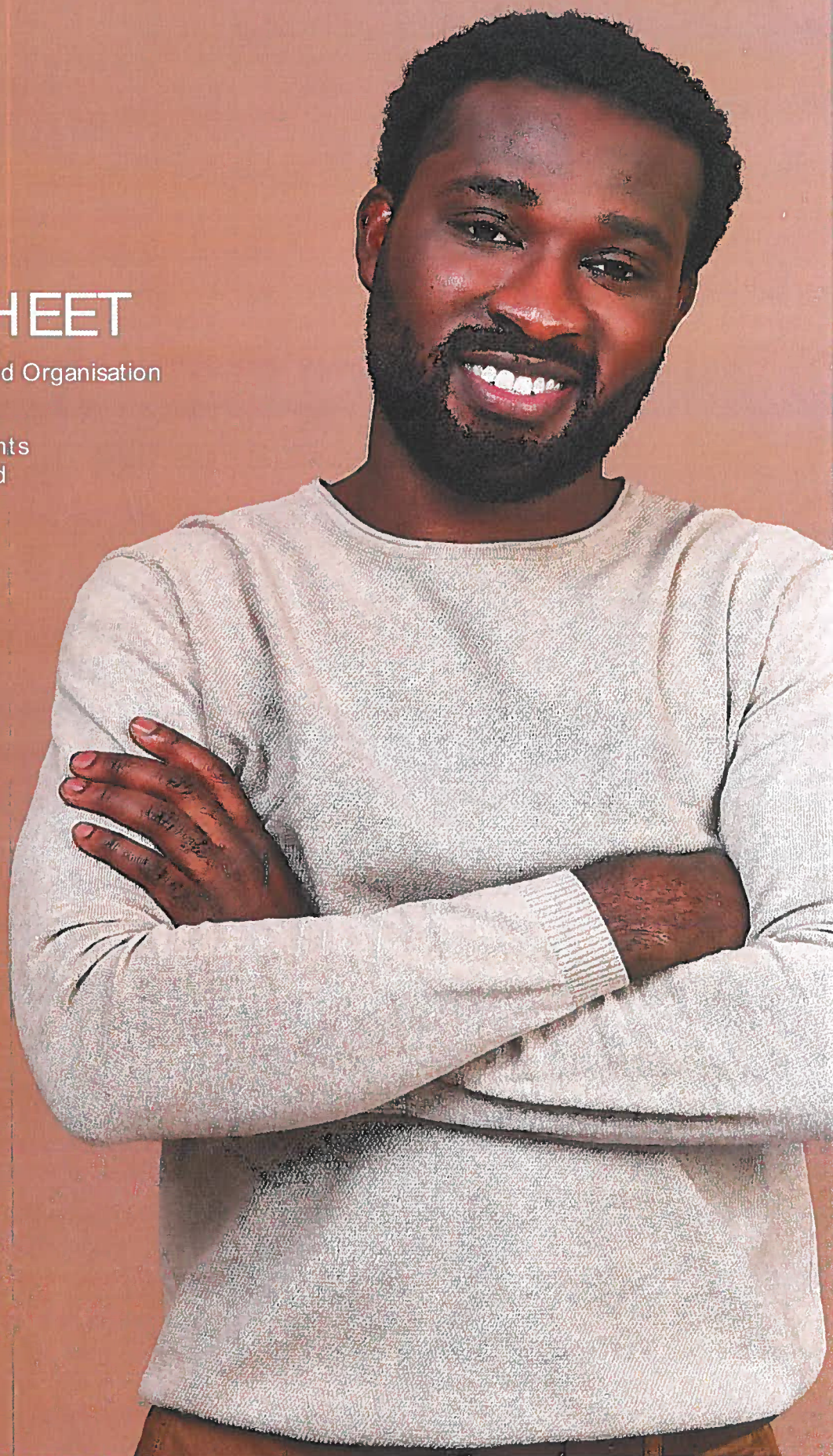




# CLEAN SHEET

A Charitable Incorporated Organisation

Annual Report & Accounts  
For the 12 months ended  
31<sup>st</sup> March 2022



[cleansheet.org.uk](https://cleansheet.org.uk)  
Charity No. 1154034





# Key Information

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## AMBASSADORS

Ian Acheson  
Keith Fraser  
Dominic Headley  
Erwin James  
James Timpson OBE  
Iqbal Wahhab OBE

## TRUSTEE BOARD MEMBERS

### Chair

Michael Maiden BA, DMS

### Trustees

Robert Gwynn BA  
Jane Gould Smith BCAI FRSA (until 1st March 2022)  
Philip Hilton MA (Cantab) PhD (until 21st October 2021)  
Stephen Lawes BA, ACA  
Amanda Coyle MSc, MBA, TksA (appointed 19th November 2021)

