

# WILTSHIRE PORTAGE

England & Wales · Charity number 1156717

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2014-04-16

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Kings Centre  
Lodge Road  
Pewsham  
Chippenham  
Wiltshire  
SN15 3SY

**Phone** 07780 653888

**Email** [philipt@wiltshireportage.org.uk](mailto:philipt@wiltshireportage.org.uk)

**Website** <http://www.wiltshireportage.org.uk>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION AND PROTECT THE HEALTH OF PRE-SCHOOL CHILDREN IN THE WILTSHIRE AREA WHO HAVE SPECIAL EDUCATIONAL OR ADDITIONAL SUPPORT NEEDS AND TO ENABLE THEM TO ACHIEVE THEIR FULL POTENTIAL IN SOCIETY THROUGH UNIQUE FAMILY-BASED LEARNING OPPORTUNITIES USING A SYSTEM KNOWN AS PORTAGE HOME TEACHING.

**Activities:** Providing the Portage service to around 100 families in Wiltshire. This is a home visiting education service to pre-school children with significant developmental delays and difficulties.

## Classification

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- **How:** Provides Services
- **What:** Education/training, Disability, Other Charitable Purposes
- **Who:** Children/young People, People With Disabilities, The General Public/mankind

## Geography

- Wiltshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£344,806	£275,974	-	-
2024-03-31	£242,454	£234,707	-	-
2023-03-31	£225,100	£272,851	-	-
2022-03-31	£218,013	£249,086	-	-
2021-03-31	£244,118	£238,827	-	-

## Trustees

Name	Role	Appointed
Eleanor Boseley		2026-05-21
Emma Evans		2017-03-08
Julie Irene Inglis		2019-10-10
Sheila Gladys Parker		2018-07-25

**WILTSHIRE PORTAGE**

England & Wales - Charity number 1156717

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# Accounts

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<b>Trustees' Annual Report for the period</b>						
		Period start date			Period end date	
<b>From</b>	01	04	2024	<b>To</b>	31	03
					2025	

**Section A Reference and administration details**

<b>Charity name</b>	Wiltshire Portage
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1156717
<b>Charity's principal address</b>	Wiltshire Portage Kings Rise Centre
	Lodge Road, Pewsham
	Chippenham
	<b>Postcode</b> <span style="float: right;"><b>SN15 3SY</b></span>

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sheila Parker	Chair		Wiltshire Portage Management Committee
2	Emma Evans	Treasurer		
4				
5	Julie Inglis	Safeguarding lead		
6				
8	Tom Styles		2025	
9				
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year
As Above	


### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Auditor	Goodings	<a href="#">Holloway House Epsom Square, Trowbridge BA14 0XG</a>

### Name of chief executive or names of senior staff members (Optional information)

Phil Tansley CEO

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	A constitution
How the charity is constituted (eg. trust, association, company)	Wiltshire Portage is a charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	All trustees are volunteers, and we aim to have parents and representatives from outside bodies and wider community.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Wiltshire Portage has a full set of procedures and policies which are approved by the Management Committee. Each committee member receives training which outlines the roles and responsibilities.
The Management Committee consists of a Chairperson, Secretary, Treasurer, and other members including parent representatives.
The Management Committee meet every 2 months and has the AGM around September each year.
Wiltshire Portage is a member of the National Portage Association and adheres to the principles of the organisation.
Wiltshire Portage is partly funded by Wiltshire Council and regular reviews are held to ensure that the service is effective and efficient.
The major risk associated with Wiltshire Portage is funding and contracts with the Local Authority. We continue a contingency fund to cover any redundancy costs should this be required.
Our funded income goes towards providing the service to additional children.
We have policies and procedures to cover all aspects of our work, particularly the area of Safeguarding. They are routinely reviewed and closely followed.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To advance the education and protect the health of preschool children in the Wiltshire area who have special educational or additional support needs, to enable them to achieve their full potential in society through unique family- based learning opportunities using a system known as Portage Home Teaching.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The aim of the service is to work with children with special educational needs and disabilities, aged from birth to school entry. We provide unique learning opportunities at home through structured play which enables the child to be included in the community in their own right. The service is free to the families at the point of delivery.

Access to the service is by means of referral, which can come from a variety of sources, including self-referral.

The decision as to whether or not the service is offered to a family is based the service admissions criteria (published on the Wiltshire Portage website) and on an assessment, made over a six week period and reviewed by the service manager.

The main public benefit gained form this service is support for the child and whole family to enable the child to play a fuller part in the community and increase self –sufficiency, thus reducing the need for specialist support to the family in later years.

**Additional details of objectives and activities (Optional information)**

Wiltshire Portage provides a service and does not grant funds to any organisation.

Members of staff are all fully trained and paid employees of Wiltshire Portage.

The Trustees and Board of Management comprises unpaid volunteers who give freely of their time.

All funds are banked with CAF bank. With one current account and one savings/reserves account.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

**Section D****Achievements and performance****Summary of the main achievements of the charity during the year**

We have a current contract with Wiltshire Council to deliver Portage across the whole of Wiltshire (excluding Swindon).

There were on average 87 families a week being visited a during the reporting period.

The number of children seen across the year was 213.

The number of referrals (since reopening the referral process in March 2024) 210 (previous year 154).

The number of children discharged this year – 191

We continue to work with other local Portage Services and other local county services to work towards a standard provision across the county and southwest of the country.

We have secured additional funding from various fund-raising activities.

The service staff consists of:

A Ceo, an Operations Manager, 11 Portage Home Workers of which 3 are senior roles, and one administrator.

April 2024 saw the start of the new contract with Wiltshire Council. The contract was awarded for 5 years with a possibility of an extension which shows the value the council put on the services and value that Wiltshire Portage provide. Changes in provision including going paperless and new reporting software, it also took four months to employ a new CEO Phil Tansley which was part of the new contract.

Phil Started in September alongside three new staff members (home visitors) and with a few internal changes we are pleased to announce that the team have bonded well.

Phil has taken over the role of fundraising and in the reporting period has had some successes, Trustees are looking forward to seeing more in the coming months.

A revision of finance has taken place, and we have moved onto a new accounting package.

**Section E Financial review**

**Brief statement of the charity's policy on reserves**

Wiltshire Portage's reserves policy is to hold approximately three months of operational costs, including wages, office rental other commitments. Based on the annual accounts ending March 2025 the average monthly cost is approximately £22.9k. At the year end the charity holds approximately £72k in reserves.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Wiltshire Portage creates its accounts using the accruals accounting method. During the year ending March 2025 Wiltshire Portage received an income of £344.8k, £334k of this was from Wiltshire Council, the remainder £11k was from a combination of grant applications and fundraising, of which £4.5k was ringfenced. The Wiltshire Council income was £106k more than last year reflecting the new contract with Wiltshire Council and the increase in service requirements. Fundraising generated c.£4k less than last year.

The expenditure was £279.1k, which was £44.4k more than last year. The main cost to Wiltshire Portage is staff costs and approximately £242.4k of this, 87% (88% in 2024) are staff related costs.

The gain for the year was approximately £69k. This was better than the previous year (gain of £8k) this was largely due to more efficient working and not yet replacing the business manager, also timings on payments.


