

Charity Number : 1159896

The Prison Opticians Trust

Report and Accounts

31 March 2021

# **The Prison Opticians Trust**

## **Report and accounts for the year ended 31 March 2021**

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**The Prison Opticians Trust**  
**Trustees' Annual Report for the year ended 31 March 2021**

The Trustees present their Report and Accounts for the year ended 31 March 2021.

**Reference and administrative details**

***The charity name.***

The legal name of the charity is The Prison Opticians Trust. The charity is also known by its operating name, The Prison Opticians Trust.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1159896

***Legal structure of the charity***

The charity is constituted as a Charitable Incorporated Organisation (CIO) in England & Wales. The governing document of the charity is the constitution of the CIO as approved by the Charity Commission in England & Wales (CCEW). There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

The trustees are all individuals.

**The principal operating address, telephone number, email and web addresses of the**

2nd Floor County House  
35 Earl Street, Maidstone  
Kent, ME14 1PF

**The Trustees in office on the date the report was approved were:-**

John Harding  
Kamalpreet Singh Bains  
Rosemary Gordon  
Tanjit Dosanjh  
Ramandeep Jhattu  
Gareth Hadley (appointed on 01 June 2021)

**The following persons served as Trustees during the year ended 31 March 2021 :-**

John Harding  
Kamalpreet Singh Bains  
Rosemary Gordon  
Tanjit Dosanjh  
Ramandeep Jhattu

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**Objects and activities of the charity**

***a. Activities for achieving objectives***

Our training centre has now been equipped with a new auto-refractor, tonometer and visual fields screening machine. These machines allow us to train people to become optical advisors and give our trainees real experience of the types of machines they will be using when they get into practice.

We have re-designed our training material so it can be delivered on a rolling basis and we have made our training resources available to trainees via our website.

***The main activities undertaken in relation to those purposes during the year.***

The Trustees have taken due regard of the guidance published by the Charity Commission on public benefit

**Achievements and performance**

**1. Review of activities**

Our aim is to reduce re-offending which benefits society by creating safer communities. Offenders are disadvantaged in employment because a criminal record discourages employers. Our charity gives specialised training in the field of optics to offenders and engages with employers from this field to increase their likelihood of employing an offender.

If we achieve our aims of training offenders and engaging with employers then we believe we achieve our legal purpose which is the relief of poverty.

Our strategy for achieving our stated aims is to run training programmes, recruit offenders from prisons/probation, and network with employers willing to employ offenders.

The criteria used to assess success in the reporting period are the number of offenders who we have trained and the number of jobs we have helped to secure for offenders.

The significant activities contribute to our aims and objectives as follows:

- Training programme - trains offenders in optics and makes them more employable for Optics.
- Employer Engagement - careful relationship building exercise. Once the employer trusts the charity and understands the lengths we go to ensure risk is carefully managed when working alongside prisoners then they are more likely to trust our beneficiaries. We now have serving prisoners working in opticians on day release from prison and this requires a great deal of understanding from the business owner and all of the staff that work there.

Our long term (3 years) aims and objectives are to:

- Scale up the training programme so that each year it trains 30 offenders per year.
- Increase the network of employers willing to employ offenders so we have 30 job opportunities per year available for our beneficiaries.

At present the number of staff involved in training is 1 and the number of staff involved in engaging employers is 1.

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The charity board regularly reviews how the training and employment activities are progressing towards the goals set. The charity keeps a log of all of our trainees through our training programmes. This document allows us to see both the successes and failures of our trainees. We also ask our trainees to complete an evaluation form at the end of their time with us which gives them a chance to tell us where we can improve.

• **the charity has trained 0 offenders in the period April 2020-March 2021.**

Unfortunately, this reporting period coincided with the Covid Restrictions which meant prisons went into a deep lockdown. Prisoners were only being allowed out of their cells for essential activities such as emergency healthcare appointments. All education and training in prisons was suspended for the bulk of this period and there are still some prison regimes which are operating under a lockdown. The lack of training and employment outcomes this year has resulted in us pivoting our training programme so in future rather than deliver in the community on day release we intend on setting up training academies behind prison walls.

The charity set no fundraising objectives for this period as its reserves were large enough to meet its charitable objectives and future income generation through making spectacles for prisoners appeared positive.

