

# Phase Annual Review 2019/20



Registered with



FUNDRAISING  
REGULATOR

Phase   
PROMOTE | PREVENT | SUPPORT

The Phase logo graphic is a white line drawing of a heartbeat or pulse line, starting with a horizontal line and then showing several peaks of varying heights.



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Bedford Road  
Hitchin, Herts  
SG5 1HF

Charity Number: 1154364



Our vision: Who we are and who we aim to be

Phase exists to support the development of wellbeing in young lives, helping them to develop resilience and the ability to cope with the stresses of life and equip them to thrive in today’s world.

Our mission: What we do

To provide a presence within and a support to every educational establishment, for the benefit of children, young people and the community.  
To see the church support, disciple and nurture children and young people to be active members of their community.

Our three key aims:

**Promote** wellbeing and resilience for all young people.  
**Prevent** issues from developing.  
**Support** those struggling with mental health difficulties.

Our Values

Committed to make a difference every day

We arrive everyday inspired to impact lives though our talents, passion and hard work coming together as a team to be our best

Passion for young lives

We want to inspire, teach, develop and encourage young lives and the adults who support them, enabling them to thrive.

Christian faith at our core

Our Christian faith and values underpins our work and organisation, offering hope and light.

# Chair's Report

The start of the school year, back in September 2019, feels a distant memory. At Phase we had been busy planning our work, building on the themes and programmes from the previous twelve months as we started out on the new school year. But the year has not been quite as we'd planned. The lockdown actions in March and the closing of our schools caused us to rethink our work and how we should effectively support young people in a very difficult and changing environment.

After a brief time on furlough we regrouped, and through discussion with staff and leadership at the Hitchin schools we redesigned and redeveloped programmes of work to enable us to go online. I'd like to give a huge shout out to Kieran and all the team for the flexibility, creativity and agility they have shown to rebuild our work to meet the new and varied needs of schools and young people. We had no blueprint, and so through listening, praying and feeling our way we have sought to continue to inspire and support young people whilst they transitioned to working at home and also, now, as they have moved back in the classroom under Covid conditions. A significant proportion of our work is now delivered remotely, however as schools have returned; we have been able to restart face to face based programmes.

Our role in Hitchin schools continues to be needed and valued. We want more than ever to come alongside and support young people through the uncertainties which lay ahead. They remain our priority and our focus.

As a Trustee team this year we have especially focused this year on the core functions of Phase, our staff and our financial security. We have been enormously blessed that fundraising has continued with many virtual events taking place. We have



been hugely encouraged with the generosity of so many people and organisations during a very uncertain time, please continue to consider supporting us in whatever way you are able.

To all our supporters; Thank you. Please continue to journey with us by subscribing to our regular newsletters and engaging with our blog posts; you will be able to see where we are working and how we are supporting young people in Hitchin. There are also opportunities for volunteering so please do connect with us.

With many thanks

Jeremy Rackham  
Chair of Trustees

# Stephen's\* story of how Phase helped him

I've known Phase since about the age of 9 as they would come into my primary school and do fun and helpful talks, workshops and other things. Though since joining secondary school I have had a large exposure to Phase, with Kieran and the team doing Christmas talks every year, the support of Phase being made highlighted often in tutor time and in the wellbeing area.

When I started my GCSE's, I felt as though I was having a lot of stress and was feeling anxious leading into exams. I also thought I was inadequate (I didn't think I was doing enough in my life to deserve the praise I was getting). These feelings were not always present, but were becoming more frequent and I wasn't sure what to do about them.

My parents knew about Phase and suggested that I should try and talk to someone to help me out. I asked my parents to reach out to them initially as I was nervous and didn't think that I was worth bothering them. I couldn't have been more wrong. As well as giving me good exercises to help improve my mental health, they gave me time, listened to me, allowing me to express my thoughts, feeling and worries without any judgement or patronising me. Everyone at Phase are such kind and supportive people to talk to, just by talking to them I was able to feel a bit better about myself.

Over time I was able to become much less nervous about upcoming exams. This also grew into me being much more confident as a person and I realised that I was adequate and worth the praise I was being given.

**This also grew into me being much more confident as a person and I realised that I was adequate and worth the praise I was being given.**

Phase is an incredible youth organisation that supports young people through the stresses of school and really makes a difference to the mental health of those who they help.

I am very thankful that I was able to reach out to them and that they were there to help when I did.

\*Name changed to protect young person



# Director's Report

It has been a tale of two halves, the year started with lots of excitement and anticipation for all that we had planned and what we were aiming to achieve and then the global pandemic of Covid-19 arrived and life for you and me was turned upside down.

However, the second half of this academic year meant that we as an organisation had to adapt, be resilient and focus on what we do best – make a positive impact on young lives! Phase adapted quickly to move many of our project and support programmes online – Phase in the virtual world.

One young person that I have been mentoring said 'I look forward to and enjoy talking to someone and just getting what's on my mind out, having someone who isn't involved in my daily life that I can talk to and just have a fresh view.'



Over the 6 months of lockdown the Phase team have delivered over 107 hours of online support, produced video resources for young people that were watched by over 13000 people. We may not have been able to see young people, teachers, schools and each other in person, yet we have connected, supported and encouraged young people through the most challenging time they have ever faced, that many of us have faced. We were able

"I look forward to and enjoy talking to someone and just getting what's on my mind out, having someone who isn't involved in my daily life that I can talk to and just have a fresh view."