The objective of the charity is to ensure that the level of home visitors and therefore children being visited should be at the level where income and expenditures align with minimal funds building up in the current account.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		Sheila G Parker
<b>Full name(s)</b>	Emma Evans	Sheila G Parker
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	CHAIRPERSON

**Date** 28/1/2026



<b>Charity Name</b>	<b>Wiltshire Portage</b>		
<b>Charity Number</b>	<b>1156717</b>		
<b>For the period</b>	<b>01/04/2024</b>	<b>to</b>	<b>31/03/2025</b>

<b>Section A</b>	<b>Accruals Accounts - Statement of Financial Activities ("SOFA")</b>					
	<b>Unrestricted funds</b>		<b>Restricted funds</b>		<b>Total funds</b>	<b>Last year ending 24</b>
	<b>REF</b>		<b>REF</b>			
	<b>to the nearest £</b>		<b>to the nearest £</b>		<b>to the nearest £</b>	<b>to the nearest £</b>
<b>A1 Income</b>						
County income	333,844				333,844	227,405
Fundraising, donations, miscellaneous	6,462	S1	4,500	S2	10,962	15,049
<i>Sub total</i>	<u>340,306</u>		<u>4,500</u>		<u>344,806</u>	<u>242,454</u>
<b>A2 Asset and Investment sales</b>	-		-		-	-
<i>Total income</i>	<u>340,306</u>		<u>4,500</u>		<u>344,806</u>	<u>242,454</u>
<b>A3 Expenditure</b>						
CRB / DRB checks	-	368 S3	-	S9	-	368
Independent examiner	-	420 S3	-	S9	-	420
Insurance	-	2,957 S3	-	S9	-	2,957
Memberships	-	304 S3	-	S9	-	304
Misc office	-	3,397 S3	-	S9	-	3,397
Telephone	-	1,174 S3	-	S9	-	1,174
Postage	-	241 S3	-	S9	-	241
Printing	-	1,489 S3	-	S9	-	1,489
IT equipment	-	11,499 S3	-	S9	-	11,499
Staff expenses	-	11,018 S3	-	S9	-	11,018
Start up costs	-	- S3	-	S9	-	-
Educational Aids	-	- S3	-	S9	-	-
Office Rental	-	1,244 S3	-	S9	-	1,244
Training	-	1,069 S3	-	S9	-	1,069
Fundraising costs	-	- S3	-	S9	-	-
Wages	-	189,605 S3	-	4,500 S9	-	194,105
Wages (NI and PAYE)	-	22,106 S3	-	S9	-	22,106
Pension (Employees)	-	7,691 S3	-	S9	-	7,691
Pension (Employers)	-	4,162 S3	-	S9	-	4,162
Employers NI	-	14,377 S3	-	S9	-	14,377
Charges	-	7 S3	-		-	7
Depreciation	-	1,462 S4	-		-	1,462
<i>sub total</i>	<u>-</u>	<u>274,589</u>	<u>-</u>	<u>4,500</u>	<u>-</u>	<u>279,089</u>
<b>A4 Asset and investment purchases, etc</b>						
<i>Total expenditure</i>	<u>-</u>	<u>274,589</u>	<u>-</u>	<u>4,500</u>	<u>-</u>	<u>279,089</u>
<i>Net of receipts/(payments)</i>	<u>68,831</u>		<u>-</u>		<u>68,831</u>	<u>7,747</u>
<b>A5 Cash funds last year end</b>	85,410		-		85,410	77,663
Cash funds this year end	<u>154,241</u>		<u>-</u>		<u>154,241</u>	<u>85,410</u>

<b>Charity Name</b>	<b>Wiltshire Portage</b>
<b>Charity Number</b>	<b>1156717</b>
<b>Balance sheet date</b>	<b>31/03/2025</b>

### Balance sheet

		<b>Unrestricted funds</b>	<b>Restricted</b>	<b>Total this year</b>	<b>Total last</b>
		<b>£</b>	<b>income funds</b>	<b>£</b>	<b>year</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>					
Intangible assets		-	-	-	-
Tangible assets		2,924	-	2,924	-
Heritage assets		-	-	-	-
Investments		-	-	-	-
<b>Total fixed assets</b>		<b>2,924</b>	<b>-</b>	<b>2,924</b>	<b>-</b>
<b>Current assets</b>					
Stocks		-	-	-	-
Debtors		-	-	-	-
Investments		-	-	-	-
Cash at bank and in hand	B1	154,241	-	154,241	87,139
<b>Total current assets</b>		<b>154,241</b>	<b>-</b>	<b>154,241</b>	<b>87,139</b>
<b>Creditors: amounts falling due within one year</b>		<b>(7,169)</b>	<b>-</b>	<b>(7,169)</b>	<b>(1,729)</b>
<b>Net current assets/(liabilities)</b>	S10	<b>147,072</b>	<b>-</b>	<b>147,072</b>	<b>85,410</b>
<b>Total assets less current liabilities</b>		<b>149,996</b>	<b>-</b>	<b>149,996</b>	<b>85,410</b>
Creditors: amounts falling due after one year		-	-	-	-
Provisions for liabilities		-	-	-	-
<b>Total net assets or liabilities</b>		<b>149,996</b>	<b>-</b>	<b>149,996</b>	<b>85,410</b>
<b>Funds of the Charity</b>					
Endowment funds		-	-	-	-
Restricted income funds		-	-	-	-
Unrestricted funds		149,996	-	149,996	85,410
Revaluation reserve		-	-	-	-
Fair value reserve		-	-	-	-
<b>Total funds</b>		<b>149,996</b>	<b>-</b>	<b>149,996</b>	<b>85,410</b>

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.


The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

	Emma Evans
<i>Sheila G Parker</i>	Sheila Parker

Date of approval

29.01.26

29.01.26

**Supporting Information****S0.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard and with the Charities Act 2011.

**S0.2 Accounting policies****- Income****Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

**Grants and donations**

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

**- Expenditure and liabilities****Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

**- Assets****Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £250.

IT equipment is depreciated over 3 years on a straight line basis.

Cost	Computer Equipment	Total	
<b>1st April 2024</b>		-	
<b>Additions</b>		4,386	4,386
<b>Revauations</b>			
<b>Disposals</b>			
<b>31st March 2025</b>		4,386	4,386
<b>Depreciation</b>			
<b>1st April 2024</b>		-	
<b>Charge for the year</b>		1,462	1,462
<b>On Disposals</b>			
<b>31st March 2025</b>		1,462	1,462
<b>Net Book Value</b>			
<b>1st April 2024</b>		4,386	4,386
<b>31st March 2025</b>		2,924	2,924

All the fixed assets are used for charitable purposes

**S0.3 Going concern**

The trustees have assessed the charity's financial position and future plans and are satisfied that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements have been prepared on a going concern basis.

In making this assessment, the trustees have considered the charity's cash flow forecasts, reserves position, funding commitments, and the potential impact of external factors on income and expenditure. No material uncertainties have been identified that would cast significant doubt on the charity's ability to continue as a going concern.

**S1****Unrestricted fundraising**

This is calculated from the total donations in the year (from paper file), less funds that are within the total that are restricted or dated in the next financial year:	<b>2025</b>	<b>2024</b>
Total fundraising in the year	10,962	15,049
<b>Less</b>		
Restricted funds		
Wiltshire Community Fund (WCF)	4,500	4,000
Children in need (CIN)		
	<b>£ 6,462</b>	<b>£ 11,049</b>

**S2****Restricted funding**

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.

## Movement in Funds

	Balance at 01 April 2024	Incoming Resources	Resources expended	Transfers	Balance at 31 March 2025
Wiltshire Community Fund (WCF)	-	4,500	(4,500)	-	-
Children in need (CIN)	-	-	-	-	-
Total ringfenced income	-	4,500	(4,500)	-	-

**S3****Expenditure**

These items have been taken from the monthly expenditure records (from paper file), and also the individual ring fenced expenditure data.

**S4****Unrestricted transfer from North Wilts and Devizes Portage**

None noted

**S5 & S6****Cash balances at year end**

These are taken from the bank statements

The restricted amount is within the current account, not specifically ringfenced

The charity aims to hold around 3 months operational costs in the bank as reserves

**S7**

No other monetary assets or investment assets are held.

**S8**

Only small equipment is owned. All costs have been written off.

**S9****S9**

<b>Ringfenced expenditure</b>	<b>2025-total</b>	<b>2025 ringfenced</b>	<b>2024 ringfenced</b>
CRB / DRB checks	(368)		
Independent examiner	(420)		
Insurance	(2,957)		
Memberships	(304)		
Misc office	(3,397)		
Telephone	(1,174)		
Postage	(241)		
Printing	(1,489)		
IT equipment	(11,499)		
Staff expenses	(11,018)		
Start up costs	-		
Educational Aids	-		
Office Rental	(1,244)		
Training	(1,069)		
Fundraising costs	-		
Wages	(194,105)	(4,500)	(4,000)
Wages (NI and PAYE)	(22,106)		
Pension (Employees)	(7,691)		
Pension (Employers)	(4,162)		
Employers NI	(14,377)		
Charges	(7)		
Depreciation	(1,462)		
sub total	<b>(279,089)</b>	<b>(4,500)</b>	<b>(4,000)</b>

**S10****Short term creditors**

Taxation and social security	4,099	1,729
Other creditors	3,070	0
	<b>£7,169</b>	<b>£1,729</b>

**S11.1****Staff costs**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Salaries and wages	(219,402)	(223,902)
Social security costs	(14,377)	(14,377)
Pension costs (defined contribution scheme)	(4,162)	(4,162)
<b>Total staff costs</b>	<b>(237,941)</b>	<b>(242,441)</b>

**S11.2**

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

**S12**

There have been no related party transactions in the reporting period.