This is the charity's sixth reporting period and as such the charity is still in its early stages of operation. The charity is already making a difference to offenders and it is vital we continue to do this work in a sustainable manner. Gradually we believe our work will make a societal difference by making communities safer but measuring this change may be complicated.

**The financial significant effects for the charity for this reporting period were:**

- no significant reportable events
- the charity holds no financial investments
- the principal risks facing the charity are the Covid pandemic which is making it more difficult to deliver our training programme to offenders as prisons have stopped sending prisoners out for day release programmes at the present time. The charity has been negotiating with various prisons about moving our training provision inside prison walls. However, during Covid the prison service has been dealing with keeping prisoners safe rather than the set up of new training schemes

The principal funding sources of the charity in the reporting period are from grants from The Prison Opticians Company Limited.

**Plans for Future Periods**

The Charity plans on opening its first training academy behind prison walls in December 2021. The relevant permissions have been sought and granted and a significant budget of over £150K has been agreed with a privately run prison.

**Method of Appointment or Election of Trustees.**

The method used to appoint new trustees is by panel interview of the applicant and then the trustees vote on whether to appoint or not.

The future direction of the charity is to continue providing its training programme and grow the number of people it helps per year. In addition to this the charity plans to set up a trading subsidiary to manage its optometry contracts.

**Policy used to set KMP remuneration**

At present the pay of KMP is based on skills, experience and market rates.

**Financial review**

***The charity's financial position at the end of the year ended 31 March 2021***

The financial position of the charity at 31 March 2021 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2021	2020
	£	£
<b>Net income</b>	136,650	49,817
<hr/>		
Unrestricted Revenue Funds available for the general purposes of the charity	258,872	122,221
<hr/>		
<b>Total Funds</b>	258,872	122,221

**The Prison Opticians Trust**  
**Trustees' Annual Report for the year ended 31 March 2021**

**Reserves policy**

The Trustees aim for the charity to retain reserves at a level to that will help to ensure its long-term financial stability and position it to respond to varying economic conditions and to changes affecting the charity's financial position and the ability of the charity to continuously carry out its mission.

The Prison Opticians Trust will maintain reserves to achieve the following objective(s):

- a) To enable the charity to sustain operations through delays in payments of committed funding and to accept reimbursable contracts without jeopardizing ongoing operations;
- b) To promote public and funder confidence in the long-term sustainability of the charity by preventing chronic cash flow crisis that can diminish its reputation and force the Board to make expensive short-term, crisis-based decisions; and
- c) To create an internal line of credit to manage cash flow and maintain financial flexibility.

The target amount of reserves to be attained and maintained is £50,000 representing approximately double the amount of annual operating expenses of £26,000. At the year end the charity had free reserves of £258,872, being unrestricted funds excluding amounts invested in fixed assets. Restricted funds at year end amounted to £Nil. The trustees consider this level of reserves to be satisfactory at the end of the charity's six financial period.

**Going Concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**Details of The Independent Examiner**

Simon Kallu  
Member of ICAEW  
GrowFactor Ltd  
483 Green Lanes  
London  
England  
N13 4BS

**The Prison Opticians Trust**  
**Trustees' Annual Report for the year ended 31 March 2021**

**Statement of Trustees' Responsibilities**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP).

In particular, charity law requires the Trustees, if they prepare accounts on an accruals basis, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Trustees are required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

- select suitable accounting policies and apply them consistently; make judgements and estimates that are reasonable and prudent; prepare the financial statements on the going concern basis unless it is inappropriate

to presume that the charity will continue in business; state whether applicable accounting standards and statements of

recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on **29-12-2021**



Tanjit Dosanjh  
Trustee

## **The Prison Opticians Trust**

### **Report of the Independent Examiner to the Trustees of the charity on the accounts for the year ended 31 March 2021**

I report to the Trustees on my examination of the financial statements of the charity on pages 9 to 26 for the year ended 31 March 2021 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW) , and under the historical cost convention and the accounting policies set out on page 17.

#### **Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report**

As described on page 6, you, the charity's Trustees, are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the Governing Document for the conducting of an audit. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Basis of Independent Examiner's Statement and scope of work undertaken**

If the charity's gross income exceeded £250,000, the charity's examiner must be a member of a body listed in section 145 of the Act. In this case, the gross income did not exceed £250,000, however, I can confirm that I am still qualified to undertake the examination because I am an authorised member of the ICAEW, which is one of the listed bodies.

