

VITAL PROJECTS
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

VITAL PROJECTS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Trevor Ramsay (*Trustee*)
Jacqueline Oldroyd (*Chairperson*)
Colin Perry (*Secretary*)
Richard Ellis (*Trustee*)
Chris Buckley (*Treasurer*)

Charity number

1155071

Principal address

First Floor
Tradeforce Building
Cornwall Place
Bradford
West Yorkshire
BD8 7JT

Telephone:

01274 770118

Email:

hello@vitalprojects.org.uk

Independent examiner

Kevin J Meddings MAAT
Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Bankers

Caf Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

VITAL PROJECTS

CONTENTS

	Page
Trustees report	1 – 7
Independent examiner’s report	8
Statement of financial activities	9
Balance sheet	10
Statement of cashflows	11
Notes to the accounts	12 - 16

VITAL PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their report and accounts for the year ended 31 March 2025.

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 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 published on 16 July 2014.

Governing Document

The organisation is a Charitable Incorporated Organisation (CIO) which is a legal structure and enables us to better respond to an ever-changing environment. The organisation is governed by a constitution which has been agreed and is registered with the Charity Commission and sets out the organisations governance and governance structure.

Trustees, Organisational Structure and Governance

Vital is an Expert by Experience service user led organisation with specialist mental health understanding and was established in 1989. As a Charity Incorporated Organisation, we are independent of statutory health and social care providers, and the Charity Trustees are responsible for managing the affairs of the organisation. The Charity's Director along with other key staff is responsible for the day-to-day operation and management of the charity on behalf of the Trustees who are increasingly active in their role providing support to the continued role in developing the charity to enable reach and quality services.

Potential Trustees with the necessary skills in key areas such as a mental health and or employment practice background go through a recruitment process, completing an application form and providing referees. Once skills are ascertained and screening undertaken potential trustees have the opportunity to meet with current Trustees and attend a Trustee Meeting (or a part of a meeting) and if all is well may be co-opted to the Trustee Board and then stand formally for election at the Annual General Meeting. When new Trustees are appointed, they are introduced to the work of Vital and provided with the information they need to fulfil their roles, which includes information about the role of Trustees and Charity Law. Training events both in-house and external are made available to Trustees, and at times Trustees may undertake training specific to their roles as well as attending conferences and seminars. All existing Trustees have long experience of being a charity Trustee. Under Charity Law the Trustees elect officer roles of Chairperson, Treasurer and Secretary at their first meeting following the AGM.

The Trustees hold regular meetings and maintain contact outside of meetings to ensure effective and efficient decisions are made in a timely manner and as needed.

The Trustees who served during the year were as follows:

Trevor Ramsay (*Trustee*)
Jacqueline Oldroyd (*Chairperson*)
Colin Perry (*Secretary*)
Richard Ellis (*Trustee*)
Chris Buckley (*Treasurer*)

Risk Management

The Trustees have identified and assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate the exposure to the major risks. Where appropriate risks are mitigated by the introduction of policies and developed working practices and where appropriate are covered by insurance. In considering risks to the organisation a reserves policy has been established and agreed - Vital are aiming to increase reserves in line with policy

VITAL PROJECTS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Objectives

VITAL was established in 1989 as a direct result of research showing that patients in Lynfield Mount Hospital had no-one independent to speak up for them. Since this time, we have been successful in delivering several services throughout Bradford & Airedale that have acted to empower, involve and inform mental health service users and their carers. In 1999 VITAL registered as a charity with the Charity Commission and under our old name of Bradford & Airedale Mental Health Advocacy Group (BAMHAG). Having developed a specialist understanding of the principles, standards and legal framework of specialist advocacy provision we have undertaken to increase our service user group to include people who need advocacy and who are not mental health service users. However, the advocacy services will be limited to people who could be defined as vulnerable adults either because of ill health or by receipt of health and social care services.

The objectives of the charity are to:

1. Provide a free; confidential and independent advocacy support to people who need support to be heard and who are living in Bradford & Airedale.
2. Support people to speak for themselves particularly in and around situations of stress (such as their encounters with professionals). Recruiting, training and supporting volunteers and
3. Work collectively with a broad range of people in empowering them to participate in health and social care decisions.

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of health, well-being, and citizenship.

Activities

In addition to delivering on contracted and commissioned projects we have increased our provision of community advocacy to those that have no statutory advocacy rights. We are delighted however to have had the opportunity to retain key skills needed ensuring that we were in a position for future growth and development via independent consultancy. We have continued to work with people who have a need for statutory advocacy to access those services when they experience difficulties and raising concerns when they are brought to us.