**S13****Taxation**

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

**Report to the members of:**

Wiltshire Portage

**On accounts for the year ended:**

31 March 2025

**Respective responsibilities of trustees and examiner**

The Treasurer as appointed by Wiltshire Portage is responsible for the preparation of the accounts. The Charity consider that full in depth audit is not required for this year and that a thorough independent examination is needed.

It is my responsibility to:

- examine the accounts.
- confirm that the figures present a true and fair view of the position.
- 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 Wiltshire Portage and Accountancy bodies. 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 Treasurer 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 regular Accounting procedures.
  - to prepare accounts which accord with the accounting records and comply with the necessary accounting requirements of the Wiltshire Portage.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.
3. which would give rise to any concern in relation the full disclosure of all financial matters in relation to the Wiltshire Portage.

**Signed:**

*K Gooding*

**Date:**

29/01/2026

**Name:**

Katy Gooding

**Relevant professional qualification(s) or body:**

ICAEW

**Address:**

Gooding Accounts Ltd

Holloway House, Epsom Square, Trowbridge

Wiltshire BA14 0XG

**WILTSHIRE PORTAGE**

England & Wales - Charity number 1156717

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	04	2023		31	03	2024

## Section A Reference and administration details

<b>Charity name</b>	Wiltshire Portage
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1156717
<b>Charity's principal address</b>	Wiltshire Portage Kings Rise Centre
	Lodge Road, Pewsham
	Chippenham
	<b>Postcode</b> SN15 3SY

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sheila Parker	Chair		Wiltshire Portage Management Committee
2	Emma Evans	Treasurer		
4				
5	Julie Inglis			
6	Rosie Barlow			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
As Above	


**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Kim Hannay-Young – Manager of Wiltshire Portage

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	A constitution
How the charity is constituted (eg. trust, association, company)	Wiltshire Portage is a charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	All trustees are volunteers, and we aim to have parents and representatives from outside bodies and wider community.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

Wiltshire Portage has a full set of procedures and policies which are approved by the Management Committee. Each committee member receives training which outlines the roles and responsibilities.

The Management Committee consists of a Chairperson, Secretary, Treasurer, and other members including parent representatives.

The Management Committee meet every 2 months and has the AGM around September each year.

Wiltshire Portage is a member of the National Portage Association and adheres to the principles of the organisation.

Wiltshire Portage is partly funded by Wiltshire Council and regular reviews are held to ensure that the service is effective and efficient.

The major risk associated with Wiltshire Portage is funding and contracts with the Local Authority. We continue a contingency fund to cover any redundancy costs should this be required.

Our funded income goes towards providing the service to additional children.  
We have policies and procedures to cover all aspects of our work, particularly the area of Safeguarding. They are routinely reviewed and closely followed.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To advance the education and protect the health of preschool children in the Wiltshire area who have special educational or additional support needs, to enable them to achieve their full potential in society through unique family- based learning opportunities using a system known as Portage Home Teaching.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The aim of the service is to work with children with special educational needs and disabilities, aged from birth to school entry. We provide unique learning opportunities at home through structured play which enables the child to be included in the community in their own right. The service is free to the families at the point of delivery.

Access to the service is by means of referral, which can come from a variety of sources, including self-referral.

The decision as to whether or not the service is offered to a family is based the service admissions criteria (published on the Wiltshire Portage website) and on an assessment, made over a six week period and reviewed by the service manager.

The main public benefit gained form this service is support for the child and whole family to enable the child to play a fuller part in the community and increase self –sufficiency, thus reducing the need for specialist support to the family in later years.

**Additional details of objectives and activities (Optional information)**

Wiltshire Portage provides a service and does not grant funds to any organisation.

Members of staff are all fully trained and paid employees of Wiltshire Portage.

The Trustees and Board of Management comprises unpaid volunteers who give freely of their time.

All funds are banked with CAF bank. With one current account and one savings/reserves account.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

**Section D**

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

We have a current contract with Wiltshire Council to deliver Portage across the whole of Wiltshire (excluding Swindon).

There were on average 78 families a week being visited a during the reporting period.

The number of children seen across the year was 233.

The number of referrals (since reopening the referral process in March 2023) = 154 (previous year 238).

The number of children discharged this year – 277

We continue to work with other local Portage Services and other local county services to work towards a standard provision across the county and southwest of the country.

We have secured additional funding from various fund-raising activities.

The service staff consists of:

<b>Role</b>	<b>Total FTE at 31.3.2024</b>
Service Manager	0.95
Senior Home Visitors	0.14
Home Visitors	6.43
Administration	0.78
<b>TOTAL</b>	<b>8.31</b>

\*Comparison based on FTE as 36 hours per week x 52 weeks per year

In March 2024 Wiltshire Portage’s contract with Wiltshire Council came to an end and work started on bidding for a new one in late 2023. We are pleased to announce that we were successful in our bid and that new contract started in April 24. This will include a rise in funds from Wiltshire council and an increase in staff to include our first CEO.

2023/24 was a challenging year at the end of the previous contract with rising costs but with the successful bid for the new contract for five years the trustees are confident in the longevity of the charity going forward. We will still need to fund raise and with a new CEO look for new opportunities.

## Section E Financial review

### Brief statement of the charity's policy on reserves

Wiltshire Portage's reserves policy is to hold approximately three months of operational costs, including wages, office rental other commitments. Based on the annual accounts ending March 2024 the average monthly cost is approximately £19.5k  
At the year end the charity holds approximately £68.5k in reserves.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Wiltshire Portage creates its accounts using the cash accounting method. During the year ending March 2024 Wiltshire Portage received an income of £242.4k, £227.4k of this was from Wiltshire Council, the remainder £15k was from a combination of grant applications and fundraising, of which £4k was ringfenced. The Wiltshire Council income was £37k more than last year and fundraising generated c.£19.4k less than last year. This was because they provided additional funding.

The expenditure was £234.7k, which was £38k less than last year. The main cost to Wiltshire Portage is staff costs and approximately £205.9k of this 88% (94% in 2023) are staff related costs. Staff costs reduced due to sickness and maternity leave (and not providing staff coverage). The gain for the year was approximately £7.7k. This was better than the previous year (loss of £48k) this was largely due to reduced staff costs and reduced IT costs. The objective of the charity is to ensure that the level of home visitors and therefore children being visited should be at the level where income and expenditures align with minimal funds building up in the current account.