## COMPANY SECRETARY

David Wm. Reynolds FCMA, CGMA (until 31st October 2021)  
Richard Floy BSc, FCCA (1st November 2021 to 31st March 2022)  
Simon Herbert ACA (from 1st April 2022)

## PRINCIPAL OFFICE

3-4 The Square, Manfield Avenue, Coventry, CV2 2QJ

## CHARITY NUMBER

1154034

## PRINCIPAL ADVISORS

### External Statutory Auditors - Crowe U.K. LLP

4th Floor, St James House, St James' Square, Cheltenham, GL50 3PR

### Bankers

TSB, Bolton Daubhill Branch, PO Box 373, Leeds, LS14 9GQ

### Website

[cleansheet.org.uk](http://cleansheet.org.uk)

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“Thank you once again for  
taking the time to listen.  
You did not judge me,  
you just tried to help me.”

## Chair's Review

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Clean Sheet's aim is to help people with convictions (our Members) to find employment and, through that, to create social change and a safer society. We do this by providing a tailored employment support service, working with Clean Sheet Members for as long as it takes for them to find work. In 2021/22, we were delighted to help over 280 Members to find employment or training – a 40% increase on the previous financial year. This was no small feat particularly as the country was still recovering from the Covid-19 pandemic.

Another huge achievement was being awarded the Queen's Award for Enterprise. This is an incredible accolade and reflects the hard work and passion of the Clean Sheet team throughout the years. Another highlight from 2021/22 was working to strengthen and expand our offer, including partnering with PricewaterhouseCoopers (PwC, a multi-national accounting firm) to provide mock interview skills to Members.

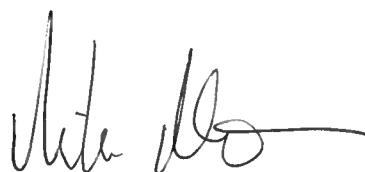
Clean Sheet also faced some unexpected challenges during 2021/22. Pressures on our employer engagement and grant funding functions led to some of the financial goals not being achieved and a greater reliance on the Langley House Trust Group. We are indebted to the Group for their support and are thankful for their commitment and belief as we move forward with our financial and growth plans.

The Clean Sheet staff have been tremendous during this financial year, working with diligence and care and regularly going the extra mile for Members. The Clean Sheet

Board have also been a great source of wisdom, encouragement and strength throughout the year and I am very grateful for their contribution and commitment. Special thanks go to Jane Gould Smith, Clean Sheet's Founder, who after several years of faithful service, stepped down as a trustee in March 2022.

As a Christian charity, working with people of all faiths and none, I am constantly encouraged by the hope that our faith brings and the fact that we can impart a sense of hope to the men and women we work with. Finding work with a conviction can be a thankless and demoralising task without help. Members often say that Clean Sheet helps to give them hope – they are grateful that someone is in their corner, spurring them on and helping them to overcome the barriers they face. This is a great encouragement and motivator and I am thankful for everyone who plays a part in this journey of change.

Yours,



Michael Maiden  
Chair, Clean Sheet Board  
29th July 2022

# Strategic Report

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## ABOUT US

Clean Sheet is a national Christian charity with a simple purpose – to offer people with convictions the hope of a better future by finding real, permanent employment.

## CHARITABLE OBJECTIVES

The charity is established as a Charitable Incorporated Organisation (CIO) and its activities are regulated by its Constitution. The objects of the charity are:

1. to promote social inclusion to prevent, in particular (but not exclusively) prisoners and ex-offenders from being socially excluded, relieving the needs of people, who are socially excluded and assisting them to integrate into society
2. to relieve the needs of prisoners and ex-offenders, who as a result of imprisonment are suffering the effects of unemployment, financial hardship, ill health and disability

## VISION AND MISSION

Clean Sheet's vision is that people with convictions:

- have significant opportunities to secure employment; and
- reintegrate and impact positively on their communities

Clean Sheet's mission is to improve individual lives and contribute to safer communities by providing employment opportunities for people with convictions to enable them to reach their full potential.

## IMPACT OF THE CORONAVIRUS (COVID-19) AND WIDER EVENTS

The Covid-19 pandemic continued during 2021/22 but it had less of an impact on Clean Sheet operationally and financially.

Although some restrictions were reimposed (including some lockdowns) these were relatively brief in comparison to the restrictions imposed during 2020/21. Many employers started to recruit again and there was a significant rise in job vacancies in some sectors (e.g. hospitality and catering, distribution and transport). One longer-term negative impact of Covid, however, is the pressure on grant funding which has intensified since the pandemic. Although society is moving towards living with Covid, the ongoing impact of the pandemic remains uncertain.