Independent Community Advocacy

Providing advocacy support to those who have no statutory right to advocacy has never been needed more and amazingly the more statutory rights people have to advocacy the more limited and restricted advocacy has become. Being an organisation led by "experts by experience" helps us offer non-judgemental support, a higher level of empathy and, in our experience, a greater understanding of people than many other services.

People with mental ill health really don't want an advocate to be in a smart suit treating them the same way as every other mental health professional. They are relieved to know their advocate has also "been there". Allowing them to develop a deeper trust, helping them to open up more, telling them things they may not have felt comfortable telling other "professionals". We all have mental health issues, and sometimes, we all have a struggle to be heard. Over 30 years since we started our organisation, it's important to remember why we are still vital - because there are people that will still go unheard. There are so many unheard voices in the health and social care systems who can benefit from our user led person approach.

Our experienced advocates support people to have a voice and be heard in a variety of situations when they have difficulties accessing support. This can involve meeting with people to help them work out what they want, what they want to say, who they need speak with, and how they navigate accessing the person that they may need to speak with. Advocates often go with individuals to appointments and can help them to understand their options and choices and possible outcomes to help them make decisions about their health and care.

VITAL PROJECTS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Partnership and Collaborative Working

Vital continue to work with and build links within Bradford to better able us to support the people that use our services and maintain an active role within the Advocacy sector at local, regional and national level.

We continued this year to work alongside Lancashire and South Cumbria Provider Collaborative and NHS England with activities including strategic development and independent support for quality and compliance assessment visits ensuring patients voices are paramount.

Vital have along with partners have been part of a team working to develop a bid to support a research programme that will hopefully result in a piece of independent academic research to evidence the value of good quality advocacy support.

We are working in partnership with the Peter Doody Foundation, a charity established by families who have tragically lost loved ones to Sudden Unexpected Death in Epilepsy (SUDEP). Despite its significance, SUDEP is not always openly discussed in clinical settings, leaving many patients and families without the information and support they need.

Together, we are developing a self-advocacy kit and toolkit, alongside training for volunteers, to help open up conversations between patients and healthcare providers. This initiative combines lived experience with practical resources, empowering people with epilepsy and their families to ask questions, access support, and feel more confident in their care. By creating space for these vital discussions, we aim to reduce barriers, strengthen patient voice, and ultimately improve outcomes and wellbeing.

Finally, we have also been working with Epilepsy Action to develop and deliver a generalised self-advocacy toolkit, designed to give people living with epilepsy the knowledge, skills and confidence to take an active role in their care and better navigate their engagement with healthcare process. Building on Epilepsy Action's strong community reach, we will be running monthly workshops throughout the coming year with their existing client base.

These sessions will provide practical guidance, peer support, and opportunities to practise advocacy skills in a safe and supportive environment. Through this collaboration, we aim to embed self-advocacy into everyday epilepsy care, ensuring that individuals and families feel equipped to communicate effectively with clinicians, access the support they need, and make informed decisions about their health and wellbeing.

Advocacy in a Secure Setting

Our experienced team support individuals who are in secure settings from admission, transition and through to discharge. Vital have over twenty years' experience in this area of advocacy provision which combines the complexities of Mental Health Legislation and Criminal Justice Legislation and other factors.

We have been delivering self-advocacy sessions at the Moorlands Forensic Unit, supporting individuals preparing to leave the facility. The programme is designed to build confidence and self-advocacy skills, helping participants navigate healthcare and community services more effectively once they transition back into the community. It also equips them to train as peer volunteers, enabling them to provide support to others entering the system in the future.

Our first six-week programme has been very well received, with excellent feedback from both participants and healthcare professionals, who have reported noticeable improvements in communication, confidence, and readiness for independence. This work is creating a sustainable model of peer-led support and ensuring that individuals feel empowered and prepared during a critical stage of their journey. There is a waiting list for the next sessions which will run later in the year.

VITAL PROJECTS

TRUSTEES' REPORT (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2025*

We ensure that individuals have access to legal processes and that they can understand complicated processes and their detention rights, providing one to one support and support in meetings with professionals providing care and treatment. Our service works across all three secure wards and has good access to space which is confidential for one-to-one discussions as and when needed. Ninety per cent of people in the secure setting are accessing independent advocacy and are actively engaging the support of the advocate who has presence is known and is trusted by those that need the service – we think this speaks for itself. This year has also seen us launch a guide for people who are being discharged which contains information about where to go for support and some of the things to expect, the guide has been well received and was possible due to a successful local funding bid.