## Section F Other optional information

--

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		Sheila G Parker
Full name(s)	Emma Evans	Sheila G Parker
Position (eg Secretary, Chair, etc)	Treasurer	CHAIRMAN
Date	31/12/2024	

Charity Name	Wiltshire Portage		
Charity Number	1156717		
For the period	4/1/2023 to	3/31/2024	

**Section A****Receipts and Payments**

	Unrestricted funds	REF	Restricted funds	REF	Endowment funds	Total funds	Last year
	to the nearest £		to the nearest £		to the nearest £	to the nearest £	to the nearest £
<b>A1 receipts</b>							
County income	227,405					227,405	190,588
Fundraising, donations, miscellaneous	11,049	S1	4,000	S2	-	15,049	34,512
<i>Sub total</i>	<u>238,454</u>		<u>4,000</u>		<u>-</u>	<u>242,454</u>	<u>225,100</u>
<b>A2 Asset and Investment sales</b>	-		-		-	-	-
<i>Total receipts</i>	<u>238,454</u>		<u>4,000</u>		<u>-</u>	<u>242,454</u>	<u>225,100</u>
<b>A3 Payments</b>							
CRB / DRB checks	-	S3	-	S9	-	-	386
Independent examiner	-	S3	-	S9	-	-	-
Insurance	-	S3	-	S9	-	-	2,361
Memberships	-	314 S3	-	S9	-	314	334
Misc office	-	6,825 S3	-	S9	-	6,825	1,509
Telephone	-	1,822 S3	-	S9	-	1,822	1,502
Postage	-	530 S3	-	S9	-	530	300
Printing	-	741 S3	-	S9	-	741	1,409
IT equipment	-	7,593 S3	-	S9	-	7,593	3,269
Staff expenses	-	5,823 S3	-	S9	-	5,823	10,871
Start up costs	-	S3	-	S9	-	-	-
Educational Aids	-	S3	-	S9	-	-	7
Office Rental	-	5,115 S3	-	S9	-	5,115	4,106
Training	-	252 S3	-	S9	-	252	334
Fundraising costs	-	20 S3	-	S9	-	20	20
Wages	-	159,680 S3	-	4,000 S9	-	163,680	200,435
Wages (NI and PAYE)	-	24,756 S3	-	S9	-	24,756	21,556
Pension (Employees)	-	4,594 S3	-	S9	-	4,594	5,205
Pension (Employers)	-	3,352 S3	-	S9	-	3,352	3,905
Employers NI	-	9,576 S3	-	S9	-	9,576	15,341
Charges	-	287 S3	-	S9	-	287	-
<i>sub total</i>	<u>- 230,707</u>		<u>- 4,000</u>		<u>-</u>	<u>- 234,707</u>	<u>- 272,851</u>
<b>A4 Asset and investment purchases, etc</b>							
<i>Total payments</i>	<u>- 230,707</u>		<u>- 4,000</u>		<u>-</u>	<u>- 234,707</u>	<u>- 272,851</u>
<i>Net of receipts/(payments)</i>	<u>7,747</u>		<u>-</u>		<u>-</u>	<u>7,747</u>	<u>47,750</u>
<b>A5 Cash funds last year end</b>	<u>77,663</u>		<u>-</u>		<u>-</u>	<u>77,663</u>	<u>125,413</u>
Cash funds this year end	<u>85,410</u>		<u>-</u>		<u>-</u>	<u>85,410</u>	<u>77,663</u>

**Section B****Statement of assets and liabilities at the end of the period.**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>B1 Cash funds</b>					
CAF cash	16,866	-	-	16,866	17,245
Gold cash	68,544	-	-	68,544 S5	60,419
Total cash funds	<u>85,410</u>	<u>-</u>	<u>-</u>	<u>85,410</u>	<u>77,664</u>

**B2 Other monetary assets**

-	S7	-	-	-	-
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**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	current value (optional)
-	S7	-	-

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	current value (optional)
-	S8	-	-


**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	when due (optional)
-	-	-	-

For the year ending 31/03/2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Emma Evans	30.12.2024
Sheila G Parker	Sheila Parker	30.12.2024

**Supporting Information****S1 Unrestricted fundraising**

This is calculated from the total donations in the year (from paper file), less funds that are within the total that are restricted or dated in the next financial year:

Total fundraising in the year

less

Restricted funds

Wiltshire Community Fund (WCF)

Children in need (CIN)

**S2 Restricted funding**

Wiltshire Community Fund (WCF)

Children in need (CIN)

Total ringfenced income

**S3 Expenditure**

These items have been taken from the monthly expenditure records (from paper file), and a

**S4 Unrestricted transfer from North Wilts and Devizes Portage**

None noted

**S5 & 5 Cash balances at year end**

These are taken from the bank statements

The restricted amount is within the current account, not specifically ringfenced

The charity aims to hold around 3 months operational costs in the bank as reserves

**S7** No other monetary assets or investment assets are held.

**S8** Only small equipment is owned. All costs have been written off.

**S9 Ringfenced expenditure****2024-total****2024 ringfenced**

CRB / DRB checks

0

Independent examiner

0

Insurance

0

Memberships

-314

OFFICIAL

Misc office	-6825	
Telephone	-1822	
Postage	-530	
Printing	-741	
IT equipment	-7593	
Staff expenses	-5823	
Start up costs	0	
Educational Aids	0	
Office Rental	-5115	
Training	-252	
Fundraising costs	-20	
Wages	(163,680)	4000
Wages (NI and PAYE)	(24,756)	
Pension (Employees)	(4,594)	
Pension (Employers)	(3,352)	
Employers NI	(9,576)	
Charges	286.7	
	<b>-£ 234,707</b>	<b>£ 4,000</b>

2024	2023	2022	2021
15,049	34,512	27,425	51,190
4,000	14,000	11,597	5,000
	10,000	10,000	13,000
<b>£ 11,049</b>	<b>£ 10,512</b>	<b>£ 5,828</b>	<b>£ 33,190</b>

4,000	14,000	11,597	5,000
	10,000	10,000	13,000
<b>£ 4,000</b>	<b>£ 24,000</b>	<b>£ 21,597</b>	<b>£ 18,000</b>

Also the individual ring fenced expenditure data.

2023 ringfenced 2023 ringfenced 2022 ringfenced

20,000	20,000	19,597
4,000	4,000	2,000

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£	24,000	£	24,000	£	21,598
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## **Independent examiner's report to the trustees of Wiltshire Portage**

I report to the trustees on my examination of the accounts of Wiltshire Portage (the Trust) for the year ended 31 March 2024.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

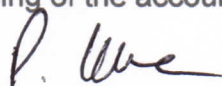
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

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

Signed: 

Name: Paul Lane

Address: Greenlands, Wick, Glastonbury, BA6 8JN

Date: 30 December 2024

**WILTSHIRE PORTAGE**

England & Wales - Charity number 1156717

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# Accounts

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<b>Trustees' Annual Report for the period</b>						
		Period start date			Period end date	
<b>From</b>	01	04	2022	<b>To</b>	31	03
					2023	2023

**Section A Reference and administration details**

<b>Charity name</b>	Wiltshire Portage
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1156717
<b>Charity's principal address</b>	Wiltshire Portage Kings Rise Centre
	Lodge Road, Pewsham
	Chippenham
	<b>Postcode</b> SN15 3SY

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sheila Parker	Chair		Wiltshire Portage Management Committee
2	Emma Evans	Treasurer		
4	Rosie Barlow			
5	Julie Inglis			
6				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year


**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Kim Hannay-Young – Manager of Wiltshire Portage

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	A constitution
How the charity is constituted (eg. trust, association, company)	Wiltshire Portage is a charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	All trustees are volunteers, and we aim to have parents and representatives from outside bodies and wider community.

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Wiltshire Portage has a full set of procedures and policies which are approved by the Management Committee. Each committee member receives training which outlines the roles and responsibilities.</p> <p>The Management Committee consists of a Chairperson, Secretary, Treasurer, and other members including parent representatives.</p> <p>The Management Committee meet every 3 months and has the AGM around September each year.</p> <p>Wiltshire Portage is a member of the National Portage Association and adheres to the principles of the organisation.</p> <p>Wiltshire Portage is partly funded by Wiltshire Council and regular reviews are held to ensure that the service is effective and efficient.</p> <p>The major risk associated with Wiltshire Portage is funding and contracts with the Local Authority. We are building a contingency fund to cover any redundancy costs should this be required.</p> <p>Our funded income goes towards providing the service to additional children.</p> <p>We have policies and procedures to cover all aspects of our work, particularly the area of Safeguarding. They are routinely reviewed and closely followed.</p>
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**Section C****Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

To advance the education and protect the health of preschool children in the Wiltshire area who have special educational or additional support needs, to enable them to achieve their full potential in society through unique family- based learning opportunities using a system known as Portage Home Teaching.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The aim of the service is to work with children with special educational needs and disabilities, aged from birth to school entry. We provide unique learning opportunities at home through structured play which enables the child to be included in the community in their own right. The service is free to the families at the point of delivery.

Access to the service is by means of referral, which can come from a variety of sources, including self-referral.

