



## Trustees' Annual Report for the period

From	Period start date			To	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)**

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 3 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 are building 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)**

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:

Role	Total FTE
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

## Section G Declaration

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

Signed on behalf of the charity's trustees

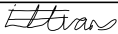
Signature(s)		<i>Sheila G Parker</i>
Full name(s)	Emma Evans	Sheila G Parker
Position (eg Secretary, Chair, etc)	Treasurer	
Date	9/11/2021	

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	<b>155,485</b>		<b>-</b>		<b>-</b>		<b>155,485</b>	<b>150,195</b>
<b>B2 Other monetary assets</b>	-	S7	-		-		-	
			Fund to which		Cost (optional)		current value	
			asset belongs				(optional)	
<b>B3 Investment assets</b>	-	S7	-		-		-	
			Fund to which		Cost (optional)		current value	
			asset belongs				(optional)	
<b>B4 Assets retained for the charity's own use</b>	-	S8	-		-		-	
			Fund to which		Amount due		when due	
			liability relates		(optional)		(optional)	
<b>B5 Liabilities</b>	-		-		-		-	
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name		Date of approval			
			Emma Evans		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
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**less**

Restricted funds	
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Wiltshire Community Fund (WCF)	5,000
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Children in need (CIN)	13,000
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<b>£ 33,190</b>
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**S2 Restricted funding**

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



## **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