Maintaining high standards of quality in the delivery of key services

We continue to maintain our Quality Performance Mark as a provider independent advocacy; a robust quality performance mark in which aspects of the organisation, services are assessed and includes interviews with people using our services and third-party stakeholders. The process of assessment is both a rigorous and rewarding experience providing an opportunity to shine a torch into our work and reflect on what we do, why we do it and ultimately how we do it.

Achievements and Performance

As an organisation with over 30 years' experience, we have seen many changes within the provision of advocacy, the advocacy sector and legislation pertaining to the delivery of advocacy. Vital remain strongly focussed on the underlying principles of our advocacy delivery and are passionate about the value that independent advocacy can play in transforming people's lives.

One of the biggest achievements is that we are still here because we know that people need us and we are driven to support people as a user-run organisation - experts by experience. It means that we value mental health issues, and the everyday management of recovery from them as real assets to those who run and provide our services. We believe this is important and underpins our organisational values. It means that we really do care about people being heard. Our local understanding and knowledge mean that we can help individuals navigate complex processes and situations and to enable better outcomes and change lives.

Vital Trustees would like to thank everyone that has continued to support the work we do and the vital support services we provide to individuals who need them.

VITAL PROJECTS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Financial Review

We continue to receive funding to carry out the charitable purposes of the organisation from a number of sources. In this financial year the Charity can report a surplus of £1,178 (2024 a deficit of £8,888).

Following the conclusion of the annual cycle of funding there was a transfer of £33,094 into general unrestricted reserves. This has enabled us to fund our freelance team to provide management, finance, and marketing support for all activities of the organisation. Unrestricted reserves at the end of the financial year amounted to £21,932 (2024: balance of £19,766). Restricted reserves in respect of one service amounted to £2,935 and this was committed to be spent in the 2025/26 financial year.

Due to severe funding cuts, Vital have had to reduce staff and expenditure in order to ensure its survival. A working cash flow forecast is produced on a monthly basis, which agrees to our current bank balances and shows expected income and expenditure to March 25, ensuring that the board have timely information to aid decision making. This method means that the board work constantly in 'real time', assessing the situation and future financial predictions. A weekly bank balance update showing 'actual' predicted expenditure for the month is also emailed to our Chair and Director for review. Bank balances held at 31 March 2025 amounted to £19,496.

VITAL has constantly strived to improve its financial management and transparency, costs are fully apportioned on a full cost recovery basis and good financial policies and procedures ensure that Vitals' finances are constantly monitored with monthly reporting to the Trustee Board.

Reserves Policy

VITAL's Trustees have an established financial reserves policy to ensure the organisation can meet its objectives. Our general reserves are those that are not restricted to or designated for some specific purpose. They provide some protection to the organisation and its charitable activities by allowing time to adjust to any changing financial circumstances, limiting the risk in the event of a downturn in income or an unexpected need for financial expenditure. In devising this policy, the Trustees have considered the length of time it would take to wind up the organisation (should it ever be necessary) and the costs entailed in meeting our obligations.

Taking into account liabilities, and considering other significant factors such as lease agreements, and employer responsibilities if the organisation were to close; the Trustees decided reserves for VITAL should be established at between three and six months of the charity's average yearly expenditure and is currently aiming to increase the reserves in line with policy.

Investment Policy

VITAL Trustees recognise the need to replenish the organisations capital investment, and to build into all funding current and future a capital fund to allow for this. When capital investment occurs, it is linked to the depreciative value and life span of items, and as such happens as and when needed, and, according to available spending.

VITAL PROJECTS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Plans for the Future

We were established to provide independent advocacy support to people who had no one to support them and that purpose is the same today as it was in 1989. Our services are still vital to people who have no legal or statutory rights to independent advocacy support, the people who have a need, but no rights and we intend to do our best to provide these people with support. Our vital services for the future will aim to support those who use mental health services and those who feel vulnerable due to other factors, including older age, trauma, and illness

Our service is delivered by passionate individuals, many of whom have their own experiences of mental ill health and have benefitted from our service. It is these people who have designed and shaped our plans for delivery, based on the direct feedback given from service users in our consultation. We are proud to be an Expert by Experience 'user led' organisation as this ensures that our services are relevant and appropriate to local needs as well as being delivered in a manner that best engages the very people we aim to support, advocate and empower.

Going forward Vital want to retain, support and grow one of the most experienced, skilled, committed and passionate team of advocates. We will continue to provide a workplace environment where people can grow and achieve their potential without fear of being held back by their experience of mental ill health whether past, or ongoing. Vital intend to build on the excellent reputation for providing a supportive and challenging place to work and learn from everyone we work with.