As Clean Sheet moves forward into 2022/23, the UK is now contending with a cost-of-living crisis and there is a war in Ukraine which is creating economic uncertainty. Both of these could have a knock-on impact on the employment market.

## PERFORMANCE 2021/22

### Member Outcomes

During 2021/22, Clean Sheet supported 224 Members (people with convictions) to find work and 60 people to find work-related training – a total of 284 outcomes (2020/21: 202). This represents an uplift of 41% from the previous financial year.

### Financial Performance

While Member outcomes were positive for the year, Clean Sheet faced some unexpected challenges in 2021/22 that affected its performance and financial position. These related to two key areas (employer engagement and grant funding). As a result of this, with grant income obligations not being fulfilled in particular, there was a much greater financial reliance on the Langley House Trust Group in 2021/22. Clean Sheet has a plan for growth and building its funding base in 2022/23.

Improving Operational Practice and Strengthening the Clean Sheet Offer  
Clean Sheet has continued to improve operational practice during the financial year. This included introducing checks and balances to help with performance management and introducing a new database system which has expanded reporting and tracking capabilities.

Clean Sheet has also worked on expanding its offer in two key areas during 2021/22:

1. Interview skills – Clean Sheet piloted a mock interview skills session with PwC (PricewaterhouseCoopers). This involved PwC staff providing interview skills and feedback to Members. Four Members took part in the pilot in January 2022 with the feedback being overwhelmingly positive. Future mock interview skills sessions will be rolled out going forwards.
2. CV support – a CV support programme has been developed which will involve engaging church volunteers to provide CV support to Members. The development of this programme has taken place during the financial year and work will be underway in 2022/23 to recruit volunteers.

#### Team Engagement

Team engagement has continued to be a key priority during the financial year due to the remote nature of the work and the challenges of meeting together in person (due to the ongoing impact of Covid-19). Clean Sheet has continued to hold weekly team 'coffee and chat' sessions (running twice each week) to connect the team. Clean Sheet has also introduced 'Being the Best for Members' team meetings which provides a platform for best practice sharing, problem solving, ideas innovation and communicating key organisational updates.

All Group staff took part in an Investors in People staff survey in the summer of 2021. The Clean Sheet team had an overall average score of 6.1 out of 7, higher than the IIP benchmark score average across all areas and in the upper band of scores across the Group as a whole.

#### Staff and Volunteers

During 2021/22 Clean Sheet employed 13 staff, comprising the Chief Operating Officer, a Community Development Manager, a Partnership Manager, a Marketing and Fundraising Officer, an Employer Engagement Officer, a Members Team Lead and seven Employment Team Advisors.

#### Awards

During March 2022, Clean Sheet was notified that it had won the Queen's Award for Enterprise. This was officially announced on 21st April 2022. Clean Sheet is one of 226 organisations nationally to be recognised with this award and only one of nine winners in the category of 'promoting opportunity through social mobility'. Over the five years measured by the award, Clean Sheet helped 976 people with convictions to find work. In addition, 85 people progressed into Further Education, two into Higher Education and 58 people started their own businesses. The Queen's Awards for Enterprise are the most prestigious business awards in the country, with winning organisations able to use the esteemed Queen's Award Emblem for the next five years. This is a significant accolade and could significantly raise Clean Sheet's profile.

#### GROWTH FOR 2021/2022

The Trustees have considered the organisation's viability as a going concern. There are plans for growth, governed by a three-year business plan (2022-2025), covering Member outcomes, financial



sustainability and strengthening and expanding Clean Sheet's offer. This includes developing the Clean Sheet Employer's Directory, growing the support provided to Members and pursuing further opportunities to see clear routes to jobs for people with convictions. This also includes rolling out a CV support programme (involving church volunteers) and developing a regular giving scheme.

The charity now undertakes its grant applications in-house which will help to build traction in grant funding. Clean Sheet will continue to develop paid partnerships with employers, capitalise on prison commissioning opportunities, develop its supporter base and work with regional and national partners on contract opportunities, as and when these arise.

## PARTNERSHIPS

Clean Sheet is grateful to all its prison and community partners, including the Ministry of Justice and the Office of the Surrey Police and Crime Commissioner.

