
Fundraising costs	-	500
Charitable activities		
Wages	86,664	85,278
Social security	3,418	4,156
Pensions	1,721	1,287
Travel expenses	8,904	13,960
Training	1,587	348
Events and activities	20,752	10,986
Materials and equipment	1,982	4,682
Transport costs	2,509	3,139
Publicity	1,596	936
Professional fees	10,355	11,409
Room hire	1,199	1,626
Redundancy payment	<u>-</u>	<u>5,342</u>
	140,687	143,149
Support costs		
Management		
Rent and services	2,250	7,308
Insurance	3,592	3,531
Telephone and internet charges	2,901	2,895
Carried forward	8,743	13,734

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FORWARD ASSIST LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

	2020 £	2019 £
Management		
Brought forward	8,743	13,734
Postage and stationery	30	1,630
Computer and IT costs	1,768	1,439
Sundries	7	61
Bank charges	176	207
Plant and machinery	6,922	6,926
Motor vehicles	<u>2,600</u>	<u>10,825</u>
	20,246	34,822
 Governance costs		
Accountancy fees	<u>1,500</u>	<u>1,800</u>
 Total resources expended	<u>162,433</u>	<u>180,271</u>
 Net income	<u><u>4,733</u></u>	<u><u>9,105</u></u>

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