

CLEAN SHEET

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024



CLEAN SHEET

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|-----------------------------|---|-------------------------|
| Trustees | M Maiden A Coyle S Lawes R Gwynn | |
| Senior management | S Graham | Chief Executive Officer |
| Charity number | 1154034 | |
| Principal address | c/o Caladine Chartered Certified Accountants Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF | |
| Independent examiner | John Caladine FCCA CTA FCIE Caladine Limited Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF | |
| Bankers | TSB 400/402 Derby Street Bolton BL3 6LS | |

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CHAIR'S REVIEW

FOR THE YEAR ENDED 31 MARCH 2024

2023-2024 has been a formative year for Clean Sheet. We came out of the Langley House Trust Group (by mutual agreement), after having joined it in 2019 and became our own independent charity again. It is a mark of the strength of the team and the organisation that we have been able to build up our infrastructure and funding whilst delivering solid outcomes during a year of transition and change.

We are delighted that we have helped 197 people with convictions to find work or training during the year and that the average job sustainment rate over 12 months (for those engaged with us) was 72%. This demonstrates that the right support can make all the difference to someone turning their life around after a conviction.

Some of our Members (people with convictions) have never worked before, some have had lengthy prison sentences, others struggle with their mental health and others face challenging life situations, such as family breakdown, homelessness or addiction. What stands out is that our team consistently tries to support each person, providing practical advice and guidance around job searching and being an encouraging voice when things seem hopeless.

Our Member's feedback shows what an impact this makes: *"Clean Sheet has been a solid pillar of support for me.... [They] have provided me with the tools to help me find employment, treated me with respect and have been a real and substantial factor, in getting me back into employment."*

We continue to take steps forward as a charity and during the year, we delivered new workshops in prisons on disclosure (how to talk to an employer about a conviction). We continued to work with PricewaterhouseCoopers (PwC) to deliver a mock interview skills session for our Members. We are indebted to them for their support in helping to build up Members' skills and confidence.

The year ahead offers a small amount of trepidation but a significant amount of hope. The funding landscape is the toughest it has ever been. And yet, we see change every day – which makes the whole journey worthwhile. As a Christian charity, working with people of all faiths and none, we have a "solid rock on which we stand" and this helps us to weather every storm.



Michael Maiden

Chair

Date: 10/07/24

CLEAN SHEET

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Constitution, the Charities Act 2011 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).

Objectives and Activities

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.

Public benefit

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

The Trustees remain committed to the mission of Clean Sheet and seek 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.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Achievements and Performance

Significant activities and achievements against objectives

Clean Sheet successfully provided tailored remote employment support nationally to people with convictions, over the age of 18. Through this support, Clean Sheet helped 197 Members (people with convictions) to secure work or training during the financial year – 138 into work and 59 into work-related training. Members found employment in a variety of industries, from entry level to management roles. Industries included: construction and trades; distribution, transport and warehouse; hospitality and catering; facilities management, and retail.

Clean Sheet has an Employers Directory of over 100 organisations that have committed to receiving applications from people with convictions to be considered on merit and skill, rather than their conviction. During the year, Clean Sheet onboarded five new employers to be added to the Directory and four new training providers. This opened up opportunities for Members in a number of areas including the water supply industry, charity sector and finance (training).

Clean Sheet's job sustainment rate remained high. On average, 74% Members continued to engage with Clean Sheet in the 12 months after they had found work (to March 2024). Of those who engaged, an average of 72% were still in work at the end of 12 months. This is a significant result as it shows Members successful sustaining employment which is a strong indicator of living crime-free and not reoffending.

Member feedback highlighted the impact of the support. These included:

"The Employers Directory was full of companies who would look past my conviction and see me, with all the life skill and experience I have."

"One of my interviews was with an employer I came across through the Clean Sheet Directory. Being able to go into an interview and not be pre-judged, was amazing. Not all companies are like that."

"The best thing about Clean Sheet's support? Knowing there are people who understand the challenges and frustrations of searching for work with a criminal conviction."