We intend to work hard building on our excellent reputation to establish and secure funding to maintain and develop our organisation, the people we work with and those who work with us. Our focus will be:

- Continue our role as a provider of Community Advocacy services for those with no legal entitlement to statutory advocacy provision.
- Continue to develop campaigns and resources that support individuals experiencing difficulties and ensuring concerns are heard in the delivery of services.
- To educate and empower people through the delivery of our programme workshops (i.e. Self-Advocacy) in a variety of community settings.
- Continue to promote our unique experts by experience service delivery model.
- Continue to foster and develop local partnerships with local businesses and others wanting to deliver mental health awareness in the workplace and better practices.
- Continue to work closely with local partners to develop and deliver innovative services to enable people to be given a voice in times of stress and difficulty in their dealings with health and social care providers.

Strategic Development will continue to be a key component going forward for the Trustee Board. As a small charity we know Vital has a lot to give based on experience and knowledge gathered across the thirty years we've been doing what we do. We will continue to adapt to an ever-changing environment whilst working with and supporting people to be heard in relation to their health and social care needs.

VITAL PROJECTS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Statement of Trustees' Responsibilities

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

The law applicable to charities in England and Wales requires the Trustees to prepare accounts 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 period. In preparing these accounts the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP 2015 (FRS 102).
- 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 accounts.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and constitution. 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 are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

On behalf of the board of trustees

Jacqueline Oldroyd
Chairperson

Dated: 27 November 2025

VITAL PROJECTS

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF VITAL PROJECTS

I report on the accounts of the charity for the year ended 31 March 2025, which are set out on pages 9 to 16.

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 period under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act;
 have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin J Meddings MAAT

Kevin Meddings Accountancy Services
55 Crowther Avenue
Calverley
Leeds
West Yorkshire
LS28 5SA

Dated: 27 November 2025

VITAL PROJECTS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds	Restricted funds	Total 2025	Total 2024
	Notes	£	£	£	£
Income					
Voluntary income	2	5,952	-	5,952	6,207
Bank interest		266	-	266	179
Grants receivable		-	154,882	154,882	185,957
Refunds		1,178	-	1,178	-
Total income		7,396	154,882	162,278	192,343
Expenditure					
Charitable activities	3	38,324	122,776	161,100	201,231
Total expenditure		38,324	122,776	161,100	201,231
Net income/(expenditure)/net movement in funds before transfers		(30,928)	32,106	1,178	(8,888)
Transfers between funds		33,094	(33,094)	-	
Net income/(expenditure)/net movement in funds after transfers		2,166	(988)	1,178	(8,888)
Total funds brought forward		19,766	3,923	23,689	32,577
Total funds carried forward		21,932	2,935	24,867	23,689

VITAL PROJECTS

BALANCE SHEET AS AT 31 MARCH 2025

		Unrestricted funds	Restricted funds	Total 2025	Total 2024
	Notes	£	£	£	£
Current assets					
Cash at bank and in hand		24,541	(5,045)	19,496	38,644
Debtors and prepayments	6	-	7,980	7,980	1,296
		24,541	2,935	27,476	39,940
Creditors: amounts falling due within one year	7	(2,609)	-	(2,609)	(16,251)
Net current assets		21,932	2,935	24,867	23,689
The funds of the charity					
Unrestricted funds		21,932	-	21,932	19,766
Restricted funds	8	-	2,935	2,935	3,923
Total charity funds		21,932	2,935	24,867	23,689

The accounts were approved by the Trustees on 27 November 2025

Jacqueline Oldroyd
Chairperson

VITAL PROJECTS

STATEMENT OF CASHFLOWS
AS AT 31 MARCH 2025

	Notes	2025 £	2024 £
Cash (used) in operating activities	10	(19,414)	(9,520)
Cashflows from investing activities			
Bank interest received		266	179
(Decrease) in cash equivalents in the year		(19,148)	(9,341)
Cash equivalents at the beginning of the year		38,644	47,985
Total cash equivalents at the end of the year		19,496	38,644

VITAL PROJECTS

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

1.1 Basis of preparation

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

Having considered future planned activities and the reserves available to the charity, the trustees are satisfied that the financial statements should be prepared on the going concern basis.

The charity meets the definition of a public benefit entity under FRS102.

1.2 Incoming resources

Donations and legacies are accounted for when they are received by the charity. Other income is accounted for on an accruals basis as far as is prudent to do so.