The decision as to whether or not the service is offered to a family is based the service admissions criteria (published on the Wiltshire Portage website) and on an assessment, made over a six week period and reviewed by the service manager.

The main public benefit gained form this service is support for the child and whole family to enable the child to play a fuller part in the community and increase self –sufficiency, thus reducing the need for specialist support to the family in later years.

**Additional details of objectives and activities (Optional information)**

Wiltshire Portage provides a service and does not grant funds to any organisation.

Members of staff are all fully trained and paid employees of Wiltshire Portage.

The Board of Management comprises unpaid volunteers who give freely of their time.

All funds are banked with CAF bank.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Section D Achievements and performance**

**Section D****Achievements and performance****Summary of the main achievements of the charity during the year**

We have a current contract with Wiltshire Council to deliver Portage across the whole of Wiltshire (excluding Swindon).

We continue to work with other local Portage Services and other local county services to work towards a standard provision across the county and southwest of the country.

We have secured additional funding from various fund-raising activities.

The service consists of:

<b>Role</b>	<b>Total FTE at 31.3.2023</b>
Service Manager	0.95
Senior Home Visitors	0.14
Home Visitors	6.43
Administration	0.78
<b>TOTAL</b>	<b>8.31</b>

\*Comparison based on FTE as 36 hours per week x 52 weeks per year

## Section E Financial review

### Brief statement of the charity's policy on reserves

Wiltshire Portage's reserves policy is to hold approximately three months of operational costs, including wages, office rental other commitments. Based on the annual accounts ending March 2023 the average monthly cost is approximately £23k. At the year end the charity holds approximately £60,000 in reserves policy and will be increasing this to £65,000.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Wiltshire Portage creates its accounts using the cash accounting method. During the year ending March 2023 Wiltshire Portage received an income of £225k, £190.5k of this was from Wiltshire Council, the remainder £34.5k was from a combination of grant applications and fundraising, of which £24k was ringfenced. The Wiltshire Council income was similar to last year and fundraising generated c.£7k more than last year.

The expenditure was £273k, which was £25k more than last year. The main cost to Wiltshire Portage is staff costs and approximately £257k of this 94% (88% in 2022) are staff related costs. The loss for the year was approximately £48k. This was worse than the previous year (loss of £30k) this was largely due to increased staff costs. The objective of the charity is to ensure that the level of home visitors and therefore children being visited should be at the level where income and expenditures align with minimal funds building up in the current account. This overspend has kept the level of children being visited in line with 2022 despite the increase in staff costs.


## Section F Other optional information

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## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		<i>Sheila G Parker</i>
<b>Full name(s)</b>	Emma Evans	Sheila G Parker
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	CHAIRMAN
<b>Date</b>	11/01/2024	

Charity Name	Wiltshire Portage		
Charity Number	1156717		
For the period	4/1/2022	to	3/31/2023

**Section A****Receipts and Payments**

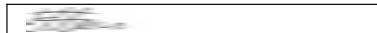
	Unrestricted funds	REF	Restricted funds	REF	Endowment funds	Total funds	Last year
	to the nearest £		to the nearest £		to the nearest £	to the nearest £	to the nearest £
<b>A1 receipts</b>							
County income	190,588					190,588	190,588
Fundraising, donations, miscellaneous	10,512	S1	24,000	S2	-	34,512	27,425
					-	-	-
<i>Sub total</i>	<u>201,100</u>		<u>24,000</u>		<u>-</u>	<u>225,100</u>	<u>218,013</u>
<b>A2 Asset and Investment sales</b>							
	-		-		-	-	-
<i>Total receipts</i>	<u>201,100</u>		<u>24,000</u>		<u>-</u>	<u>225,100</u>	<u>218,013</u>
<b>A3 Payments</b>							
CRB / DRB checks	- 386	S3	-	S9	-	386	- 146
Independent examiner	-	S3	-	S9	-	-	-
Insurance	- 2,361	S3	-	S9	-	2,361	- 2,296
Memberships	- 334	S3	-	S9	-	334	- 320
Misc office	- 1,509	S3	-	S9	-	1,509	- 10,119
Telephone	- 1,502	S3	-	S9	-	1,502	- 1,548
Postage	- 300	S3	-	S9	-	300	- 514
Printing	- 1,409	S3	-	S9	-	1,409	- 1,323
IT equipment	- 3,269	S3	-	S9	-	3,269	- 8,129
Staff expenses	- 10,871	S3	-	S9	-	10,871	- 7,799
Start up costs	-	S3	-	S9	-	-	-
Educational Aids	- 7	S3	-	S9	-	7	- 826
Office Rental	- 4,106	S3	-	S9	-	4,106	- 3,104
Training	- 334	S3	-	S9	-	334	- 775
Fundraising costs	- 20	S3	-	S9	-	20	- 20
Wages	- 180,435	S3	- 20,000	S9	-	200,435	- 174,614
Wages (NI and PAYE)	- 17,556	S3	- 4,000	S9	-	21,556	- 21,680
Pension (Employees)	- 5,205	S3	-	S9	-	5,205	- 3,954
Pension (Employers)	- 3,905	S3	-	S9	-	3,905	- 3,445
Employers NI	- 15,341	S3	-	S9	-	15,341	- 7,473
Charges	-	S3	-	S9	-	-	-
<i>sub total</i>	<u>- 248,851</u>		<u>- 24,000</u>		<u>-</u>	<u>- 272,851</u>	<u>- 248,086</u>
<b>A4 Asset and investment purchases, etc</b>							
<i>Total payments</i>	<u>- 248,851</u>		<u>- 24,000</u>		<u>-</u>	<u>- 272,851</u>	<u>- 248,086</u>
<i>Net of receipts/(payments)</i>	<u>- 47,750</u>		<u>-</u>		<u>-</u>	<u>- 47,750</u>	<u>- 30,072</u>
<b>A5 Cash funds last year end</b>							
	<u>125,413</u>					125,413	155,485
Cash funds this year end	<u>77,663</u>		<u>-</u>		<u>-</u>	<u>77,663</u>	<u>125,413</u>

**Section B****Statement of assets and liabilities at the end of the period**

	Unrestricted funds		Restricted funds		Endowment funds		Total funds	Total funds
	to the nearest £		to the nearest £		to the nearest £		to the nearest £	to the nearest £
<b>B1 Cash funds</b>								
CAF cash	17,245	S5		S5			17,245	S5 17,245
Gold cash	60,419	S6					60,419	60,419
Total cash funds	<u>77,664</u>		<u>-</u>		<u>-</u>		<u>77,664</u>	<u>77,664</u>
<b>B2 Other monetary assets</b>	-	S7	-		-		-	
<b>B3 Investment assets</b>								
Details	-	S7	-	Fund to which asset belongs	Cost (optional)	current value (optional)	-	-
Details				Fund to which asset belongs	Cost (optional)	current value (optional)		
<b>B4 Assets retained for the charity's own use</b>	-	S8	-		-		-	
<b>B5 Liabilities</b>								
Details	-		-	Fund to which liability relates	Amount due (optional)	when due (optional)	-	-

Signed by one or two trustees on behalf of all the trustees

Signature


Sheila G Parker

Print Name

Emma Evans
SHEILA G PARKER

Date of approval

12/28/2023
1/11/2024

## **Supporting Information**

### **S1 Unrestricted fundraising**

This is calculated from the total donations in the year (from paper file), less funds that are within the total that are restricted or dated in the next financial year:

	<b>2023</b>	<b>2022</b>	<b>2021</b>
Total fundraising in the year	34,512	27,425	51,190
<b>less</b>			
Restricted funds			
Wiltshire Community Fund (WCF)	14,000	11,597	5,000
Children in need (CIN)	10,000	10,000	13,000
	<b>£ 10,512</b>	<b>£ 5,828</b>	<b>£ 33,190</b>

### **S2 Restricted funding**

Wiltshire Community Fund (WCF)	14,000	11,597	5,000
Children in need (CIN)	10,000	10,000	13,000
Total ringfenced income	<b>£ 24,000</b>	<b>£ 21,597</b>	<b>£ 18,000</b>

### **S3 Expenditure**

These items have been taken from the monthly expenditure records (from paper file), and also the individual ring fenced expenditure data.