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. 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 setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charity and of the accounting systems employed by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

## The Prison Opticians Trust

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

### Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The gross income of the charity in the year ended 31 March 2021 did not exceed the sum specified in Section 145(3) of the Act, namely £250,000, however I am qualified to act as Independent Examiner in accordance with that section by virtue of my being a qualified member of the ICAEW.

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by with Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements 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;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP).

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 financial statements to be reached.

Signed:-



Simon Kallu  
Independent Examiner  
Member of ICAEW  
GrowFactor Ltd  
483 Green Lanes  
London  
England  
N13 4BS

This report was signed on 4 Jan 2022 .....

## The Prison Opticians Trust

### Statement of Financial Activities for the year ended 31 March 2021

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2021 £	2021 £	2021 £	2020 £
<b>Income &amp; Endowments from:</b>					
Donations & Legacies	A1	-	-	-	-
Charitable activities	A2	186,366	-	<b>186,366</b>	99,129
Investments	A4	-	-	-	5
<b>Total income</b>	<b>A</b>	<b>186,366</b>	<b>-</b>	<b>186,366</b>	<b>99,134</b>
<b>Expenditure on:</b>					
Charitable activities	B2	49,716	-	<b>49,716</b>	49,317
<b>Total expenditure</b>	<b>B</b>	<b>49,716</b>	<b>-</b>	<b>49,716</b>	<b>49,317</b>
<b>Net income for the year</b>		<b>136,650</b>	<b>-</b>	<b>136,650</b>	<b>49,817</b>
<b>Net income after transfers</b>	<b>A-B-C</b>	<b>136,650</b>	<b>-</b>	<b>136,650</b>	<b>49,817</b>
<b>Net movement in funds</b>		<b>136,650</b>	<b>-</b>	<b>136,650</b>	<b>49,817</b>
<b>Reconciliation of funds:-</b>	<b>E</b>				
<b>Total funds brought forward</b>		122,221	-	<b>122,221</b>	72,404
<b>Total funds carried forward</b>		<b>258,871</b>	<b>-</b>	<b>258,871</b>	<b>122,221</b>

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All activities derive from continuing operations

The notes attached on pages 17 to 26 form an integral part of these accounts.

	<b>SORP Ref</b>	<b>Prior Year Unrestricted Funds 2020 £</b>	<b>Prior Year Restricted Funds 2020 £</b>	<b>Prior Year Total Funds 2020 £</b>
<b>Income from:</b>				
Donations & Legacies	A1	-	-	-
Charitable activities	A2	99,129	-	<b>99,129</b>
Investments	A4	5	-	<b>5</b>
<b>Total income</b>	<b>A</b>	<b>99,134</b>	<b>-</b>	<b>99,134</b>
<b>Expenditure on:</b>				
Charitable activities	B2	49,317	-	<b>49,317</b>
<b>Total expenditure</b>	<b>B</b>	<b>49,317</b>	<b>-</b>	<b>49,317</b>
<b>Net income for the year</b>		<b>49,817</b>	<b>-</b>	<b>49,817</b>
<b>Net income after transfers</b>		<b>49,817</b>	<b>-</b>	<b>49,817</b>
<b>Net movement in funds</b>		<b>49,817</b>	<b>-</b>	<b>49,817</b>
<b>Reconciliation of funds:-</b>	<b>E</b>			
<b>Total funds brought forward</b>		<b>72,404</b>	<b>-</b>	<b>72,404</b>
<b>Total funds carried forward</b>		<b>122,221</b>	<b>-</b>	<b>122,221</b>
<b>All activities derive from continuing operations</b>				

**The Prison Opticians Trust - Resources applied in the year ended 31 March 2021 towards fixed assets for Charity use:-**

	2021 £	2020 £
Funds generated in the year as detailed in the SOFA	136,650	49,817
Resources applied on functional fixed assets	-	(200)
<b>Net resources available to fund charitable activities</b>	<b><u>136,650</u></b>	<b><u>49,617</u></b>

The resources applied on fixed assets for charity use represents the cost of additions less proceeds of any disposals.

The notes attached on pages 17 to 26 form an integral part of these accounts.