Stories like these continue to give me the drive and passion to help Phase support young lives as they navigate the challenges of growing up in today's world, discover their calling and purpose. What a brilliant privilege to be involved as Phase enables them to live life in all its fullness!

to respond very quickly to the needs of schools by producing a video series on building resilience, how to engage key aspects of wellbeing as well as delivering our It's Your Move workshops virtually for children and parents to engage



with together as they prepared for the most unusual transition to secondary school. Many of these resources have been accessed by people all over the country.

During the period of lockdown as we took some time to collate many of our resources and tools that we use every day in support programmes and made them available for others to download and use for free. Again, we have received many positive, encouraging comments from both young people and adults using these resources extremely grateful they are free and so useful. One parent emailed to say '*I printed a copy for my son and decided to print one for myself, this gratitude journal really works! Thanks Phase!*'

Much of this would have not been possible without the unwavering support of our 132 Phase partners, all those that have continued to fundraise for us especially over the period of lockdown, the generous support of churches, community groups and grant funding bodies who have seen the strength of our work with young lives and have chosen to back us. We are all extremely grateful.

As we move into a new academic year, we are all too aware that we are not out

of the woods yet, as I write this, fears of a second spike in COVID-19 are very present, the number of unknowns continues to grow and the fact that for charities like Phase possibly the hardest tests are yet to come. However, we stay faithful to our mission and vision, we trust God in His leading of our work and start the year ready to make a difference every day.

*Kieran*

Kieran Murphy

over **8000**  
minutes watched  
on our YouTube  
channel



# Early Interventions

## Lead's Report

I don't think this is a year anyone is going to forget quickly. There have been lots of unexpected changes, and although we have all faced some pretty big challenges, it has been an amazing first year with Phase! It's been great to work as part of such a wonderful team, and particularly over the past 6 months I have felt incredibly grateful for them, and the way we have adapted, stayed positive and supported one another at a distance. It has also been full of opportunities to be creative, learn new skills, and review the ways that we plan and deliver all our content.

During the first half of the year, we delivered



about the best alternative, we created a video version of the workshop, accompanied by different resources and activities. The video included the main components of the original workshop, but some activities were adapted so that they could be delivered in a classroom without volunteers, or were appropriate for students to do at home. We also created bonus activities,

**"I look forward to and enjoy talking to someone and just getting what's on my mind out, having someone who isn't involved in my daily life that I can talk to and just have a fresh view."**

the first two transition workshops to year 6 students in 12 of the local primary schools in Hitchin. These workshops help students to think about some key skills to equip them for the move up to secondary school and were described by teachers as "helpful and engaging" with "very good practical ideas to get children prepared".

We had to adapt and find a new delivery method for the final transition workshop, It's Your Move, as this was booked in for July, when schools were closed to visitors. After communication and feedback from teachers

which addressed issues raised by teachers, including making friends, time management as well as some top tips and scenarios to discuss. Feedback from this workshop has been incredibly positive, with 100% of teachers finding the resource useful or extremely useful, as a "great aid to transition" which "all [children] were able to access, with a range of SEND needs in the class". Volunteers are always such a huge

part of all of the work that we do in primary schools and it was great to include familiar face in this video, by asking them to record their top tip for year 6 students.

We also developed a new resilience programme for year 5 students called Grow and piloted the first two sessions in the spring term in 4 local primary schools. Grow looks at the importance of emotions, positive strategies for managing anger, worry and sadness, and tools for coping with change. As we ran the programme as a pilot, we were able to review and adapt the sessions as we went. All teachers rated both workshops as a 5 or 6 out of 6, and thought it was "well worth children attending this workshop".

An exciting part of this programme was having students from local secondary schools to volunteer as part of the team. The opportunity to be involved in this workshop helped them to gain confidence "talking in front of others" and "going into a new environment where [they] don't know the people". In the second session, we introduced more opportunities for them to speak in front of the whole class, as this was requested in their feedback. Schools said the children "appreciated having older peers" in the workshops and the personal stories that they shared "meant a lot to the children".

Another aim for this year was to develop sessions for parents. After identifying key



issues parents were concerned about we delivered a session at a local school with practical ways to help children grow resilience and why it is so important. This is something that we hoped to continue throughout the year, but lockdown forced us to adapt and instead we created a podcast series available on all main platforms. These episodes focus on the joys and challenges of parenting in lockdown, and helpful conversation around home-schooling, returning to school and the impact on wellbeing and mental health.

We recognise that there are still some challenging times ahead, but we are excited to continue learning and adapting and to be able to have a real impact on children and young people in this particularly difficult time. I think what we are doing and have planned are more important now than ever, as we help young people to manage their emotions and process the last few months, as well as adapt to the new changes and continue to thrive.

*Emily*

Emily Croucher



# Wellbeing Lead's Report

This year did not quite keep to the plan we had, but has been a year where the vision has remained the same - promoting the building of good wellbeing and resilience. However, the method of delivery in doing this has looked very different over the past few months.

We continue to work closely with the three secondary schools in Hitchin and in the autumn term we expanded our Resilience programme through a 5-part assembly series and a one-hour workshop which was delivered in school to around 400 students. Through lessons, small groups and PSHE days to those in year 7, 8 and 9 we delivered 60 sessions on topics



safe and positive environment launched in the autumn term. This offered in school support to students who needed it, especially during lunchtime.