"Clean Sheet has been great. I received many emails and calls...encouraging me to keep looking. [They] listened and were very consistent and concerned. This is a great feeling. Clean Sheet was a morale booster and a friend-in-the-corner when I was close to unemployment depression..."

In addition to the core remote employment support, Clean Sheet also delivered training workshops on disclosure (i.e. how to talk to an employer about a conviction) in three prisons and in some Police and Crime Commissioner-funded areas. A total of 99 individuals undertook this training to help build their skills and confidence in disclosing. Feedback comments included:

"It has given me a huge insight into disclosure and how to word it and new techniques into doing it better."

"I have learnt lots of dos and don'ts. Valuable information on how to phrase a disclosure."

"It has given me confidence in how to speak to an employer about my conviction. Before today I thought I had little chance of getting a job on release but today has shown me that being in prison is not the end of the world."

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Lastly, Clean Sheet continued to partner with PricewaterhouseCoopers (PwC), a global accountancy firm, to provide mock interview skills sessions for Members. These proved invaluable to Members to help them in their interview confidence and ability. Feedback comments included:

"I haven't had an interview for over 10 years, so the mock interviews really helped me. I got good feedback which I will use when I have a real interview."

"Incredibly valuable advice from people who clearly care and really want the best for everybody, giving up their time to share their invaluable knowledge. My confidence in myself has skyrocketed and I now believe I can tackle interviews as well as anyone. Society may have written us off but they clearly hadn't and I am hugely appreciative to them for sharing their time and expertise. I cannot recommend this highly enough. Thank you so much!"

"The feedback from the interviewers gave me the confidence to believe that I can perform well in an interview situation. They provided positive and constructive feedback that I will definitely be applying to future interviews."

Staff and volunteers

Clean Sheet had a staff team of 14 people during the course of the year (FTE 8.3). The staff team comprised seven Employment Team Advisers, a Members Team Lead, an Employer Engagement Officer, a Fundraising and Communications Officer, a Programme Facilitator (prison contract), a Partnership Manager, an Operations Manager and a CEO. In addition, Clean Sheet had three direct volunteers – one volunteer chaplain and two CV volunteers.

Partnerships

Clean Sheet worked in partnership with a number of organisations and was grateful to its prison and community partners throughout the year. During 2023-2024, these partnerships included:

- Community Partners: Essex Police, Fire and Crime Commissioner; Dorset Police and Crime Commissioner; Suffolk Police and Crime Commissioner; Surrey Police and Crime Commissioner; and Sussex Community Foundation
- Prisons: HMP Fosse Way, HMP Hewell and HMP Thameside

Sincere thanks go to Clean Sheet's supporters and its grant funders including: The AS Charitable Trust, The Langley Trust, The Noel Buxton Trust and The Trusted Executive Charitable Foundation.

Financial Review

Clean Sheet finished the previous financial year (ending March 2023) with a deficit of £34,148. However, Clean Sheet was able to offset most of this deficit during this financial year. The closing financial position at the end of March 2024 was a small deficit of £3,222.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Reserves policy

Clean Sheet's policy is that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three months' expenditure. This has been calculated at c.£63,000. The Trustees consider that reserves at this level would ensure that, in the event of a significant drop in funding, they would be able to continue the charity's current activities while consideration was given to ways in which additional funds could be raised. Despite this, it was not possible to have reserves equaling this amount during the financial year. Clean Sheet has a plan in place to secure multi-year funding in order to put the charity on a more stable footing financially and will also seek to build up reserves over the next three years.

Structure, Governance and Management

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

The CIO was established under a Constitution, which established the objects and powers of the charity and is governed under this Constitution. 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.

Between 2019 and March 2023, Clean Sheet was a subsidiary of the Langley House Trust Group, a larger Christian charity housing people with convictions. This was a mutually beneficial relationship, with Langley providing infrastructure and financial support to Clean Sheet and Clean Sheet providing a tangible route for people with convictions to find work (an area that was outside Langley's core expertise). Both charities evolved and developed in the years that followed and in November 2022, the Langley Group Board made the strategic decision to focus more solely on its housing and care expertise over the next five years. As a result, from 1st April 2023, Clean Sheet became an independent charity again, with the Langley Group committing to provide grant support to Clean Sheet for three years.