## Movements in revenue and capital funds for the year ended 31 March 2021

### Revenue accumulated funds

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last year Total Funds 2020 £
Accumulated funds brought forward	122,221	-	122,221	72,404
Recognised gains and losses before transfers	136,650	-	136,650	49,817
	<b>258,871</b>	<b>-</b>	<b>258,871</b>	<b>122,221</b>
<b>Closing revenue funds</b>	<b>258,871</b>	<b>-</b>	<b>258,871</b>	<b>122,221</b>

### Summary of funds

	Unrestricted and Designated funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last Year Total Funds 2020 £
Revenue accumulated funds	258,871	-	258,871	122,221

The notes attached on pages 17 to 26 form an integral part of these accounts.

**The Prison Opticians Trust**

**Income and Expenditure Account for the year ended 31 March 2021 as required by the Companies Act 2006**

	2021 £	2020 £
<b><i>Income</i></b>		
Income from operations	186,366	99,129
Investment income		
Interest receivable	-	5
<b>Gross income in the year before exceptional items</b>	<b>186,366</b>	<b>99,134</b>
<b>Gross income in the year including exceptional items</b>	<b>186,366</b>	<b>99,134</b>
<b><i>Expenditure</i></b>		
Charitable expenditure, excluding depreciation and amortisation	37,194	28,337
Depreciation and amortisation	12,522	20,980
Realised losses on disposals of social investments which are programme related	-	-
<b>Total expenditure in the year</b>	<b>49,716</b>	<b>49,317</b>
<b>Net income before tax in the financial year</b>	136,650	49,817
Tax on surplus on ordinary activities	-	-
<b>Net income after tax in the financial year</b>	<b>136,650</b>	<b>49,817</b>
<b>Retained surplus for the financial year</b>	<b>136,650</b>	<b>49,817</b>

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

**The notes attached on pages 17 to 26 form an integral part of these accounts.**

# **The Prison Opticians Trust - Balance Sheet as at 31 March 2021**

	SORP		2021	2020
	Note	Ref	£	£
<b>Fixed assets</b>		A		
Tangible assets	7	A2	14,119	26,641
<b>Current assets</b>		B		
Stocks		B1	-	-
Debtors	8	B2	163,734	25,224
Cash at bank and in hand		B4	81,019	100,241
<b>Total current assets</b>			244,753	125,465
<b>Creditors: amounts falling due within one year</b>	9	C1	-	(29,885)
<b>Net current assets</b>			244,753	95,580
<b>The total net assets of the charity</b>			258,872	122,221

The total net assets of the charity are funded by the funds of the charity, as follows:-

## **Restricted funds**

## **Unrestricted Funds**

Unrestricted Revenue Funds	12	D3	258,872	122,221
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## **Designated Funds**

<b>Total charity funds</b>			258,872	122,221
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The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The Trustees acknowledge their responsibilities for complying with the requirements of charity legislation with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 8.

The Trustees are satisfied that, although the charity is not registered under the Companies Acts, if it were so registered, it would be eligible to prepare accounts in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.



Tanjit Dosanjh

Trustee

29-12-2021

Approved by the board of trustees on .....

**The notes attached on pages 17 to 26 form an integral part of these accounts.**

## The Prison Opticians Trust

### Cash Flow Statement for the year ended 31 March 2021

	2021 £	2020 £
<b>Cash flows from operating activities</b>		
Net cash (used in )/provided by operating activities as shown below	A (19,223)	76,942
<b>Cash flows from investing activities</b>		
Interest received	-	5
Purchase of property, plant and equipment	-	(200)
<b>Net cash used in investing activities</b>	B -	(195)
<b>Cash flows from financing activities</b>		
<b>Net cash provided by financing activities</b>	C -	-
<b>Overall cash (used in )/provided by all activities</b>	A+B+C (19,223)	76,747
<b>Cash movements</b>		
Change in cash and cash equivalents from activities in the year ended 31 March 2021	(19,222)	76,747
Cash and cash equivalents at 1 April 2020	100,241	23,494
Change in cash and cash equivalents due to exchange rate movements	-	-
<b>Cash at bank and in hand less overdrafts at 31 March</b>	<b>81,019</b>	<b>100,241</b>

## The Prison Opticians Trust

### Cash Flow Statement for the year ended 31 March 2021 - Continued

#### Reconciliation of net income to net cash flow from operating activities

Net income as shown in the Statement of Financial Activities	136,650	49,817
<b>Adjustments for :-</b>		
Depreciation charges	12,522	20,980
Write downs of investments	-	-
Net gains on investment assets	-	-
Dividends, interest and rents from investments	-	(5)
Decrease in stocks	-	279
Increase in debtors	(138,510)	(1,053)
(Decrease)/increase in creditors, excluding loans	(29,885)	6,924