Clean Sheet has a number of partnerships in place with prisons and community partners, which enabled it to deliver its services throughout the country. During 2021/22, these partnerships included:

- Prisons: HMP Hewell, HMP Stafford and HMP Thameside
- Community Partners: Framework Housing Association, My Options Trust, Langley House Trust, St. Ann's Advice Group, St. Giles Trust, Surrey Police and Crime Commissioner, The Nehemiah Project and Trailblazers

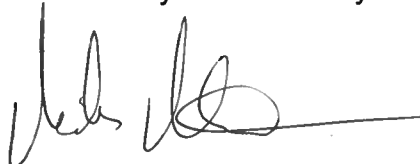
Special thanks go to Clean Sheet's funders: The Triangle Trust and The Trusted Executive Charitable Foundation.

## THANKS

Special thanks also go to Clean Sheet's supporters who have loyally supported the work of the organisation through the year.

## FINANCIAL REVIEW

Clean Sheet has recorded a surplus during this financial year of £7,694 (2020/21: £46,206). This was in large part due to investment from the Group, including financial support following the impact of COVID. Support from the Group accounted for 75% of this year's total income (2020/21: 61%). The Group's support has been significant in ensuring the viability of the charity.



Michael Maiden  
Chair, Clean Sheet Board  
29th July 2022

—  
“I found everyone I spoke to very compassionate and caring, and non-judgmental of my past. The regular contact and check-ups were really good. The support provided and encouragement given were the best thing, you guys listen.”

Clean Sheet Member quote

# Trustees' Report

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Clean Sheet (CS) became a subsidiary of the Langley House Trust Group in 2019. As a result the charity now falls within the Langley House Trust Group ('the Group') reporting structure.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's governing document and the Statement of Recommended Practice, 'Accounting and Reporting by Charities'.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

Clean Sheet was founded in 2010. It is a Charitable Incorporated Organisation (CIO), registered as a CIO with the Charity Commission on 1st October 2013.

The CIO was established under a constitution, which established the objects and powers of the charitable company and is governed under this constitution and the Group's Financial Regulations. In the event of the CIO being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The Clean Sheet Board (herein the CS Board) reports to the Langley House Trust Group Board (herein the Group Board). The CS Board is responsible for major strategic decisions and has ultimate responsibility for the conduct and financial stability of Clean Sheet. Trustees serve for the term as specified in the Constitution, with new Trustees being elected based on need.

Clean Sheet does not pay its Board members apart from reimbursing expenses and covering indemnity insurance (covered by the Group insurance).

The CS Board delegates to the Chief Operating Officer (COO) full control over the operation of Clean Sheet within policy. The COO attends meetings of the CS Board. It is the duty of the COO to further the mission of Clean Sheet and to ensure that management is efficient, effective and runs in accordance with good business practice.

The Group has an Audit, Risk & Compliance Committee and a People's Committee, which cover Clean Sheet as a subsidiary charity. The Committees have clear Terms of Reference and report directly to the Group Board.

The People's Committee advises the CS Board on the remuneration and the conditions of employment of staff. The Group's Policies and Procedures (where applicable) apply to Clean Sheet. The CS Board monitors and reviews the quality, effectiveness and timeliness of information provided by the COO.

## PUBLIC BENEFIT

The Trustees confirm that they have given due regard to public benefit guidance published by the Charity Commission. Helping ex-offenders secure employment has a positive effect on communities, helping to reduce reoffending and create a safer society.

The CS Board remains committed to the mission of Clean Sheet and seeks to ensure that new developments and current work continue to deliver outcomes that contribute to the mission of the organisation, therefore ensuring that public benefit remains strong.



## STATEMENT OF THE CHARITY'S SYSTEM OF INTERNAL CONTROL

Clean Sheet's system of internal control sits within the Langley House Trust Group system of internal control.

The Group Board has responsibility for establishing and maintaining a system of internal control and reviewing its effectiveness in how it relates to the Group including subsidiaries.

Both the Group Board and the CS Board recognise that no system of internal control can provide absolute assurance against material misstatement or loss or eliminate all risk of failure to achieve business objectives. The system of internal control implemented by the Group has been designed to manage key risks and provide reasonable assurance that planned business objectives and outcomes are achieved. It also exists to give reasonable assurance to the Group Board and the CS Board regarding the preparation and reliability of financial and operational information and the safeguarding of the Group's assets and interests.

In meeting their responsibilities, the Group Board have adopted a risk-based approach to internal controls, which are embedded within the normal management and governance process of the Group. This approach includes the regular evaluation of the nature and extent of risks to which the Group is exposed. The process adopted by the Group Board in reviewing the effectiveness of the system of internal control, together with some of the key elements of the control framework, includes:

Identification and evaluation of key risks – key risks to Clean Sheet have been identified and are included in the Group's Summary Risk Map. Mitigating actions and controls have been identified. The Summary Risk Map

is formally reviewed by the full Board at least once a year.