Over the past few months, the delivery method of our work has moved online. We have created video resources on topics including Building Resilience,

**Knowing there is someone there to help and another I always leave feeling motivated and a lot better than before.**

such internet safety, resilience, self-worth, and healthy relationships.

The vision to create a lunch time drop-in for students to come and talk, play games, do homework and connect with others in a



Coping with Change, 5 Ways to Wellbeing, Internet Safety and Returning to school. All these have been accompanied with downloadable resources for students and teachers. The feedback from schools was overwhelming positive providing a resource for teachers to use during this time in supporting the mental and emotional wellbeing of their students.

One teacher commented: "We have added them to our provision for mental health and wellbeing in our weekly

Headstrong session and I think they will continue to be a useful resource as we rebuild the curriculum come September.

With the need to support our young people at this difficult time, the material has been very on point."

One of the central ways in which we support young people is through mentoring, on a one to one basis during school time. Over the past few months all our mentoring has also moved to being online without significant loss of its measurable effectiveness. We are passionate about creating a safe space for young people, and there has never been a time when this has been more essential.

When asked what the best thing about Phase Mentoring delivered this way one student said: *'Knowing there is someone there to help, I always leave feeling motivated and a lot better than before.'*

Another way in which we create a safe space for students is through the Studio, this is a group for young people to gather at the Phase office and be creative together. This has also been moved online but continued to be a space for young people to connect, one parent emailed to say:

*'Sarah\* was really enthusiastic after the studio yesterday, your meetings online have really lifted her.... Thank you for giving her that focus and something to look forward to.'*

It continues to be a privilege to be able to support and equip young people with the tools to be able to build good wellbeing and resilience.

Hannah

Hannah

## Toolkit of Resources

Check out the links below which take you to a number of our short videos and downloadable resources, exploring the following topics...

- *Transitioning to Year 7*
- *Coping with Change*
- *Building Resilience*
- *Five Ways to Wellbeing*
- *Internet Safety*
- *Back to School (Primary)*
- *Back to School (Secondary)*
- *Downloadable Resources*

**20** Downloadable free resources created

**115** hours of virtual support & input

# Digital Impact



..... 21 videos created  
 ..... 101 subscribers to our channel  
 ..... Nearly 3000 views  
 ..... Over 8000 minutes watched  
 ..... 13429 people have viewed our Youtube Channel

107 virtual  
sessions  
delivered



..... Over 90000  
engagements on  
social media

20 different resources created  
for people to download  
completely free



## Story from our volunteers!

Recently, I have worked with Phase in local primary schools running workshops, which focus on growth and building resilience. Originally, I signed up thinking it would be a great opportunity to get involved with the local area outside of school, but it also has provided me with a new range of skills and confidence I didn't think I could ever have.



**Olivia, 16yrs old**

Arriving at the primary school for the first workshop, I was slightly nervous. What if the children didn't listen and I couldn't control the group? What if they asked a question and I wasn't sure how to answer it? I sat down with my group to find the children were eager to listen, learn and talk about their own experiences.

An example from our second session, which was all about how to deal with change, a boy in my group discussed how his brother recently changed schools and it put pressure on his family as he was nervous and upset about the change for quite some time. He worried he wouldn't be able to make new friends etc. However, after he actually went into his new school, he managed to make new friends on the first day and enjoyed himself – all the stress was gone. The group discussed how much happier the boys' brother was and came to the conclusion that not all change has to be bad even if it feels scary. This is a super helpful thing to remember as the children will soon be moving into secondary school themselves!!

### It has helped me gain an understanding too.

Overall, the experience has been quite memorable and I've really enjoyed gaining an insight on how younger people view their emotions and their outlooks on situations. As well as helping the children understand more about themselves, I also think it has helped me gain an understanding too as they all had such different opinions on topics that it made me question other ways in which I can overcome negative emotions. I'm rather looking forward to the final session!!

**Our volunteers are at the heart of what we do.**

**Phase have over 50 volunteers involved in a huge variety of roles and we want to say a huge THANK YOU to each one of them.**



## Office Manager's Report

This school year has certainly finished very different to how it began! The Autumn term started smoothly, but in the Spring term, life & work was turned upside down by the Covid-19 pandemic. The biggest challenge therefore this year has been in responding to this; re-thinking how we engage with each other as a team, but also how to effectively connect with supporters, volunteers, churches, and fundraisers. Having the help of Lizzie Feltoe, as the Admin Assistant during all these times has helped keep the Phase back office infrastructures working smoothly and been a real asset to the team.

Our Annual Celebration in October was well attended by our supporters and enjoyed by all who could make it. It was disappointing not to hold our first Charity Supper for local businesses and dignitaries in March, having put a lot of effort into planning this, we hope to be able to host this event in the coming year. We



fun video message of thanks from the staff team and received a card with biscuits and sunflower seeds to their home. We are extremely grateful for all the time, effort and energy our volunteers give to enable Phase to support so many young people.