<b>Net cash (used in )/provided by operating activities</b>	<b>A</b>	<b>(19,223)</b>	<b>76,942</b>
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#### Analysis of cash and cash equivalents

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Cash in hand at for the year ended 31 March 2021	81,019	100,241
Notice deposits - (less than 3 months)	-	-
<b>Total cash and cash equivalents</b>	<b>81,019</b>	<b>100,241</b>

# The Prison Opticians Trust

## Notes to the Accounts for the year ended 31 March 2021

### 1 Accounting policies

#### *Policies relating to the production of the accounts.*

##### **Basis of preparation and accounting convention**

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, , and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

The Prison Opticians Trust constitutes a public benefit entity as defined by FRS 102.

##### **Risks and future assumptions**

The charity is a public benefit entity.

The judgements, apart from those involving estimations, that management has made in the process of applying the entity's accounting policies that have the most significant effect on the amounts recognised in the accounts;

The key assumptions concerning the future, and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period; and

In respect of those assets and liabilities where there is a significant risk of material adjustment within the next reporting period, the notes must include details of their nature and their carrying amount as at the end of the reporting period.

#### *Policies relating to categories of income and income recognition.*

##### **Nature of income**

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

##### **Categories of Income**

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

## The Prison Opticians Trust

### Notes to the Accounts for the year ended 31 March 2021

#### Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

#### Membership subscriptions

The income and any associated Gift Aid or other tax refund from a membership subscription received by the charity in the nature of a gift, is accounted for on the same basis as a donation.

The income from a membership subscription received by the charity where the subscription purchases the right to services or benefits is recognised as income from charitable activities.

#### *Policies relating to expenditure on goods and services provided to the charity.*

#### Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

#### Allocating costs to activities

Direct costs that are specifically related to an activity are allocated to that activity. Shared direct costs and support costs are apportioned between activities.

The basis for apportionment, which is consistently applied, and proportionate to the circumstances, is :-

**Staffing** - on the basis of time spent in connection with any particular activity.

**Staffing** - on a per capita basis, based on the number of people employed within any particular

**Premises related costs** - on the proportion of floor area occupied by a particular activity.

**Non specific support costs** - on the basis of the usage of resources, in terms of time taken, capacity used, request made or other measures

**Estimation techniques** used in apportioning costs - give details

#### *Policies relating to assets, liabilities and provisions and other matters.*

#### *Tangible fixed assets*

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over their estimated useful lives.

Plant and machinery	20% straight line
Fixtures and fittings	15% reducing balance

A regular annual review of the likelihood of asset impairment is undertaken.

# The Prison Opticians Trust

## Notes to the Accounts for the year ended 31 March 2021

### Stocks and work in progress

Stock is valued at the lower of cost and net realisable value.

### Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

### Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

### Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

## 2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

## 3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

## 4 Significance of financial instruments to the charity's position

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method..

## 5 Net surplus before tax in the financial year

	2021 £	2020 £
The net surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	12,522	20,980

## 6 Staff costs and emoluments

<i>Numbers of full time employees or full time equivalents</i>	2021	2020
The average number of total staff employed in the year was	-	-

# The Prison Opticians Trust

## Notes to the Accounts for the year ended 31 March 2021

### 7 Tangible fixed assets

	Plant & Machinery	Fixtures and fittings	Total
	£	£	£
<b>Cost</b>			
At 1 April 2020	97,503	16,297	113,800
Additions	-	-	-
<b>At 31 March 2021</b>	<b>97,503</b>	<b>16,297</b>	<b>113,800</b>
<b>Depreciation</b>			
At 1 April 2020	79,536	7,623	87,159
Charge for the year	11,221	1,301	12,522
<b>At 31 March 2021</b>	<b>90,757</b>	<b>8,924</b>	<b>99,681</b>
<b>Net book value</b>			
At 31 March 2021	<b>6,746</b>	<b>7,373</b>	<b>14,119</b>
At 31 March 2020	<b>17,967</b>	<b>8,674</b>	<b>26,641</b>