Environment and control procedures – Clean Sheet abides by Group policies and procedures that are applicable, including health and safety, accounting, data protection, fraud and whistleblowing.

Information and financial reporting systems – the CS Board reviews and approves the annual Clean Sheet budget before this is submitted to the Group Board for final approval. Financial reporting procedures include detailed management accounts and forecasts, which are reviewed by Clean Sheet's Chief Operating Officer and are presented to the CS Board and Group Board. The CS Board will also review key performance indicators to assess progress towards the achievement of key business objectives, targets and outcomes at each CS Board meeting.

The CS Board receive assurance through Clean Sheet being part of the Group internal audit cycle (which is approved annually by the Group's Audit, Risk & Compliance Committee). The Group Audit, Risk & Compliance Committee formally reviews the performance of Internal Auditors once a year.

The Prevention, Detection, Reporting and Recovery of Fraud and Financial Crime  
The Group's Fraud and Prevention of Financial Crime Policies set out management responsibilities to ensure an adequate control system is in place to minimise the risk of fraud and other financial crimes such as money laundering and to ensure a reasonable likelihood of early detection. These Group policies also state the procedure to be followed in the event of suspected fraud, money laundering or other financial crime, including reporting requirements and any subsequent action

to be taken for recovery. The Group Board confirms that there is an on-going process for identifying, and managing significant risks of fraud and other financial crime faced by the Group. This process has been in place throughout the year and is regularly reviewed by the Group Board. Clean Sheet operates within the boundaries of the Group policies related to this area.

## EQUALITY AND DIVERSITY

The Group's approach to Equality, Diversity and Inclusion is set out in its Group Equality, Diversity and Inclusion Policy, which is reviewed annually and included within Clean Sheet's activities.

The Group understands the vital role Equality, Diversity and Inclusion plays in creating an environment in which our staff and clients are able to reach their full potential. We appreciate and celebrate difference and individuality, respecting everyone as being made in God's image and having an intrinsic value, a view strongly upheld by our Trustees and senior management team. There is no place for racism or any other form of discrimination within the Group. It is not just illegal, but goes against all that we stand for as outlined in our values. Langley House Trust Group staff are asked to challenge any racist or discriminatory behaviour that they witness, experience or hear about and then report it. The CEO's commitment is to ensure all allegations are investigated and appropriate action taken.

## RESERVES

The charity's reserves are £110,619 at the end of this financial year (2020/21: £102,925) all of which is unrestricted. This reserves position reflects the Langley Group investment made in the year to Clean Sheet. The Group Reserves Policy is that funds, which have not been restricted to a specific use, should be maintained at a level of three

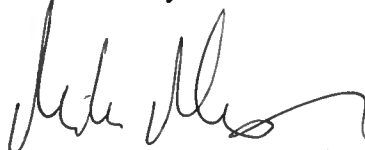
months' expenditure. The Trustees consider that reserves at this level should ensure that in the event of a significant drop in funding, they will be able to continue the charity's current activities whilst consideration is given to a sustainable alternative strategy. The reserves of the Group will be allocated should Clean Sheet require this.

## HEALTH AND SAFETY

The CS Board and Clean Sheet employees maintain attention to and awareness of Health and Safety across the organisation (taking into account the remote working situation of all staff).

The CS Board confirms compliance with all legal and regulatory requirements for charities registered under the Charities Act 2011.

The Trustees' report was approved by the CS Board on 29th July 2022 and signed on its behalf by:



Michael Maiden  
Chair, Clean Sheet Board

—  
“Clean Sheet is [a] really essential service. It's not just helpful. I did a lot of the work to get this job myself, but without Clean Sheet I wouldn't have had the direction and support if I hadn't had someone to help steer me and guide me and support me. Hannah's advice/guidance was absolutely essential. This should be something all ex-offenders have access to.”

Clean Sheet Member quote

# Trustees' Responsibility Statement

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The Trustees are responsible for preparing the Trustees' Annual Report (including the Strategic Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

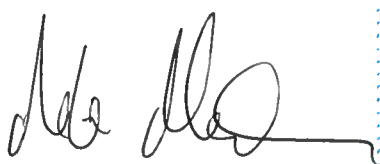
In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP (FRS102)
- 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 statement
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees, who held office at the date of approval of this Trustees' report confirm that, so far as they are each aware, there is no relevant audit information of which the charity's auditors are unaware, and each Trustee has taken all steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

The Trustees' responsibility statement was approved by the CS Board on 29th July 2022 and signed on its behalf by:



Michael Maiden  
Chair, Clean Sheet Board



# Clean Sheet has Been Awarded the Queen's Award for Enterprise!

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We were delighted to be awarded with the Queen's Award for Enterprise! We are one of 226 organisations nationally to be recognised with this prestigious award. Announced on Thursday 21st April 2022, Clean Sheet was recognised for excellence in promoting opportunity through social mobility. We are only one of nine winners in this category.