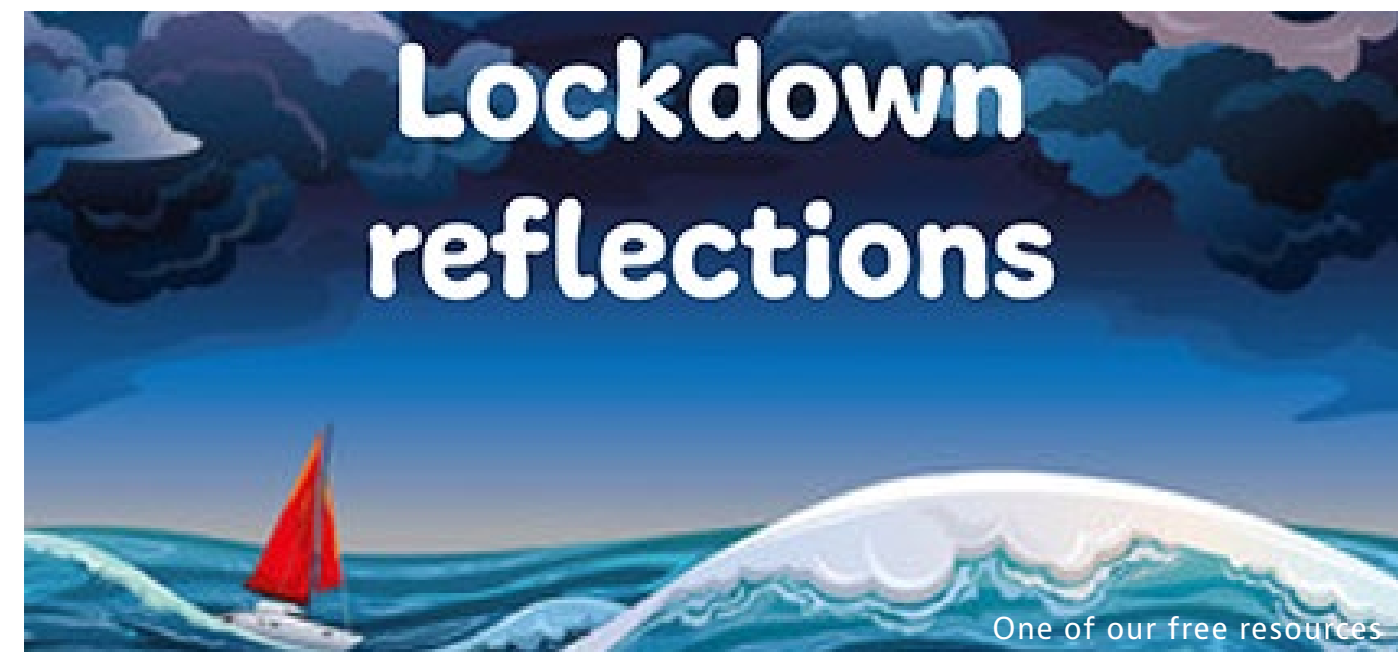
We have remained committed to supporting churches in their children's and youth work, predominantly by facilitating Forum meetings & Time Trek

**"In my school, Hitchin Boys' School, I have seen the difference Phase makes to young people's lives"**

kept in close touch with our Phase Partners during Covid-19; and many Partners or current supporters generously donated to our Covid-19 fund set up to cover the shortfall in expected funding as everything shut down.

Our volunteer base remains stable this year, with three new volunteers recruited to work in the Primary schools or Secondary schools. As we were unable to hold a Volunteer BBQ this summer, over 50 volunteers were sent a

events. The Forum was particularly significant in the early stages of lockdown enabling churches to share thoughts and ideas on how to run virtual youth work. During lockdown we sent churches a video update from all the staff team, explaining our new virtual activities, thanking them for the prayers and support and letting them know that we were still fully



committed to making a positive difference to Hitchin young people. We continue to be very grateful for the support of churches financially, prayerfully and for the volunteer time donated by their members.

Fundraising continues to be an area displaying huge and consistent blessings; from Hitchin Girls' School Positivity Day in September, to the wonderful Hitchin Fireworks event, to a Spring Cello Concert! Unexpected blessings continued in lockdown, with Mr. Blue Sky video by The Priory School, various 2.4 Challenges and Destination Unknown run by Hub Church - all raising both awareness of Phase and substantial funds.

In July we registered with the Fundraising Regulator showing that we have committed to follow the Code of

Fundraising Practice. In addition, Lizzie has started working alongside Kieran on Funding applications to Grant bodies and Trusts. This has been extremely useful, particularly in finding different organisations to fund our virtual mentoring project.

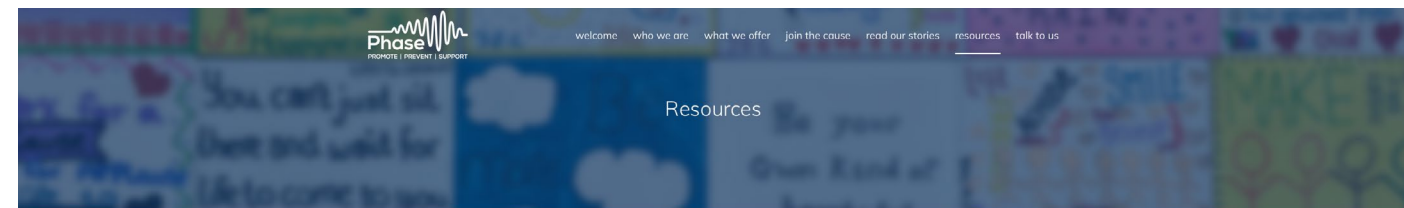
We now purposely secure places in many of the larger charity sports events. One of the highlights for 2019/20 was having five runners in the London Vitality Big Half. Our fundraising target of £250 per runner was smashed with a total of £2.7k raised, thanks particularly to the efforts of Mr Rayner. His fundraising page said "In my school, Hitchin Boys' School, I have seen the difference Phase makes to young people's lives".

