



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2024		31	03	2025

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	Safeguarding lead		
6				
8	Tom Styles		2025	
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
Auditor	Goodings	Holloway House Epsom Square, Trowbridge BA14 0XG

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.

<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 2 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 continue 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 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 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.

Section D

Achievements and performance

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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

Signature(s)		Sheila G Parker
Full name(s)	Emma Evans	Sheila G Parker
Position (eg Secretary, Chair, etc)	Treasurer	CHAIRPERSON
Date	28/1/2026	

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

Section A**Accruals Accounts - Statement of Financial Activities ("SOFA")**

	Unrestricted funds	REF	Restricted funds	REF	Total funds	Last year ending 24
	to the nearest £		to the nearest £		to the nearest £	to the nearest £
A1 Income						
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>
A2 Asset and Investment sales	-		-		-	-
<i>Total income</i>	<u>340,306</u>		<u>4,500</u>		<u>344,806</u>	<u>242,454</u>
A3 Expenditure						
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	- 314
Misc office	- 3,397 S3		- S9		- 3,397	- 6,825
Telephone	- 1,174 S3		- S9		- 1,174	- 1,822
Postage	- 241 S3		- S9		- 241	- 530
Printing	- 1,489 S3		- S9		- 1,489	- 741
IT equipment	- 11,499 S3		- S9		- 11,499	- 7,593
Staff expenses	- 11,018 S3		- S9		- 11,018	- 5,823
Start up costs	- S3		- S9		-	-
Educational Aids	- S3		- S9		-	-
Office Rental	- 1,244 S3		- S9		- 1,244	- 5,115
Training	- 1,069 S3		- S9		- 1,069	- 252
Fundraising costs	- S3		- S9		-	- 20
Wages	- 189,605 S3		- 4,500 S9		- 194,105	- 163,680
Wages (NI and PAYE)	- 22,106 S3		- S9		- 22,106	- 24,756
Pension (Employees)	- 7,691 S3		- S9		- 7,691	- 4,594
Pension (Employers)	- 4,162 S3		- S9		- 4,162	- 3,352
Employers NI	- 14,377 S3		- S9		- 14,377	- 9,576
Charges	- 7 S3		-		- 7	- 287
Depreciation	- 1,462 S4		-		- 1,462	-
<i>sub total</i>	<u>- 274,589</u>		<u>- 4,500</u>		<u>- 279,089</u>	<u>- 234,707</u>
A4 Asset and investment purchases, etc						
<i>Total expenditure</i>	<u>- 274,589</u>		<u>- 4,500</u>		<u>- 279,089</u>	<u>- 234,707</u>
<i>Net of receipts/(payments)</i>	<u>68,831</u>		<u>-</u>		<u>68,831</u>	<u>7,747</u>
A5 Cash funds last year end	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>

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

Balance sheet

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


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	
1st April 2024		-	
Additions		4,386	4,386
Revaluations			
Disposals			
31st March 2025		4,386	4,386
Depreciation			
1st April 2024		-	
Charge for the year		1,462	1,462
On Disposals			
31st March 2025		1,462	1,462
Net Book Value			
1st April 2024		4,386	4,386
31st March 2025		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:

	2025	2024
Total fundraising in the year	10,962	15,049
Less		
Restricted funds		
Wiltshire Community Fund (WCF)	4,500	4,000
Children in need (CIN)		
	£ 6,462	£ 11,049

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**

Ringfenced expenditure	2025-total	2025 ringfenced	2024 ringfenced
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	(279,089)	(4,500)	(4,000)

S10**Short term creditors**

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

S11.1**Staff costs**

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

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