### **S4 Unrestricted transfer from North Wilts and Devizes Portage**

None noted

### **S5 & Cash balances at year end**

These are taken from the bank statements  
The restricted amount is within the current account, not specifically ringfenced  
The charity aims to hold around 3 months operational costs in the bank as reserves

**S7** No other monetary assets or investment assets are held.

**S8** Only small equipment is owned. All costs have been written off.

### **S9 Ringfenced expenditure**

**2023 ringfenced 2022 ringfenced**

CRB / DRB checks  
Independent examiner  
Insurance  
Memberships

Misc office		
Telephone		
Postage		
Printing		
IT equipment		
Staff expenses		
Start up costs		
Educational Aids		
Office Rental		
Training		
Fundraising costs		
Wages	20,000	19,597
Wages (NI and PAYE)	4,000	2,000
Pension (Employees)		
Pension (Employers)		
Employers NI		
	<b>£ 24,000</b>	<b>£ 21,598</b>

## **Independent examiner's report to the trustees of Wiltshire Portage**

I report to the trustees on my examination of the accounts of Wiltshire Portage (the Trust) for the year ended 31 March 2023.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

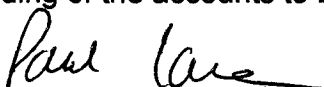
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

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

Signed: 

Name: Paul Lane

Address: Greenlands, Wick, Glastonbury, BA6 8JN

Date: 20 November 2023

**WILTSHIRE PORTAGE**

England & Wales - Charity number 1156717

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# Accounts

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## Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	04	2021		31	03	2022

### Section A Reference and administration details

<b>Charity name</b>	Wiltshire Portage		
<b>Other names charity is known by</b>			
<b>Registered charity number (if any)</b>	1156717		
<b>Charity's principal address</b>	Wiltshire Portage Kings Centre.		
	Lodge Road, Pewsham		
	Chippenham		
	<b>Postcode</b>	SN15 3SY	

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sheila Parker	Chair		Wiltshire Portage Management Committee
2	Emma Evans	Treasurer		
3	Rosie Barlow			
4	Julie Inglis			
5	Sakshi Chandra			
6	Viv Earwicker		1.4.21 to 29.9.21	
7	Amanda Bush		1.4.21 to 31.8.21	
8	Susan Morley		1.4.21 to 28.9.21	

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Kim Hannay-Young – Service Manager of Wiltshire Portage

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	A constitution
How the charity is constituted (eg. trust, association, company)	Wiltshire Portage is a charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	All trustees are volunteers, and we aim to have parents and representatives from outside bodies and wider community.

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Wiltshire Portage has a full set of procedures and policies which are approved by the Management Committee. Each committee member receives training which outlines the roles and responsibilities.</p> <p>The Management Committee consists of a Chairperson, Secretary, Treasurer, and other members including parent representatives.</p> <p>The Management Committee meet every 3 months and has the AGM around September each year.</p> <p>Wiltshire Portage is a member of the National Portage Association and adheres to the principles of the organisation.</p> <p>Wiltshire Portage is partly funded by Wiltshire Council and regular reviews are held to ensure that the service is effective and efficient.</p> <p>The major risk associated with Wiltshire Portage is funding and contracts with the Local Authority. We are building a contingency fund to cover any redundancy costs should this be required.</p> <p>Our funded income goes towards providing the service to additional children.</p> <p>We have policies and procedures to cover all aspects of our work, particularly the area of Safeguarding. They are routinely reviewed and closely followed.</p>
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**Section C****Objectives and activities****Summary of the objects of the charity set out in its governing document**

To advance the education and protect the health of preschool children in the Wiltshire area who have special educational or additional support needs, to enable them to achieve their full potential in society through unique family- based learning opportunities using a system known as Portage Home Teaching.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The aim of the service is to work with children with special educational needs and disabilities, aged from birth to school entry. We provide unique learning opportunities at home through structured play which enables the child to be included in the community in their own right. The service is free to the families at the point of delivery.

Access to the service is by means of referral, which can come from a variety of sources, including self-referral. The decision as to whether or not the service is offered to a family is based the service admissions criteria (published on the Wiltshire Portage website) and on an assessment, made over a six-week period and reviewed by the service manager.

The main public benefit gained form this service is support for the child and whole family to enable the child to play a fuller part in the community and increase self –sufficiency, thus reducing the need for specialist support to the family in later years.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Wiltshire Portage provides a service and does not grant funds to any organisation.

Members of staff are all fully trained and paid employees of Wiltshire Portage.

The Board of Management comprises unpaid volunteers who give freely of their time.

All funds are banked with CAF bank.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

We have a current contract with Wiltshire Council to deliver Portage across the whole of Wiltshire (excluding Swindon).

We continue to work with other local Portage Services and other local county services to work towards a standard provision across the county and southwest of the country.

We have secured additional funding from various fund-raising activities.

As at 31.3.22 the service consists of:

<b>Role</b>	<b>Total FTE</b>
1 x Service Manager	0.97
2 x Senior Home Visitors	0.72
11 x Portage Home Visitors (PHV)	5.76
Administration (1 x Admin Manager and 1 x Admin Assistant)	0.77
1 x Children In Need Funded PHV	0.43
1x Wiltshire Community Foundation Funded PHV	0.36
<b>TOTAL</b>	<b>9.01</b>

## Section E Financial review

### Brief statement of the charity's policy on reserves

Wiltshire Portage's reserves policy is to hold three months of operational costs, including wages, office rental other commitments.  
Based on the annual accounts ending March 2022 the average monthly cost is approximately £20.6k.  
At the year end the charity holds approximately £60,000 in reserves policy and will be increasing this to £62,000.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Wiltshire Portage creates its accounts using the cash accounting method. During the year ending March 2022 Wiltshire Portage received an income of £218k, £190.5k of this was from Wiltshire Council, the remainder £27.4k was from a combination of grant applications and fundraising, of which £21.6k was ringfenced. The Wiltshire Council income was approximately £2k less than last year and fundraising generated c.£24k less than last year.


The expenditure was £248k, which was £10k more than last year. The main cost to Wiltshire Portage is staff costs and approximately £219k of this (88%) are staff related costs. The loss for the year was approximately £30k. This was worse than the previous year (profit of £5k) this was largely due to increased travel, IT, PPE and cleaning costs and significant less fundraising income. The objective of the charity is to ensure that the level of home visitors and therefore children being visited should be at the level where income and expenditures align with minimal funds building up in the current account. This overspend has kept the level of children being visited in line with 2021 despite the reduction in fundraising.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		<i>Sheila G Parker</i>
Full name(s)	Emma Evans	Sheila G Parker
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	29/12/2022	

Charity Name	Wiltshire Portage		
Charity Number	1156717		
For the period	01/04/2021	to	31/03/2022