Never a dull moment in the life of Phase.

*Amanda.*

Amanda Maylin  
Office Manager





## Resources available for download

**Back to school tutor activities**  
A set of activities helping students as they return from lockdown. Ideal for secondary schools to use in tutor time.

**The Toolkit**  
A collection of key resources to help build wellbeing, cope with change and build resilience. PDF is hyperlinked to all content.

**Discover your purpose**  
Knowing your purpose is key to building resilience but how do we work it out? Use this guide to help discover yours.

**Gratitude Journal**  
Gratitude is a key way to grow a positive mindset, increase resilience and improve your wellbeing. Use this simple template to start your journey.

**Coping with change**  
A short video give you some great tips, ideas and activities to try when dealing with change. This is great for children, young people and adults

**Top tips for sleep**  
Getting a good night's sleep is key. 7 top tips to help you.

**Goal setting**  
Setting goals is a great way to help you focus, maintain purpose and bring clarity in uncertain

**It's Your Move - Bonus Material**  
Our bonus activities to support with transition. This includes making friends, managing your time.

**It's Your Move**  
Our five short videos will need for the virtual It's Your Move workshop. Print them off or just

**5X5x5 Wellbeing Video Series**  
Our five short videos looking at how we use the 5 ways to wellbeing to help us manage, cope and thrive in lockdown.

**Resilience Top Tips**  
10 top tips to build your resilience whatever age you are

**Weighing scales resource**  
Sometimes we have to go through situations, they can't be taken away from us and therefore it is about being equipped to manage and go through the situation. This resource helps you think through different solutions for the situation, you are facing.

**Discussion Starters**  
Some fun, simple discussion starters for the whole family

**Make talking fun**

**Phase Annual Report**  
Our latest annual report highlighting the great work over the past year, our forward focus and our annual accounts.

**Wellbeing Toolbox**  
This resource helps you think through some of the items that you can include in your own wellbeing box.

**Back to school**  
Heading back to school can make us feel many different things. You can use this great doodle by Beth Woolldridge to express yourself

**Wellbeing Plan**  
An easy to use plan to action the five ways to wellbeing everyday

**3 C's of Resilience**  
Analysing key moments we have been through can help build our resilience, this resource will help you think through the next steps

**Developing Joy**  
What are those activities that bring joy to your life, use this resource to capture them and make sure you are building them in

**Tips on how to journal**  
Some simple and useful tips on how to journal, which a great way to process all that's in our head.

**Let's Talk Anxiety Video**  
Anxiety is something many young people struggle with and is a normal human emotion, however, sometimes it can become overwhelming and have a negative impact on life and our wellbeing.

**Let's Talk Misconceptions**  
Mental health has lots of stigmas and we want to help remove these by learning to talk about them.

**Let's Talk Self-Harm**  
Self-harm is something many young people struggle with and is a coping mechanism to deal with difficult feelings. This video is designed to help start conversations about self-harm.

**Control Circles**  
A simple and effective tool to use when life seems out of control or difficult.

**Monthly Prayer Guide**  
Download our monthly prayer guide.

**Let's Talk Original Video**  
Let's Talk - encouraging conversations about difficult topics such as mental health and self-harm, to improve access to support.

**Let's Talk Mindfulness**

**Let's Talk Education Pack**  
Assembly, lesson and teacher resources for secondary schools

**Let's Talk Misconceptions Education Pack**  
Assembly, lesson and teacher resources for secondary schools

**Let's Talk Anxiety Education Pack**  
Assembly, lesson plan and other resources

**Let's Talk Self-Harm Education Pack**  
Assembly, lesson and teacher resources for secondary schools

**Let's Talk Wellbeing Education Pack**  
Assembly, lesson and teacher resources for secondary schools

Support | Primary Back to School Series  
26 views • 2 weeks ago

Recharge | Primary Back to School Series  
21 views • 2 weeks ago

Emotions | Primary Back to School Series  
30 views • 2 weeks ago

Resilience | Primary Back to School Series  
62 views • 2 weeks ago

Returning to School: Part 2  
11 views • 2 weeks ago

Returning to School: Part 1  
101 views • 2 weeks ago

Change and Disappointment | Primary Back to School Series  
26 views • 3 weeks ago

Hitchin Girls' School Final Assembly 2020  
98 views • 1 month ago

Challenge of the week  
15 views • 1 month ago

Internet Safety  
143 views • 2 months ago

Self Care  
33 views • 2 months ago

Adaptability  
47 views • 2 months ago

Support  
26 views • 2 months ago

Purpose  
95 views • 2 months ago

Resilience  
201 views • 2 months ago

It's Your Move  
491 views • 2 months ago

Coping with Change  
230 views • 3 months ago

Circle of control  
81 views • 3 months ago

5 Ways to Wellbeing: Being Active  
28 views • 3 months ago

5 Ways to Wellbeing: Being Active  
12 views • 3 months ago

5 Ways to Wellbeing: Keep Learning  
44 views • 3 months ago

5 Ways to Wellbeing: Take Notice  
133 views • 3 months ago

5 Ways to Wellbeing: Give  
44 views • 3 months ago

5 Ways to Wellbeing: Connect  
99 views • 3 months ago

Phase update June 2020  
59 views • 3 months ago

Rebekah's Kindness Story - Mental Health Awareness...  
21 views • 3 months ago

Hannah's Kindness Story - Mental Health Awareness...  
31 views • 4 months ago

Emily's Kindness Story - Mental Health Awareness...  
36 views • 4 months ago

Kieran's Kindness Story - Mental Health Awareness...  
60 views • 4 months ago

Molly's Kindness Story - Mental Health Awareness...  
238 views • 4 months ago

# What young people, parents & schools say about our work

I always leave feeling motivated and a lot better than before.  
Young person

I just want to say thank you and your team for the fantastic 'Back to school' video resource that you created. It was great! I used it every day for our first week as a class collective worship/assembly resource. The children enjoyed it and it started each day well and with a positive and helpful thought.  
Him, Teacher