Over the five years measured by this award, Clean Sheet helped 976 people with convictions to find work.

In addition, 85 people progressed into Further Education, two into Higher Education and 58 people started their own business.

Now in its 56th year, the Queen's Awards for Enterprise are the most prestigious business awards in the country, with winning organisations able to use the esteemed Queen's Award Emblem for the next five years.



Speaking about the award, Chief Operating Officer, Samantha Graham, said:

“We are absolutely thrilled to have won the Queen's Award for Enterprise! Helping people to move forward positively after prison so that they don't go on to reoffend or go back to prison is a win for everyone – it breaks the cycle of reoffending and helps to create a safer society. Every day we help to change lives and create social change and this is a real privilege, even though there are many setbacks that Clean Sheet Members have to overcome to find work. Our team shows incredible determination and care and we are so pleased that this hard work has been recognised by this award.”

## Sandra's Story

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I grew up on an estate in the north, I had quite a poor childhood but most of the people on the estate were the same so everyone was in the same boat. I had an average education, I didn't leave with any qualifications. I wasn't what you'd call a model student. My mother was an alcoholic. That was difficult.

I had my daughter in 1999 and got post-natal depression. There wasn't much support available – all I did was go to the doctors and he gave me pills. I started to drink heavily in my mid-late thirties. It just crept up on me. I ended up drink driving. The next thing I know, I had a blackout and ended up in hospital with multiple fractures. Thankfully nobody else got hurt. I went to court and got a 10-month custodial sentence and did 3 months inside.

Nothing prepares you for when you get cuffed in the court room, there was no time to say goodbye to your family. It was a complete shock.

I've applied for loads of jobs since [leaving prison]. Even though it wasn't a violent offence I just can't find something. I've had loads of knock backs. Especially when they say it's because of the conviction – I've paid the time, it's still messing with my head. I just want to be given a chance.

My hope for the future is definitely to remain in recovery. Because of my volunteer work, I'm hoping to get a paid role out of it – support role/recovery work/working with ex-offenders or not. I want to remain abstinent and to earn some money. I just want to live a happy, healthy life for as long as I've got left.



\*Picture changed to protect identity.

**Independent Auditor's Report to the  
Members of Clean Sheet  
For the Year ended 31 March 2022**

**Independent Auditor's Report to the Trustees of Clean Sheet**

**Opinion**

We have audited the financial statements of Clean Sheet ('the charity') for the year ended 31 March 2022 which comprise the statement of financial activities; the statement of financial position, the cash flow statement, the statement of changes in reserves and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its income and expenditure, for the year then ended;

have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and

have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

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

**Conclusions relating to going concern**

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

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

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

**Other information**

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

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

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

the information given in the financial statements is inconsistent in any material respect with the trustees' report; or  
sufficient and proper accounting records have not been kept by the charity; or

the financial statements are not in agreement with the accounting records and returns; or

we have not received all the information and explanations we require for our audit.



## Independent Auditor's Report to the Members of Clean Sheet For the Year ended 31 March 2022

### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

### Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

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

### Extent to which the audit was considered capable of detecting irregularities, including fraud

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

We obtained an understanding of the legal and regulatory frameworks within which the charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charity's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charity for fraud. The laws and regulations we considered in this context for the UK operations were taxation legislation and employment legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income, and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, and the Audit, Risk & Compliance Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence including that with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

**Independent Auditor's Report to the  
Members of Clean Sheet  
For the Year ended 31 March 2022**

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*Crowe UK LLP*

**Crowe U.K. LLP**

**Statutory Auditor**

**4<sup>th</sup> Floor**

**St James House**

**St James' Square**

**Cheltenham**

**GL50 3PR**

**Date: 17 October 2022**

**Clean Sheet**  
**Statement of Financial Activities**  
**For the Year ended 31 March 2022**

		Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	Note	£	£	£	£
<b>Income and Endowments</b>					
Donations & Grants	2	196,044	4,175	200,219	222,461
Charitable Activities	3	39,107	-	39,107	57,362
<b>Total Income</b>		<u>235,151</u>	<u>4,175</u>	<u>239,326</u>	<u>279,823</u>
<b>Expenditure</b>					
Charitable Activities	4	227,457	4,175	231,632	233,617
<b>Total Expenditure</b>		<u>227,457</u>	<u>4,175</u>	<u>231,632</u>	<u>233,617</u>
<b>Net income/net movement in funds</b>		<u>7,694</u>	<u>-</u>	<u>7,694</u>	<u>46,206</u>
<b>Reconciliation of funds</b>					
Fund balances at 1 April 2021		<u>102,925</u>	<u>-</u>	<u>102,925</u>	<u>56,719</u>
Fund balances at 31 March 2022		<u>110,619</u>	<u>-</u>	<u>110,619</u>	<u>102,925</u>

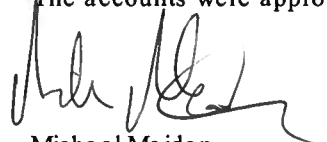
The notes on pages 21-25 form an integral part of these accounts.