**Section A****Receipts and Payments**


	Unrestricted funds	REF	Restricted funds	REF	Endowment funds	Total funds	Last year
	to the nearest £		to the nearest £		to the nearest £	to the nearest £	to the nearest £
<b>A1 receipts</b>							
County income	190,588					190,588	192,928
Fundraising, donations, miscellaneous	5,828	S1	21,597	S2	-	27,425	51,190
<i>Sub total</i>	<u>196,416</u>		<u>21,597</u>		<u>-</u>	<u>218,013</u>	<u>244,118</u>
<b>A2 Asset and Investment sales</b>							
<i>Total receipts</i>	<u>-</u>		<u>-</u>		<u>-</u>	<u>218,013</u>	<u>244,118</u>
<b>A3 Payments</b>							
CRB / DRB checks	-	146.00 S3	-	S9	-	146	- 202
Independent examiner	-	S3	-	S9	-	-	-
Insurance	-	2,295.78 S3	-	S9	-	2,296	- 2,092
Memberships	-	320.00 S3	-	S9	-	320	- 293
Misc office	-	10,119.02 S3	-	S9	-	10,119	- 9,176
Telephone	-	1,547.77 S3	-	S9	-	1,548	- 1,324
Postage	-	514.18 S3	-	S9	-	514	- 392
Printing	-	1,323.30 S3	-	S9	-	1,323	- 592
IT equipment	-	8,128.75 S3	-	S9	-	8,129	- 3,200
Staff expenses	-	7,798.64 S3	-	S9	-	7,799	- 3,682
Start up costs	-	S3	-	S9	-	-	-
Educational Aids	-	826.29 S3	-	S9	-	826	- 286
Office Rental	-	3,104.00 S3	-	S9	-	3,104	- 4,236
Training	-	775.42 S3	-	S9	-	775	- 302
Fundraising costs	-	20.00 S3	-	S9	-	20	- 54
Wages	-	155,018 S3	-	19,596 S9	-	174,614	- 179,338
Wages (NI and PAYE)	-	19,680 S3	-	2,000 S9	-	21,680	- 19,572
Pension (Employees)	-	3,954 S3	-	S9	-	3,954	- 3,683
Pension (Employers)	-	3,445 S3	-	S9	-	3,445	- 2,523
Employers NI	-	7,473 S3	-	S9	-	7,473	- 7,880
Charges	-	S3	-	S9	-	-	-
<i>sub total</i>	<u>-</u>	<u>226,489</u>	<u>-</u>	<u>21,597</u>	<u>-</u>	<u>248,086</u>	<u>- 238,827</u>
<b>A4 Asset and investment purchases, etc</b>							
<i>Total payments</i>	<u>-</u>	<u>226,489</u>	<u>-</u>	<u>21,597</u>	<u>-</u>	<u>248,086</u>	<u>- 238,827</u>
<i>Net of receipts/(payments)</i>	<u>-</u>	<u>30,073</u>	<u>-</u>	<u>0</u>	<u>-</u>	<u>30,072</u>	<u>5,291</u>
<b>A5 Cash funds last year end</b>							
Cash funds this year ends	<u>155,485</u>		<u>0</u>		<u>-</u>	155,485	150,195
	<u>125,413</u>		<u>0</u>		<u>-</u>	<u>125,413</u>	<u>155,485</u>

**Section B**

**Statement of assets and liabilities at the end of the period**

	Unrestricted funds		Restricted funds		Endowment funds		Total funds	Total funds
	to the nearest £		to the nearest £		to the nearest £		to the nearest £	to the nearest £
<b>B1 Cash funds</b>								
CAF cash	65,406	S5		S5			65,406	S5 97,251
Gold cash	60,007	S6					60,007	58,233
Total cash funds	<u>125,413</u>		<u>-</u>		<u>-</u>		<u>125,413</u>	<u>155,485</u>
<b>B2 Other monetary assets</b>	-	S7	-		-		-	
				<b>Fund to which asset belongs</b>		<b>Cost (optional)</b>		<b>current value (optional)</b>
<b>B3 Investment assets</b>	-	S7	-		-		-	
				<b>Fund to which asset belongs</b>		<b>Cost (optional)</b>		<b>current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>	-	S8	-		-		-	
				<b>Fund to which liability relates</b>		<b>Amount due (optional)</b>		<b>when due (optional)</b>
<b>B5 Liabilities</b>	-		-		-		-	

Signed by one or two trustees on behalf of all the trustees

Signature		Print Name		Date of approval
		Emma Evans		29/12/2022
Sheila G Parker		Sheila G Parker		29/12/2022

**Supporting Information****S1 Unrestricted fundraising**

This is calculated from the total donations in the year (from paper file), less funds that are within the total that are restricted or dated in the next financial year:

	<b>2022</b>	<b>2021</b>
Total fundraising in the year	27,425	51,190
<b>less</b>		
Restricted funds		
Wiltshire Community Fund (WCF)	11,597	5,000
Children in need (CIN)	10,000	13,000
	<b>£ 5,828</b>	<b>£ 33,190</b>

**S2 Restricted funding**

Wiltshire Community Fund (WCF)	11,597	5,000
Children in need (CIN)	10,000	13,000
Total ringfenced income	<b>£ 21,597</b>	<b>£ 18,000</b>

**S3 Expenditure**

These items have been taken from the monthly expenditure records (from paper file), and also the individual ring fenced expenditure data.

**S4 Unrestricted transfer from North Wilts and Devizes Portage**

None noted

**S5 & S6 Cash balances at year end**

These are taken from the bank statements

The restricted amount is within the current account, not specifically ringfenced

The charity aims to hold around 3 months operational costs in the bank as reserves

**S7** No other monetary assets or investment assets are held.

**S8** Only small equipment is owned. All costs have been written off.

**S9 Ringfenced expenditure**

CRB / DRB checks

Independent examiner

Insurance

Memberships

Misc office

OFFICIAL

Telephone	
Postage	
Printing	
IT equipment	
Staff expenses	
Start up costs	
Educational Aids	
Office Rental	
Training	
Fundraising costs	
Wages	19,597
Wages (NI and PAYE)	2,000
Pension (Employees)	
Pension (Employers)	
Employers NI	
	<b><u>£ 21,598</u></b>

## **Independent examiner's report to the trustees of Wiltshire Portage**

I report to the trustees on my examination of the accounts of Wiltshire Portage (the Trust) for the year ended 31 March 2022.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

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

Signed: 

Name: Paul Lane

Address: Greenlands, Wick, Glastonbury, BA6 8JN

Date: 29 November 2022

**WILTSHIRE PORTAGE**

England & Wales - Charity number 1156717

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# Accounts

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## Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	04	2020		31	03	2021

### Section A Reference and administration details

**Charity name**

Wiltshire Portage

**Other names charity is known by**

**Registered charity number (if any)**

1156717

**Charity's principal address**

Wiltshire Portage Kings Rise Centre

Lodge Road, Pewsham

Chippenham

**Postcode**

**SN15 3SY**

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sheila Parker	Chair		Wiltshire Portage Management Committee
2	Emma Evans	Treasurer		
3	Amanda Bush		(Resigned after March 2021)	
4	Rosie Barlow			
5	Julie Inglis			
6	Sakshi Chandra			
7	Susan Marley		(Resigned after March 2021)	
8	Viv Earwicker			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year


**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Kim Hannay-Young – Manager of Wiltshire Portage

**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	A constitution
How the charity is constituted (eg. trust, association, company)	Wiltshire Portage is a charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	All trustees are volunteers, and we aim to have parents and representatives from outside bodies and wider community.

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Wiltshire Portage has a full set of procedures and policies which are approved by the Management Committee. Each committee member receives training which outlines the roles and responsibilities.</p> <p>The Management Committee consists of a Chairperson, Secretary, Treasurer, and other members including parent representatives.</p> <p>The Management Committee meet every 3 months and has the AGM around September each year.</p> <p>Wiltshire Portage is a member of the National Portage Association and adheres to the principles of the organisation.</p> <p>Wiltshire Portage is partly funded by Wiltshire Council and regular reviews are held to ensure that the service is effective and efficient.</p> <p>The major risk associated with Wiltshire Portage is funding and contracts with the Local Authority. We are building a contingency fund to cover any redundancy costs should this be required.</p> <p>Our funded income goes towards providing the service to additional children.</p>
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We have policies and procedures to cover all aspects of our work, particularly the area of Safeguarding. They are routinely reviewed and closely followed.

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

To advance the education and protect the health of preschool children in the Wiltshire area who have special educational or additional support needs, to enable them to achieve their full potential in society through unique family- based learning opportunities using a system known as Portage Home Teaching.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The aim of the service is to work with children with special educational needs and disabilities, aged from birth to school entry. We provide unique learning opportunities at home through structured play which enables the child to be included in the community in their own right. The service is free to the families at the point of delivery.

Access to the service is by means of referral, which can come from a variety of sources, including self-referral. The decision as to whether or not the service is offered to a family is based the service admissions criteria (published on the Wiltshire Portage website) and on an assessment, made over a six week period and reviewed by the service manager.

The main public benefit gained form this service is support for the child and whole family to enable the child to play a fuller part in the community and increase self –sufficiency, thus reducing the need for specialist support to the family in later years.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Wiltshire Portage provides a service and does not grant funds to any organisation.

Members of staff are all fully trained and paid employees of Wiltshire Portage.