I was really worried about my child, but speaking to Phase helped settle my concerns and worries. They made me feel hopeful about the situation we find ourselves in and my son finds his sessions so helpful.  
A Parent

My child absolutely loved doing Time Trek! She called me straight afterwards and was so so excited. Thank you, to you and the team, for everything that has gone into getting that together.  
A parent

Thank you so much for all your help! Phase has really helped me with finding ways to control what I worry about. Virtual mentoring has helped me find coping mechanisms.  
Young person

you guys really are so wonderful and responsive to the needs of students and staff - I don't know what we would do without you! Hitchin is so lucky to have Phase!  
Laura, Teacher



# Treasurer's Report

Phase started 2020 knowing we needed to increase our income generation to cover the increase in staff numbers compared to 2019 and mid year, following the outbreak of the Coronavirus pandemic, there was considerable concern that income would fall well short of requirements.

Following a huge amount of work from our entire team of Staff & Trustees, as well as incredibly generous efforts from our many fundraisers and donors we are therefore delighted to report only a small drop of £3,680 in our unrestricted funds during the year and an increase of £6,066 in designated funds available for use against specific projects during 2021.

A drop in general fundraising was expected given Covid implications and it's staggering to be able to report a significant increase in the number of events organised for our benefit. 39 individual fundraisers raising £25,461 for Phase during the year, an increase of over 50% on 2019!

Recognition for the amazing work Phase performs as well as the efforts of our grant applications team produced £33,563 of one off specific grants and donations for both specific projects as well as the general work of Phase. Again as significant increase on 2019.

Still though the bulk of our income comes from specific donations from our local churches, who also increased their giving to help us through the implications of Covid, as well as in excess of 120 people making regular monthly donations by standing order. This is the financial foundation on which Phase is built and we are extremely grateful to all



those who give by these routes. We also made use of the Government's Furlough Scheme which saw us through the month of April when concerns over income levels were at their peak. So, to conclude, despite what looked like being a very difficult year financially for Phase, we have been able to manage our finances very efficiently leaving us with an appropriate level of reserves ahead of what is expected to be another testing year in terms of income generation

With thanks again to everyone who helps generate income for Phase, however small or large we couldn't function without you.

Chris Maylin  
Treasurer



# Phase Accounts 2019-2020

## HITCHIN CHURCHES SCHOOLS WORKER TRUST (PHASE) - REGISTERED CHARITY No. 1154364

### Receipts and Payments account for the Year ended 31 August 2020

	Unrestricted Funds	Designated Funds	Total	Year Ended 31 August 2019
<b>INCOME</b>				
Gifts & Donations from:				
Churches	15,388.62	0.00	15,388.62	14,355.92
Individuals	37,594.77	0.00	37,594.77	36,777.96
Others	751.04	0.00	751.04	157.69
	53,734.43	0.00	53,734.43	51,291.57
Specific Grants / Donations				
Casey Trust	1,500.00	0.00	1,500.00	0.00
Clipsham Foundation	0.00	0.00	0.00	2,000.00
Herts Community Foundation	0.00	9,072.50	9,072.50	0.00
Herts Councillors	0.00	0.00	0.00	501.00
Hitchin Youth Trust	0.00	0.00	0.00	2,450.00
HMRC Furlough Grant	0.00	4,065.93	4,065.93	0.00
NHDC Covid Fund	0.00	1,925.00	1,925.00	0.00
Rotary Club	1,000.00	0.00	1,000.00	0.00
Shanly Foundation	0.00	0.00	0.00	2,000.00
Souter Trust	0.00	5,000.00	5,000.00	0.00
St Albans Diocese	0.00	500.00	500.00	0.00
TK Maxx	500.00	0.00	500.00	0.00
Valiant Trust	10,000.00	0.00	10,000.00	0.00
Xerox Trust	0.00	0.00	0.00	2,020.00
	13,000.00	20,563.43	33,563.43	8,971.00
Gift Aid Refund	0.00	0.00	0.00	5,991.25
Bank Interest	83.90	0.00	83.90	92.20
Fund Raising	25,460.52	0.00	25,460.52	16,328.00
Other Income				
Mentoring	4,237.72	0.00	4,237.72	3,440.00
Youth Worker Contribution	0.00	0.00	0.00	10,865.24
	4,237.72	0.00	4,237.72	14,305.24
<b>TOTAL INCOME</b>	<b>96,516.57</b>	<b>20,563.43</b>	<b>117,080.00</b>	<b>96,979.26</b>