Clean Sheet does not pay its Board members apart from reimbursing expenses and providing indemnity insurance.

During the financial year, the Trustees delegated to the Chief Executive Officer (CEO) full control over the operation of Clean Sheet within policy. The CEO attended meetings of the Board. It was the duty of the CEO to further the mission of Clean Sheet and to ensure that management was efficient, effective and ran in accordance with good business practice.

The Trustees who served during the year and up to the date of signature of the financial statements were:

M Maiden

A Coyle

S Lawes

R Gwynn

CLEAN SHEET

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Recruitment and appointment of trustees

New trustees will be recruited with due regard for their skills, knowledge and experience to enable the effective administration of the charity. A copy of the constitution and any amends to it, plus a copy of the latest Annual Report and Accounts will be made available to trustees on or before their first appointment. Any new trustee will be appointed for a term of three years by a resolution passed at a proper convened meeting of the charity trustees.

There were no new trustees appointed during the financial year. Clean Sheet is looking to expand its trustees and will seek a trustee(s) with lived experience, where possible.

Organisational structure

Clean Sheet is structured as follows:

- Frontline – seven Employment Team Advisers, a Members Team Lead and a Programme Facilitator (prison contract)
- Officers – an Employer Engagement Officer and a Fundraising and Communications Officer
- Managers – a Partnership Manager and an Operations Manager
- CEO

The Trustees' report was approved by the Board of Trustees.



M Maiden

Chair

Date: 10/07/24

CLEAN SHEET

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

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

The law applicable to charities in England and Wales 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 of the charity for that year.

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 accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

CLEAN SHEET

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CLEAN SHEET

I report to the Trustees on my examination of the financial statements of Clean Sheet (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

CLEAN SHEET

INDEPENDENT EXAMINER'S REPORT (CONTINUED)

TO THE TRUSTEES OF CLEAN SHEET

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 financial statements to be reached.



John Caladine FCCA CTA FCIE

Caladine Limited
Chantry House
22 Upperton Road
Eastbourne
East Sussex
BN21 1BF

Dated: 15 July 2024

CLEAN SHEET

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

| | | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Unrestricted funds 2023 £ |
|---|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|
| | Notes | | | | |
| Income and endowments from: | | | | | |
| Donations and legacies | 3 | 204,110 | 2,200 | 206,310 | 54,558 |
| Charitable activities | 4 | 76,158 | - | 76,158 | 44,716 |
| Other income | 5 | 186 | - | 186 | - |
| Total income | | 280,454 | 2,200 | 282,654 | 99,274 |
| Expenditure on: | | | | | |
| Raising funds | 6 | 26,422 | - | 26,422 | 33,107 |
| Charitable activities | 7 | 223,106 | 2,200 | 225,306 | 210,934 |
| Total expenditure | | 249,528 | 2,200 | 251,728 | 244,041 |
| Net income/(expenditure) and movement in funds | | 30,926 | - | 30,926 | (144,767) |
| Reconciliation of funds: | | | | | |
| Fund balances at 1 April 2023 | | (34,148) | - | (34,148) | 110,619 |
| Fund balances at 31 March 2024 | | (3,222) | - | (3,222) | (34,148) |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

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STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2024

| | | 2024 | | 2023 | |
|---|-------|---------------|-------------------|---------------|-------------------|
| | Notes | £ | £ | £ | £ |
| Current assets | | | | | |
| Trade and other receivables | 14 | 5,633 | | 400 | |
| Cash at bank and in hand | | 17,796 | | 88,214 | |
| | | <u>23,429</u> | | <u>88,614</u> | |
| Current liabilities | 15 | (26,651) | | (122,762) | |
| Net current liabilities | | | (3,222) | | (34,148) |
| Net assets excluding pension liability | | | (3,222) | | (34,148) |
| | | | <u> </u> | | <u> </u> |
| The funds of the charity | | | | | |
| Unrestricted funds | | | (3,222) | | (34,148) |
| | | | <u>(3,222)</u> | | <u>(34,148)</u> |

The financial statements were approved by the Trustees on 01/07/24



M Maiden
Chair

CLEAN SHEET

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Clean Sheet is a Charitable Incorporated Organisation governed by its Constitution dated 1 October 2013.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention.