### 8 Debtors

	2021	2020
	£	£
Trade debtors	-	16,846
Amounts owed by group undertakings and undertakings in which the charity has a participating interest	61,690	-
Prepayments and accrued income	100,000	-
Other debtors	2,043	8,378
	<b>163,733</b>	<b>25,224</b>

### 9 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	-	5,380
Accruals	-	1,861
Amounts owed to group undertakings and undertakings in which the charity has a participating interest	-	22,470
Other creditors	-	174
	<b>-</b>	<b>29,885</b>

### 10 Income and Expenditure account summary

	2021	2020
	£	£
<b>At 1 April 2020</b>	122,221	72,404
Surplus after tax for the year	136,650	49,817
<b>At 31 March 2021</b>	<b>258,871</b>	<b>122,221</b>

# The Prison Opticians Trust

## Notes to the Accounts for the year ended 31 March 2021

### 11 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2021	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	14,119	-	-	14,119
Current Assets	244,753	-	-	244,753
Current Liabilities	-	-	-	-
	<b>258,872</b>	<b>-</b>	<b>-</b>	<b>258,872</b>

  

At 1 April 2020	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	26,641	-	-	26,641
Current Assets	125,465	-	-	125,465
Current Liabilities	(29,885)	-	-	(29,885)
	<b>122,221</b>	<b>-</b>	<b>-</b>	<b>122,221</b>

### 12 Change in total funds over the year as shown in Note 11 , analysed by individual funds

	Funds brought forward from 2020 £	Movement in funds in 2021 See Note 13 £	Transfers between funds in 2021 See Note 14	Funds carried forward to 2022 £
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	122,221	136,650	-	258,871
<b>Total unrestricted and designated funds</b>	<b>122,221</b>	<b>136,650</b>	<b>-</b>	<b>258,871</b>
<b>Total charity funds</b>	<b>122,221</b>	<b>136,650</b>	<b>-</b>	<b>258,871</b>

### 13 Analysis of movements in funds over the year as shown in Note 12

	Income 2021 £	Expenditure 2021 £	Other Gains & Losses 2021 £	Movement in funds 2021 £
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	186,366	(49,716)	-	136,650

### 14 Details of transfers between funds in the year as shown in Note 12

The transfers shown in note 12 above are:-	2021 £
To/(from) Unrestricted Revenue Funds in accordance with the accounting policy Accounting for capital grants and fixed asset funds'.	(12,522)
Transfers to/( from) Unrestricted Funds to cover deficits on Restricted Funds or when funds are lawfully reallocated	12,522
<b>Net transfers</b>	<b>-</b>

### 15 Ultimate controlling party

The charity is under the control of its legal members.

## The Prison Opticians Trust

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

*This analysis is classssified by conventional nominal descriptions and not by activity.*

### 16 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
<b>Primary purpose and ancillary trading</b>				
Prison contracts	186,366	-	<b>186,366</b>	99,129
<b>Total Primary purpose and ancillary trading</b>	<b>186,366</b>	<b>-</b>	<b>186,366</b>	<b>99,129</b>

### 17 Total Income from charitable activities

	Current year Unrestricted Funds £ 2021	Current year Restricted Funds £ 2021	Current year Total Funds £ 2021	Prior Year Total Funds £ 2020
Total income from charitable trading	186,366	-	<b>186,366</b>	99,129
<b>Total from charitable activities</b>	<b>A2 186,366</b>	<b>-</b>	<b>186,366</b>	<b>99,129</b>

## The Prison Opticians Trust

### Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

#### 18 Investment income

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Bank Interest Receivable	-	-	-	5
<b>Total investment income</b>	<b>A4 -</b>	<b>-</b>	<b>-</b>	<b>5</b>

#### 19 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Training of individuals	1,349	-	1,349	5,314
Prison contracts - spectacle manufacture	-	-	-	309
Prison contracts - eye tests	625	-	625	-
<b>Total direct spending</b>	<b>B2£ 1,974</b>	<b>-</b>	<b>1,974</b>	<b>5,623</b>