	Unrestricted Funds	Designated Funds	Total	Year Ended 31 August 2019
<b>EXPENDITURE</b>				
Staff Costs				
Salaries and NI	84,776.51	10,384.43	95,160.94	87,551.39
Pension	3,227.68	0.00	3,227.68	4,444.99
	88,004.19	10,384.43	98,388.62	91,996.38
Rent	2,592.00	0.00	2,592.00	2,592.00
Computers & IT	265.92	3,613.20	3,879.12	250.00
General Administration costs				
Fundraising & Event Costs	1,940.13	500.00	2,440.13	895.00
Insurance	1,249.13	0.00	1,249.13	1,208.74
Other expenses	6,145.30	0.00	6,145.30	5,759.90
	9,334.56	500.00	9,834.56	7,863.64
<b>TOTAL EXPENDITURE</b>	<b>100,196.67</b>	<b>14,497.63</b>	<b>114,694.30</b>	<b>102,702.02</b>
<b>INCOME LESS EXPENDITURE</b>	<b>-3,680.10</b>	<b>6,065.80</b>	<b>2,385.70</b>	<b>-5,722.76</b>
BALANCE B/FWD AT 1 SEPTEMBER 2019	73,765.71	15,000.00	88,765.71	94,488.47
<b>BALANCE C/FWD AT 31 AUGUST 2020</b>	<b>70,085.61</b>	<b>21,065.80</b>	<b>91,151.41</b>	<b>88,765.71</b>

### BALANCE SHEET

Asset balances as at 31 August 2020 are made up as follows.

Cash at Bank	55,578.33	53,493.78
Charities Investment Fund	8,284.20	8,247.30
Scottish Widows	27,008.54	26,981.56
Petty Cash	280.34	43.07
	<b>91,151.41</b>	<b>88,765.71</b>

Signed  
Chair

Jeremy Rackham

Date :

Signed  
Treasurer

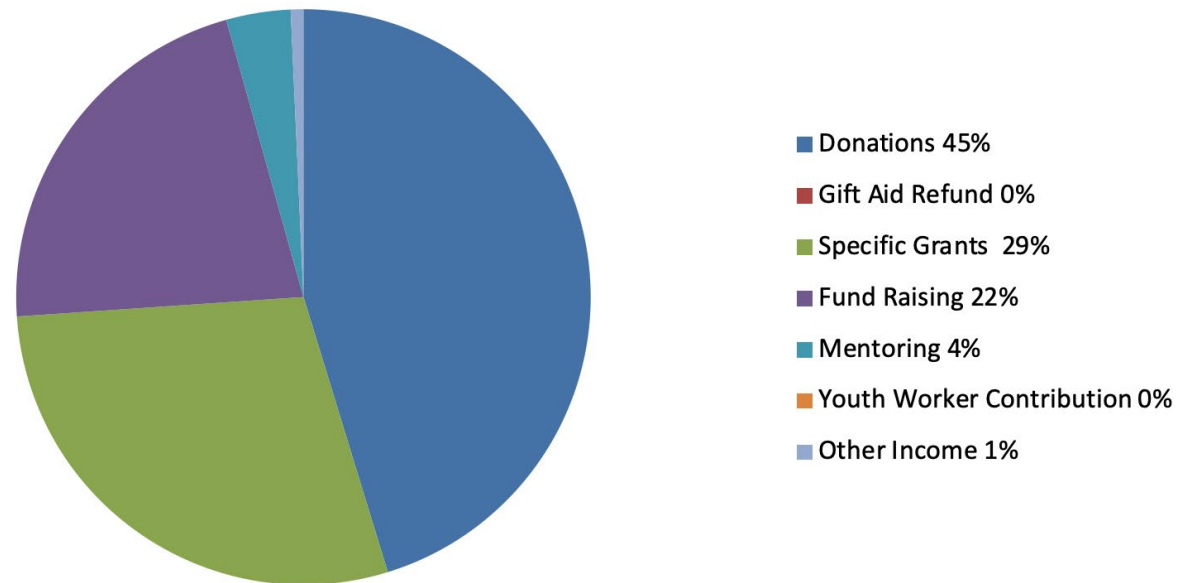
Chris Maylin

Date :