Clean Sheet  
Statement of Financial Position  
For the Year ended 31 March 2022

	Note	2022	2021
		£	£
<b>CURRENT ASSETS</b>			
Debtors	7	1,150	9,625
Cash at bank		129,168	112,717
		<u>130,318</u>	<u>122,342</u>
<b>CREDITORS</b>			
Creditors: amounts falling due within one year	8	19,699	19,417
Net current assets	110,619	<u>102,925</u>	
<b>Total assets less current liabilities</b>		<u>110,619</u>	<u>102,925</u>
<b>FUND BALANCES</b>			
Unrestricted funds			
General funds	9	110,619	102,925
		<u>110,619</u>	<u>102,925</u>

The accounts were approved by the Board on 29/07/2022.



Michael Maiden  
Chair of the Clean Sheet Board



Simon Herbert  
Company Secretary

The notes on pages 21-25 form an integral part of these accounts.

Clean Sheet  
Statement of Cash Flow  
For the Year ended 31 March 2022

	Note	2022 £	2021 £
Cash flow from operating activities	12	<u>16,451</u>	<u>49,555</u>
Net increase in cash and cash equivalents		16,451	49,555
Cash and cash equivalents at 1 April		112,717	63,162
Cash and cash equivalents at 31 March		<u>129,168</u>	<u>112,717</u>

Clean Sheet  
Statement of Changes in Reserves  
For the Year ended 31 March 2022

	Total Reserves £
Balance at 31st March 2020	56,719
Surplus from Statement of Financial Activities	46,206
Balance at 31st March 2021	102,925
Surplus from Statement of Financial Activities	7,694
Balance at 31st March 2022	<u>110,619</u>



Clean Sheet  
Notes to the Accounts  
For the Year ended 31 March 2022

1 Accounting Policies

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities 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)).

Clean Sheet meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

a) Going concern

The charity is a subsidiary of Langley House Trust, which has indicated that it will provide support for a period not less than 12 months from the date of approval of the financial statements. The charity's financial statements have therefore been prepared on a going concern basis which assumes an ability to continue operating for the foreseeable future. There is a note to the accounts where further information is required to justify this assumption.

b) Donated and grant income

Donated income and grants receivable are taken into account when received by the charity. Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue & Customs is grossed up for the tax recoverable. Any amount of tax reclaimed from HM Revenue & Customs but not yet received is shown within the charity's debtors.

c) Other income and expenditure

Investment income is taken into account when receivable and expenditure, including irrecoverable VAT, when incurred by the charity, regardless of when payment is made. Grants payable are taken into account at the earlier of when they are paid or become constructive obligations.

d) Funds

Unrestricted funds are donations and other income received or generated for the objects of the charity without specified purpose and are available for purposes as directed by the trustees. Restricted funds are amounts received where the donor has specified the purpose for which it should be used.

e) Debtors

Short term debtors are measured at transaction price, less any impairment.

f) Cash at bank

Cash at bank is represented by cash deposits with financial institutions.

g) Creditors

Short term creditors are measured at the transaction price.

h) Pensions

The charity contributes to a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

Clean Sheet  
Notes to the Accounts  
For the Year ended 31 March 2022

i) Critical accounting estimates and areas of judgement

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

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised. If the revision affects only that period or in the period of the revision and future periods if the revision affects the current and future periods.

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

2. Voluntary income

	Unrestricted Funds	Restricted Funds	2022	2021
	£	£	£	£
Grants	5,713	-	5,713	205,165
Donations and Gifts, including tax recoverable	190,331	4,175	194,506	17,296
	<u>196,044</u>	<u>4,175</u>	<u>200,219</u>	<u>222,461</u>

There was no restricted voluntary income in 2021.

3. Income from Charitable Activities

	Unrestricted Funds	Restricted Funds	2022	2021
	£	£	£	£
Prisons, partners and Employers	39,107	-	39,107	49,793
DWP Contracts	-	-	-	7,569
	<u>39,107</u>	<u>-</u>	<u>39,107</u>	<u>57,362</u>

There was no restricted income from charitable activities in 2021.