#### 20 Support costs for charitable activities

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
<b>Employee costs not included in direct costs</b>				
Salaries - Administrative staff	-	-	-	-
General manager	-	-	-	-
Travel and subsistence	-	-	-	1,689
Staff training	-	-	-	-
Meals and entertainment	-	-	-	-
<b>Premises Expenses</b>				
Rent expense	8,555	-	8,555	11,514
Light heat and power	1,283	-	1,283	1,520
Cleaning and waste management	-	-	-	-
<b>Administrative overheads</b>				
Telephone, fax and internet	-	-	-	473
Stationery and printing	344	-	344	23
Subscription & membership fee	699	-	699	60
Equipment expenses	117	-	117	25
Computer & internet expenses	674	-	674	646
Motor expenses	-	-	-	50
Insurance	26	-	26	18
Sundry expenses	1,188	-	1,188	2,836
Equipment, repairs, expenses and	79	-	79	-
Licences & Permits	-	-	-	35
Office expenses	-	-	-	-
Intercompany balance write off	19,920	-	19,920	-

## The Prison Opticians Trust

### Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

#### *Professional fees paid to advisors other than the auditor or examiner*

Accountancy fees other than examination or audit fees	2,000	-	<b>2,000</b>	2,500
Other legal and professional	-	-	-	1,245
Bookkeeping services	-	-	-	-

#### *Financial costs*

Bank charges	85	-	<b>85</b>	80
Depreciation & Amortisation in total for the	12,522	-	<b>12,522</b>	20,980

<b>Support costs before reallocation</b>	<b>47,742</b>	<b>-</b>	<b>47,742</b>	<b>43,694</b>
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<b>Total support costs</b>	<b>47,742</b>	<b>-</b>	<b>47,742</b>	<b>43,694</b>
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The basis of allocation of costs between activities is described under accounting policies

## 21 Total Charitable expenditure

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Total direct spending	<b>B2a</b> 1,974	-	<b>1,974</b>	5,623
Total support costs	<b>B2d</b> 47,742	-	<b>47,742</b>	43,694
<b>Total charitable expenditure</b>	<b>B2</b> <b>49,716</b>	<b>-</b>	<b>49,716</b>	<b>49,317</b>

## The Prison Opticians Trust

### Activity analysis of Income and expenditure for the for the year ended 31 March 2021

*This analysis is classsified by activity and not by conventional nominal descriptions.*

#### 22 Analysis of income by activity

	SOFA ref	2021 £	2020 -
<b>Activity</b>			
<b>Income from charitable activities</b>			
Prison contracts		1,366	99,129
<b>Total Income from charitable activities</b>	<b>A2</b>	<b>186,366</b>	<b>99,129</b>
<b>Summary of Total Income, including the items above</b>			
Charitable activities	<b>A2</b>	186,366	99,129
Donations & Legacies	<b>A1</b>	-	-
Investment income	<b>A4</b>	-	5
<b>Total income as shown in the SOFA</b>	<b>A</b>	<b>186,366</b>	<b>99,134</b>
<b>Categories of income</b>			
Income from exchange transactions		186,366	99,134

#### 23 Analysis of charitable expenditure by activity

Activity	Direct costs	Support costs	Grant funding of activities	Total	Total
	2021 £	2021 £	2021 £	2021 £	2020 £
<b>Prison contracts</b>					
Direct costs	1,974	-	-	1,974	5,623
Employee costs not included in direct co	-	-	-	-	1,689
Premises expenses	-	9,839	-	9,839	13,034
Administrative overheads	-	23,296	-	23,296	4,165
Professional fees	-	2,000	-	2,000	3,745
Financial costs	-	12,607	-	12,607	21,060
<b>Total Prison contracts</b>	<b>1,974</b>	<b>47,742</b>	<b>-</b>	<b>49,716</b>	<b>49,316</b>
<b>Summary of charitable costs by activity</b>					
	Direct costs	Support costs	Grant funding of activities	Total	Total
	2021 £	2021 £	2021 £	2021 £	2020 £
Total Prison contracts	1,974	47,742	-	49,716	49,316
<b>Total charitable expenditure</b>	<b>1,974</b>	<b>47,742</b>	<b>-</b>	<b>49,716</b>	<b>49,318</b>

## **The Prison Opticians Trust**

### **Activity analysis of Income and expenditure for the for the year ended 31 March 2021**

The basis of allocation of costs between activities is described under accounting policies

The breakdown of this expenditure by type of spending (ie nominal classification) is detailed in note 21

#### **Analysis of support and governance costs by charitable activities**

<b>Activity</b>	<b>Governance</b>	<b>Finance</b>	<b>Human Resources</b>	<b>Other Overheads</b>	<b>Total</b>
Prison contracts	-	12,607	-	35,135	47,742