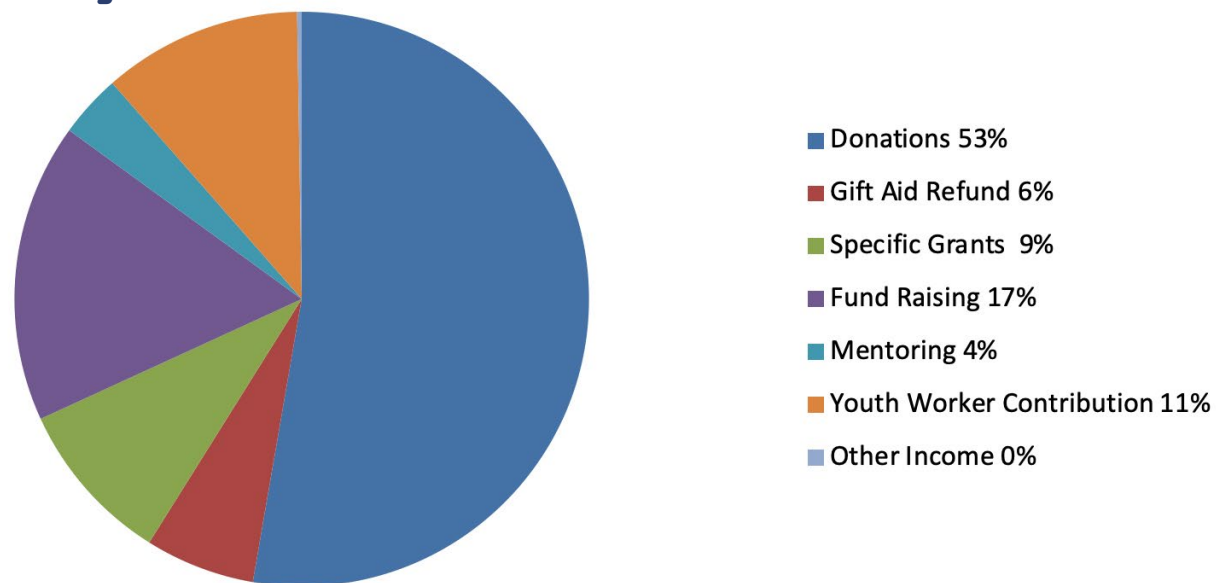


# Incoming Resources Summary

Year Ended 31st August 2020



Year Ended 31st August 2019



## Trusts & Grants

Casey Trust  
 Herts Community Foundation  
 NHDC Covid Fund  
 Kingdom Fund  
 Rotary Club  
 Souter Trust  
 St Albans Diocese  
 TK Maxx  
 Valiant Trust

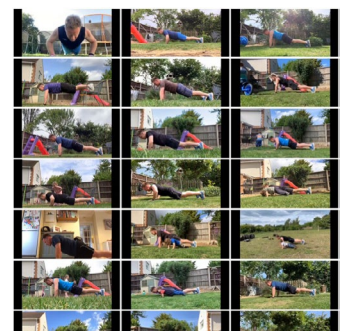
## Sponsors

AZ Autos  
 Earthware  
 HRJ Foreman Laws  
 Saba  
 Rhode & Tucker  
 PureGym  
 Standards International  
 Raymond James

## Fundraising

Hitchin Fireworks  
 VGM London Marathon  
 Vitality Big Half Marathon  
 2.6 Challenge  
 Hitchin Cello Collective Concert  
 My Ride London  
 Dryathlon  
 TPS - Mr Blue Sky

Thank you to everyone who has led, taken part, supported or given to the many fundraising events this year!



# The Phase Team



**L-R: Amanda Maylin, Emily Croucher, Hannah Dengate, Lizzie Feltoe & Kieran Murphy**

## **Our Trustee Team**

**Jeremy Rackham (Chair)**  
**John Maguire (Vice Chair)**  
**Chris Maylin (Treasurer)**  
**Andrew Henton Pusey**  
**Donna Wade**  
**Frances Manning**  
**Liz Tye**  
**Martin Watson**

**Heather Pickett (Clerk to the Board)**

# @phasehitchin



**W: [phase-hitchin.org](https://phase-hitchin.org)**  
**E: [office@phase-hitchin.org](mailto:office@phase-hitchin.org)**  
**T: 01462 422940**

**Phase**  
**Silver Birch Centre**  
**Bedford Road**  
**Hitchin, Herts**  
**SG5 1HF**

**Charity Number: 1154364**

Registered with



FUNDRAISING  
REGULATOR





**HITCHIN CHURCHES SCHOOLS WORKER TRUST (PHASE) - REGISTERED CHARITY No. 1154364**

**Receipts and Payments account for the Year ended 31 August 2020**

	<u>Unrestricted Funds</u>	<u>Designated Funds</u>	<u>Total</u>	<u>Year Ended</u> <u>31 August 2019</u>
<b>INCOME</b>				
Gifts & Donations from:				
Churches	15,388.62	0.00	15,388.62	14,355.92
Individuals	37,594.77	0.00	37,594.77	36,777.96
Others	<u>751.04</u>	<u>0.00</u>	<u>751.04</u>	<u>157.69</u>
	53,734.43	0.00	53,734.43	51,291.57
Specific Grants / Donations				
Casey Trust	1,500.00	0.00	1,500.00	0.00
Clipsham Foundation	0.00	0.00	0.00	2,000.00
Herts Community Foundation	0.00	9,072.50	9,072.50	0.00
Herts Councillors	0.00	0.00	0.00	501.00
Hitchin Youth Trust	0.00	0.00	0.00	2,450.00
HMRC Furlough Grant	0.00	4,065.93	4,065.93	0.00
NHDC Covid Fund	0.00	1,925.00	1,925.00	0.00
Rotary Club	1,000.00	0.00	1,000.00	0.00
Shanly Foundation	0.00	0.00	0.00	2,000.00
Souter Trust	0.00	5,000.00	5,000.00	0.00
St Albans Diocese	0.00	500.00	500.00	0.00
TK Maxx	500.00	0.00	500.00	0.00
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**HITCHIN CHURCHES SCHOOLS WORKER TRUST (PHASE) - REGISTERED CHARITY No. 1154364**

**Receipts and Payments account for the Year ended 31 August 2020**

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Petty Cash	<u>280.34</u>	<u>43.07</u>
	<b><u>91,151.41</u></b>	<b><u>88,765.71</u></b>

Signed      Jeremy Rackham  
Chair      *Jeremy Rackham*

Date : 24 Feb 2021

Signed      Chris Maylin  
Treasurer      *Chris Maylin*

Date : 24 Feb 2021





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

HITCHIN CHURCHES SCHOOLS WORKER TRUST

On accounts for the  
period ended

31 AUGUST 2020

Charity no  
(if any)

1154364

Set out on pages

One to Two

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent  
examiner's statement**

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

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*Ian Mills*

Date:

24 Feb 2021

Name:

Mr Ian Mills

Address:

13 Stevenage Road, Hitchin, SG4 9DH