Core funding revenue grants are credited to the income and expenditure account at the time when received. Revenue grants for specific projects are credited to the income and expenditure account when received and unspent amounts at the year end are carried forward as restricted funds in the balance sheet. Where income is received in advance of the next financial year this may be deferred in accordance with the terms of the funding agreements.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:-

Equipment	25% Straight Line
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Only individual items of a capital nature costing £5,000 or more are included on the balance sheet.

1.4 Pensions

The charity operate a stakeholder pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.5 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes.

1.6 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

VITAL PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

1.7 Gifts in kind

The charity receives the benefit of work carried out by volunteers whose expenses are reimbursed.

2 Voluntary income

	2025 £	2024 £
Employers Allowance	5,000	5,000
Donations	952	1,108
Other income	-	99
	<hr/>	<hr/>
	5,952	6,207

3 Charitable activities

	2025 £	2024 £
Salaries and Wages	84,894	102,720
Freelance Costs	41,103	55,084
Healthcare Provision	472	533
Staff Pensions	8,335	8,250
Payroll Costs	365	681
Rent and Rates	6,525	11,965
Room hire	262	-
Removal costs	832	-
Telephone	1,799	2,241
Office Costs	3,699	4,751
Promotion and Information Costs	319	1,853
Training	119	78
Away day	-	257
Travelling Costs and User Expenses	1,039	255
Computer Servicing and Consumables	7,611	8,065
Publications and Subscriptions	24	75
Insurance	892	1,174
Bank Charges	60	60
Repairs and Renewals	-	118
Website Costs	1,189	1,459
Legal and Professional	399	340
Independent Examination	800	800
Sundries	362	472
	<hr/>	<hr/>
	161,100	201,231

VITAL PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

4 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year.

No travel expenses or other costs were reimbursed in the year (2024: none).

Trustees Indemnity Insurance amounting to £354 was paid in the year.

We can confirm that there are no other related party transactions that require disclosure in the accounts.

5 Number of employees

The average monthly number of employees during the year was:-

	2025 Number	2024 Number
Employees	5	6
Employment costs		
	2025 £	2024 £
Wages and salaries	79,408	95,944
Social security costs	5,486	6,776
Other pension costs	8,335	8,250
Health insurance	472	533
Freelance costs	41,103	55,084
	134,804	166,587

There were no employees whose annual emoluments were £60,000 or more.

6 Debtors and prepayments

	2025 £	2024 £
Grants receivable	7,980	-
Prepayments	-	1,296
	7,980	1,296

VITAL PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

7 Creditors: amounts falling due within one year

	2025 £	2024 £
Deferred Income	-	9,900
Taxes and social security costs	1,087	1,280
Creditors and Accruals	1,522	5,071
	<u>2,609</u>	<u>16,251</u>

8 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:-

	Balance at 1 April 2024 £	Incoming resources £	Movement in funds		Balance at 31 March 2025 £
			Resources expended £	Transfers £	
Airedale Primary Care Trust	-	31,918	(22,272)	(9,646)	-
Mental Health Advocacy within a forensic setting	-	26,371	(25,690)	(681)	-
Independent Complaints Advocacy	-	59,400	(49,534)	(9,866)	-
The National Lottery	3,923	25,613	(23,736)	(2,865)	2,935
NHS Lancashire and South Cumbria	-	11,580	(1,544)	(10,036)	-
	<u>3,923</u>	<u>154,882</u>	<u>(122,776)</u>	<u>(33,094)</u>	<u>2,935</u>

9 Contingent Liability – Pensions

The contributions made by the charity are made to the Pensions Trust Growth Plan. This is a small multi-employer pension plan which is in most respects a money purchase arrangement. In May 2012 the Trust advised the Trustees that the overall Growth Plan had a deficit in funding and as a result there was a requirement to incur additional contributions to bridge the shortfall in funding. Vital will be required to pay additional monthly contributions which will increase annually by 3%. Currently the potential debt to the charity amounts to £11,896 but no provision has been made in these accounts on the assumption that the organisation does not intend to withdraw from the fund.

VITAL PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

10 Reconciliation of net movement in funds to net cashflows from operating activities

	2025 £	2024 £
Net movement in funds	1,178	(8,888)
(Increase) in debtors	(6,684)	(216)
(Decrease) in creditors	(13,642)	(237)
(Deduct) bank interest received	(266)	(179)
	<hr/>	<hr/>
Net cash (used) in operating activities	(19,414)	(9,520)
	<hr/> <hr/>	<hr/> <hr/>