



Trustees' Annual Report for the period

From

Period start date

01

04

2023

To

Period end date

31

03

2024

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		
4				
5	Julie Inglis			
6	Rosie Barlow			
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
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:

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

*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 £
A1 receipts							
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>
A2 Asset and Investment sales	-		-		-	-	-
<i>Total receipts</i>	<u>238,454</u>		<u>4,000</u>		<u>-</u>	<u>242,454</u>	<u>225,100</u>
A3 Payments							
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		-		-	287	-
<i>sub total</i>	<u>- 230,707</u>		<u>- 4,000</u>		<u>-</u>	<u>- 234,707</u>	<u>- 272,851</u>
A4 Asset and investment purchases, etc							
<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>
A5 Cash funds last year end	<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

	Total funds			Last year
	Unrestricted funds	Restricted funds	Endowment funds	
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
B1 Cash funds				
CAF cash	16,866	-	-	16,866
Gold cash	68,544	-	-	68,544
Total cash funds	85,410	-	-	17,245

B2 Other monetary assets	- S7	-	-	-
B3 Investment assets	- S7	-	-	-
B4 Assets retained for the charity's own use	- S8	-	-	-


B5 Liabilities	-	-	-	-
----------------	---	---	---	---

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 & 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**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	
	<u>-£</u>	<u>£</u>
	234,707	4,000

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
<hr/>			
£	11,049	£	10,512
		£	5,828
		£	33,190
<hr/>			

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

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

<u>£</u>	<u>24,000</u>	<u>£</u>	<u>24,000</u>	<u>£</u>	<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 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.

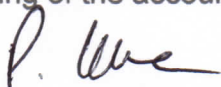
Independent examiner's statement

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