The principal accounting policies adopted are set out below.

1.2 Going concern

From 1 April 2023 the charity was no longer a subsidiary of Langley House Trust. The Langley House Trust has agreed to provide three grants of £100k each to Clean Sheet between 1 April 2023 up to 31 March 2026 to support Clean Sheet in its onward sustainability. The first tranche of funding was recognised in this financial year. The charity continues to seek further funding from partners and grant making trusts to ensure operations can continue beyond March 2026 once the support from The Langley House Trust ends. The charity's financial statements have been prepared on a going concern basis which assumed an ability to continue operating for the foreseeable future.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies (Continued)

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations and Grants are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Expenditure

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

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies (Continued)

Basic financial liabilities

Basic financial liabilities, including trade and other payables and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

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

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

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies

| | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ |
|---------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Donations and gifts | 5,310 | - | 5,310 | 7,234 | - | 7,234 |
| Grants | 198,800 | 2,200 | 201,000 | 47,324 | - | 47,324 |
| | <u>204,110</u> | <u>2,200</u> | <u>206,310</u> | <u>54,558</u> | <u>-</u> | <u>54,558</u> |

4 Income from charitable activities

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|---------------------------------|------------------------------------|------------------------------------|
| Activity | | |
| Prisons, partners and employers | <u>76,158</u> | <u>44,716</u> |

5 Other income

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|-----------------------------|------------------------------------|------------------------------------|
| Insurance claims receivable | <u>186</u> | <u>-</u> |

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

6 Expenditure on raising funds

| | Unrestricted funds 2024 £ | Unrestricted funds 2023 £ |
|----------------------------------|------------------------------------|------------------------------------|
| Fundraising and publicity | | |
| Seeking grants | 540 | - |
| Other fundraising costs | 311 | - |
| Staff costs | 25,571 | 33,107 |
| | <u>26,422</u> | <u>33,107</u> |

7 Expenditure on charitable activities

| | Prisons, partners and employers 2024 £ | Prisons, partners and employers 2023 £ |
|---|---|--|
| Direct costs | | |
| Staff costs | 148,566 | 139,989 |
| Staff travel | 6,860 | 13,875 |
| Miscellaneous | - | 152 |
| | <u>155,426</u> | <u>154,016</u> |
| Share of support and governance costs (see note 8) | | |
| Support | 65,498 | 53,756 |
| Governance | 4,382 | 3,162 |
| | <u>225,306</u> | <u>210,934</u> |
| Analysis by fund | | |
| Unrestricted funds | 223,106 | 210,934 |
| Restricted funds | 2,200 | - |
| | <u>225,306</u> | <u>210,934</u> |

CLEAN SHEET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

8 Support costs allocated to activities

| | 2024 | 2023 |
|------------------------|---------------|---------------|
| | £ | £ |
| Staff costs | 39,740 | 41,605 |
| Telephone | 2,701 | 2,502 |
| Insurance | 1,773 | 312 |
| Postage and stationery | 1,145 | 371 |
| Subscriptions | 939 | 1,261 |
| IT costs and support | 12,027 | 2,942 |
| Payroll bureau | 2,156 | 1,571 |
| Meetings and training | 3,602 | 1,467 |
| Recruitment costs | 911 | 75 |
| Other costs | 504 | 1,650 |
| Governance costs | 4,382 | 3,162 |
| | <u>69,880</u> | <u>56,918</u> |

Analysed between:

| | | |
|---------------------------------|---------------|---------------|
| Prisons, partners and employers | 69,880 | 56,918 |
| | <u>69,880</u> | <u>56,918</u> |

| | 2024 | 2023 |
|---|--------------|--------------|
| | £ | £ |
| Governance costs comprise: | | |
| Independent Examination fees (2023: Audit fees) | 720 | 2,000 |
| Accountancy and bookkeeping | 3,360 | 1,000 |
| Legal and professional | 279 | - |
| Trustees travel and meeting costs | 23 | 162 |
| | <u>4,382</u> | <u>3,162</u> |

9 Net movement in funds

| | 2024 | 2023 |
|--|------------|--------------|
| | £ | £ |
| The net movement in funds is stated after charging/(crediting): | | |
| Fees payable for the independent examination of the charity's financial statements | <u>720</u> | <u>2,000</u> |

CLEAN SHEET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year. Trustees had travel and meeting costs of £23 (2023: £162) met by the charity.

