



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2021		31	03	2022

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 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	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)

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 from 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:

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
TOTAL	9.01

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 £
A1 receipts							
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>	196,416		21,597		-	218,013	244,118
A2 Asset and Investment sales	-		-		-	-	-
<i>Total receipts</i>	196,416		21,597		-	218,013	244,118
A3 Payments							
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	-		-	-	-
<i>sub total</i>	- 226,489		- 21,597		-	- 248,086	- 238,827
A4 Asset and investment purchases, etc							
<i>Total payments</i>	- 226,489		- 21,597		-	- 248,086	- 238,827
<i>Net of receipts/(payments)</i>	- 30,073		0		-	- 30,072	5,291
A5 Cash funds last year end	155,485					155,485	150,195
Cash funds this year ends	125,413		0		-	125,413	155,485

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

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

S2 Restricted funding

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

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	
	<u>£ 21,598</u>

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