The Board of Management comprises unpaid volunteers who give freely of their time.

All funds are banked with CAF bank.

**Section D**

**Achievements and performance**

**Section D****Achievements and performance****Summary of the main achievements of the charity during the year**

We have a current contract with Wiltshire Council to deliver Portage across the whole of Wiltshire (excluding Swindon).

We continue to work with other local Portage Services and other local county services to work towards a standard provision across the county and southwest of the country.

We have secured additional funding from various fund-raising activities.

The service consists of:

<b>Role</b>	<b>Total FTE</b>
1 x Service Manager	0.97
2 x Senior Home Visitors	0.72
11 x Portage Home Visitors (PHV)	5.76
Administration (1 x Admin Manager and 1 x Admin Assistant)	0.77
1 x Children In Need Funded PHV	0.43
1x Wiltshire Community Foundation Funded PHV	0.36
<b>TOTAL</b>	<b>9.01</b>

## Section E Financial review

### Brief statement of the charity's policy on reserves

Wiltshire Portage's reserves policy is to hold three months of operational costs, including wages, office rental other commitments.  
Based on the annual accounts ending March 2021 the average monthly cost is approximately £20k.  
At the year end the charity holds approximately £58,000 in reserves policy and will be increasing this to £60,000.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Wiltshire Portage creates its accounts using the cash accounting method. During the year ending March 2021 Wiltshire Portage received an income of £244k, £193k of this was from Wiltshire Council, the remainder £51k was from a combination of grant applications and fundraising, of which £18k was ringfenced. The Wiltshire Council income was approximately £1k more than last year and fundraising generated c.£15k more than last year.

The expenditure was £239k, which was £5k more than last year. The main cost to Wiltshire Portage is staff costs and approximately £216k of this (90%) are staff related costs. The profit for the year was approximately £5k. This was better than the previous year (loss of £5k) as there were significantly less staff expenses (fuel payments) because COVID caused many sessions to be virtual. The objective of the charity is to ensure that the level of home visitors and therefore children being visited should be at the level where income and expenditures align.


## Section F Other optional information

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## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		<i>Sheila G Parker</i>
<b>Full name(s)</b>	Emma Evans	Sheila G Parker
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	9/11/2021	

Charity Name	Wiltshire Portage		
Charity Number	1156717		
For the period	01/04/2020	to	31/03/2021

**Section A****Receipts and Payments**

	Unrestricted funds	REF	Restricted funds	REF	Endowment funds	Total funds	Last year
	to the nearest £		to the nearest £		to the nearest £	to the nearest £	to the nearest £
<b>A1 receipts</b>							
County income	192,928					192,928	191,838
Fundraising, donations, miscellaneous	33,190	S1	18,000	S2	-	51,190	36,125
<i>Sub total</i>	<u>226,118</u>		<u>18,000</u>		<u>-</u>	<u>244,118</u>	<u>227,963</u>
<b>A2 Asset and Investment sales</b>	-		-		-	-	-
<i>Total receipts</i>	<u>226,118</u>		<u>18,000</u>		<u>-</u>	<u>244,118</u>	<u>227,963</u>
<b>A3 Payments</b>							
CRB / DRB checks	- 201.50	S3	-	S9	-	202	- 273
Independent examiner	-	S3	-	S9	-	-	-
Insurance	- 2,092.00	S3	-	S9	-	2,092	- 1,954
Memberships	- 269.56	S3	- 23.44	S9	-	293	- 284
Misc office	- 5,719.07	S3	- 3,457.08	S9	-	9,176	- 2,472
Telephone	- 1,252.08	S3	- 72.00	S9	-	1,324	- 1,202
Postage	- 359.74	S3	- 32.70	S9	-	392	- 122
Printing	- 470.70	S3	- 121.23	S9	-	592	- 870
IT equipment	- 3,002.36	S3	- 198.01	S9	-	3,200	- 9,997
Staff expenses	- 3,575.98	S3	- 106.14	S9	-	3,682	- 12,121
Start up costs	-	S3	-	S9	-	-	-
Educational Aids	- 286.29	S3	-	S9	-	286	- 605
Office Rental	- 4,235.74	S3	-	S9	-	4,236	- 674
Training	- 50.50	S3	- 251.00	S9	-	302	- 1,802
Fundraising costs	- 54.00	S3	-	S9	-	54	- 1,009
Wages	- 167,129	S3	- 12,209	S9	-	179,338	- 169,599
Wages (NI and PAYE)	- 18,092	S3	- 1,480	S9	-	19,572	- 17,721
Pension (Employees)	- 3,634	S3	- 49	S9	-	3,683	- 3,360
Pension (Employers)	- 2,523	S3	-	S9	-	2,523	- 2,652
Employers NI	- 7,880	S3	-	S9	-	7,880	- 7,103
Charges	-	S3	-		-	-	-
<i>sub total</i>	<u>- 220,827</u>		<u>- 18,000</u>		<u>-</u>	<u>- 238,827</u>	<u>- 233,820</u>
<b>A4 Asset and investment purchases, etc</b>							
<i>Total payments</i>	<u>- 220,827</u>		<u>- 18,000</u>		<u>-</u>	<u>- 238,827</u>	<u>- 233,820</u>
<i>Net of receipts/(payments)</i>	<u>5,291</u>		<u>0</u>		<u>-</u>	<u>5,291</u>	<u>- 5,857</u>
<b>A5 Cash funds last year end</b>	<u>150,195</u>					150,195	154,368
Cash funds this year ends	<u>155,485</u>		<u>0</u>		<u>-</u>	<u>155,485</u>	<u>150,195</u>

**Section B****Statement of assets and liabilities at the end of the period**

	Unrestricted funds		Restricted funds		Endowment funds		Total funds	Last year	
	to the nearest £		to the nearest £		to the nearest £		to the nearest £	to the nearest £	
<b>B1 Cash funds</b>									
CAF cash	97,251	S5		S5			97,251	S5	94,985
Gold cash	58,233	S6					58,233		55,209
Total cash funds	<u>155,485</u>		<u>-</u>		<u>-</u>		<u>155,485</u>		<u>150,195</u>
<b>B2 Other monetary assets</b>	-	S7	-		-		-		
				<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>		<b>current value (optional)</b>		
<b>B3 Investment assets</b>	-	S7	-		-		-		
				<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>		<b>current value (optional)</b>		
<b>B4 Assets retained for the charity's own use</b>	-	S8	-		-		-		
				<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>		<b>when due (optional)</b>		
<b>B5 Liabilities</b>	-		-		-		-		

Signed by one or two trustees on behalf of all the trustees

Signature

<i>Emma Evans</i>

Print Name

Emma Evans

Date of approval

09/11/2021

**Supporting Information****S1 Unrestricted fundraising**

This is calculated from the total donations in the year (from paper file), less funds that are within the total that are restricted or dated in the next financial year:

Total fundraising in the year	51,190
<b>less</b>	
Restricted funds	
Wiltshire Community Fund (WCF)	5,000
Children in need (CIN)	13,000
	<b><u>£ 33,190</u></b>

**S2 Restricted funding**

Wiltshire Community Fund (WCF)	5,000
Children in need (CIN)	13,000
Total ringfenced income	<b><u>£ 18,000</u></b>

**S3 Expenditure**

These items have been taken from the monthly expenditure records (from paper file), and also the individual ring fenced expenditure data.

**S4 Unrestricted transfer from North Wilts and Devizes Portage**

None noted

**S5 & S6 Cash balances at year end**

These are taken from the bank statements  
The restricted amount is within the current account, not specifically ringfenced  
The charity aims to hold around 3 months operational costs in the bank as reserves

**S7** No other monetary assets or investment assets are held.

**S8** Only small equipment is owned. All costs have been written off.

**S9 Ringfenced expenditure**

OFFICIAL

## **Independent examiner's report to the trustees of Wiltshire Portage**

I report to the trustees on my examination of the accounts of Wiltshire Portage (the Trust) for the year ended 31 March 2021.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

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

Signed: 

Name: Paul Lane

Address: Greenlands, Wick, Glastonbury, BA6 8JN

Date: 1 November 2021