Clean Sheet  
Notes to the Accounts  
For the Year ended 31 March 2022

4. Analysis of expenditure on charitable activities

	Activities undertaken directly £	Support Costs £	2022 £	2021 £
Prisons, Partners and Employers	220,988	10,644	231,632	227,818
DWP Contract	-	-	-	5,799
	<u>220,988</u>	<u>10,644</u>	<u>231,632</u>	<u>233,617</u>

£4,175 (2021: £Nil) of the above costs were attributable to restricted funds.

5. Allocation of support costs

	DWP Contract £	Prisons, Partners and Employers £	Total £	2021 £
Governance	-	2,640	2,640	2,280
Management	-	8,004	8,004	8,004
Office costs	-	-	-	30
Total	<u>-</u>	<u>10,644</u>	<u>10,644</u>	<u>10,314</u>

Governance costs include payments to the auditors of £2,250 (2021: £2,200) for audit fees.

In common with many entities of similar size and organisation we use our auditors to assist with the preparation of the annual financial statements.

6. Staff & Trustees

	2022 £	2021 £
Wages and salaries	178,588	187,177
Social security costs	11,866	12,463
Other pension costs	6,159	5,762
	<u>196,613</u>	<u>205,402</u>

None of the trustees received any remuneration during the year and none were reimbursed any travelling expenses. The average number of staff employed during the year was 7 (2021: 8). During the year, there were £NIL donations (2021: £NIL) from trustees. There were no employees whose annual remuneration was £60,000 or more in the current or prior year. There were no redundancy or termination payments during this or the prior year.

Key Management Emoluments

	2022 £	2021 £
Aggregate emoluments paid to senior officers, including salary, employer's pension contributions and benefits-in-kind	<u>59,266</u>	<u>63,250</u>



Clean Sheet  
Notes to the Accounts  
For the Year ended 31 March 2022

7. Debtors

	2022	2021
	£	£
Trade Debtors	1,150	9,625
Prepayments	-	-
	<u>1,150</u>	<u>9,625</u>

8. Creditors: Liabilities falling due within one year

	2022	2021
	£	£
Trade creditors	10	-
Deferred Income	10,100	10,475
Taxation, social security and pension payable	5,015	4,453
Accruals	4,574	4,489
	<u>19,699</u>	<u>19,417</u>

Deferred income

	2022	2021
	£	£
Deferred income at start of the year	10,475	250
Resources deferred during the year	10,100	10,475
Amounts released during the year	(10,475)	(250)
	<u>10,100</u>	<u>10,475</u>

Deferred income relates to the provision of services to be performed in the future financial year.

9. Statement of Funds

	Brought forward	Income	Expenditure	Carried forward
			£	£
General unrestricted funds	102,925	235,151	(227,457)	110,619
Restricted funds	-	4,175	(4,175)	-
Total funds	<u>102,925</u>	<u>239,326</u>	<u>(231,632)</u>	<u>110,619</u>

Restricted funds are in relation to a grant received from the Trusted Executive Charitable Foundation for a Work Success CV support initiative.

**Clean Sheet**  
**Notes to the Accounts**  
**For the Year ended 31 March 2022**

**10. Analysis of net assets between funds**

	Unrestricted Funds £	Restricted Funds £	Total 2022	Total 2021
Fund balances at 31 March 2022 are represented by:				
Current Assets	130,318	-	130,318	260,765
Creditors: Amounts falling due within one year	(19,699)	-	(19,699)	(40,300)
	<u>110,619</u>	<u>-</u>	<u>110,619</u>	<u>220,465</u>

All amounts in 2021 also related solely to unrestricted funds.

**11. Group and related transactions**

Clean Sheet is a wholly owned subsidiary of Langley House Trust (incorporated as a Company Limited by Guarantee (No. 7888191) and registered as a charity with the Charity Commission (No. 1146304). The charity has taken advantage of the exemption provided by section 33.1A of FRS 102 not to disclose related party transactions with other group entities. Clean Sheet entered into no other related party transactions in 2022 or 2021.

Copies of the consolidated accounts of the Group can be obtained at its registered address: Langley House Trust, 3 & 4 The Square, Manfield Avenue, Walsgrave, Coventry, CV2 2QJ.

During the year Clean Sheet received grant income of £178,830 (2021: £170,165) from Langley House Trust.

**12. Reconciliation of net income to net cash flow from operating activities**

	2022 £	2021 £
Net income for year to 31 March	7,694	46,206
Decrease / (increase) in debtors	8,475	(5,642)
Increase in creditors	282	8,991
Net cash flow from operating activities	<u>16,451</u>	<u>49,555</u>