11 Employees

The average monthly number of employees during the year was:

| | 2024 Number | 2023 Number |
|-------------------------|----------------|----------------|
| | 12 | 12 |
| | | |
| Employment costs | 2024 | 2023 |
| | £ | £ |
| Wages and salaries | 197,773 | 193,236 |
| Social security costs | 7,554 | 13,413 |
| Other pension costs | 8,550 | 8,052 |
| | 213,877 | 214,701 |

The equivalent number of full-time staff during the year was 8.3 (2023: 8).

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

| | 2024 £ | 2023 £ |
|------------------------|-----------|-----------|
| Aggregate compensation | 57,762 | 58,111 |

12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

CLEAN SHEET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

13 Fixed assets

On the 1 April 2023 when the charity separated from the Langley House Trust Group, various computer and other equipment was transferred which previously had been fully expensed.

14 Trade and other receivables

| | 2024 | 2023 |
|--------------------------------------|--------------|------------|
| | £ | £ |
| Amounts falling due within one year: | | |
| Trade receivables | 2,966 | 400 |
| Other receivables | 2,667 | - |
| | <u>5,633</u> | <u>400</u> |

15 Current liabilities

| | Notes | 2024 | 2023 |
|------------------------------------|-------|---------------|----------------|
| | | £ | £ |
| Other taxation and social security | | 2,848 | 2,896 |
| Deferred income | 16 | 21,763 | 115,000 |
| Trade payables | | - | 60 |
| Other payables | | - | 1,180 |
| Accruals | | 2,040 | 3,626 |
| | | <u>26,651</u> | <u>122,762</u> |

16 Deferred income

| | 2024 | 2023 |
|-----------------------|---------------|----------------|
| | £ | £ |
| Other deferred income | <u>21,763</u> | <u>115,000</u> |

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

CLEAN SHEET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

16 Deferred income (Continued)

| | 2024 £ | 2023 £ |
|-------------------------------------|-----------|-----------|
| Deferred income is included within: | | |
| Current liabilities | 21,763 | 115,000 |
| Movements in the year: | | |
| Deferred income at 1 April 2023 | 115,000 | 10,100 |
| Released from previous periods | (115,000) | (10,100) |
| Resources deferred in the year | 21,763 | 115,000 |
| Deferred income at 31 March 2024 | 21,763 | 115,000 |

17 Retirement benefit schemes

| | 2024 £ | 2023 £ |
|---|-----------|-----------|
| Defined contribution schemes | | |
| Charge to profit or loss in respect of defined contribution schemes | 17,100 | 16,104 |

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

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

| | At 1 April 2023 £ | Incoming resources £ | Resources expended £ | At 31 March 2024 £ |
|--------------------|-------------------------|----------------------------|----------------------------|--------------------------|
| Away Day July 2023 | - | 2,200 | (2,200) | - |

Away Day July 2023

£2,200 was received from the A.S. Charitable Trust for the away day on 19-20 July 2023.

CLEAN SHEET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

19 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

| | At 1 April 2023 £ | Incoming resources £ | Resources expended £ | At 31 March 2024 £ |
|----------------|-------------------------|----------------------------|----------------------------|--------------------------|
| General funds | (34,148) | 280,454 | (249,528) | (3,222) |
| Previous year: | At 1 April 2022 £ | Incoming resources £ | Resources expended £ | At 31 March 2023 £ |
| General funds | 110,619 | 99,274 | (244,041) | (34,148) |

20 Related party transactions

During the year the charity received £100,000 from the Langley House Trust, of which A Coyle and S Lawes are also Trustees.

There were no other disclosable related party transactions during the year (2023 - none).