

Charity Number : 1159896

The Prison Opticians Trust

Report and Accounts

31 March 2023

# **The Prison Opticians Trust**

## **Report and accounts for the year ended 31 March 2023**

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**The Prison Opticians Trust  
Trustees' Annual Report for the year ended 31 March 2023**

The Trustees present their Report and Accounts for the year ended 31 March 2023.

**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

**The following persons served as Trustees during the year ended 31 March 2023 :-**

John Harding  
Kamalpreet Singh Bains  
Rosemary Gordon  
Tanjit Dosanjh  
Ramandeep Jhattu  
Gareth Hadley

**Objects and activities of the charity**

**a. Activities for achieving objectives**

We have now set up an optical training centre inside HMP Dovegate which is a Category B Prison. Training prisoners in Cat B security settings is very different to training them in the community on a day release scheme. The Dovegate Academy has now been equipped with equipment needed to train prisoners in optical retail and lab skills barring any pieces of equipment that could be considered a security risk. 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 updated our training material so it can be delivered to prisoners behind prison walls as previously when training in the community the timetable for the day 9.30-4.30 but in prison the prisoners are with us for much shorter hours.

**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

**The Prison Opticians Trust**  
**Trustees' Annual Report for the year ended 31 March 2023**

**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.

Normally 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. However for this period we were unable to train any prisoners because the prison was still under lockdown but we have been busy pivoting from a community training academy into a behind prison walls training academy which has involved a great deal of work to set up.

**The short term and longer term aims and objectives.**

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 2 and the number of staff involved in engaging employers is 1.

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 12 offenders in the period April 2022-March 2023.
- the charity has helped 0 offenders into jobs in the period April 2022 - March 2023

Our targets for this period were to train 20 offenders and then help 0 of them secure jobs in optics.

We were unable to reach our target of training 20 offenders in this period mainly due to lack of suitable prisoners being identified in HMP Dovegate a Cat B prison. The 12 offenders that we did train are all still in prison and not in a position to go out and seek employment hence why 0 offenders were helped in jobs in this period.

HMP Dovegate is a challenging environment to deliver our training programme as this is a high security prison where many of the prisoners are deemed unsuitable for our programme by the prison security managers.

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 eighth 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 Prison Opticians Trust**  
**Trustees' Annual Report for the year ended 31 March 2023**

**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 finding suitable prisoners to train in a high security (Cat B) prison. The charity has been negotiating with various prisons about moving our training provision to a lower Category prison and the charity will move from Cat B to Cat C prison in August 2023.

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

**Plans for Future Periods**

The Charity plans on opening its second training academy behind prison walls in August 2023 at HMP Fosse Way - a newly built Cat C prison in Leicester. The relevant permissions have been sought and granted and a budget of £150K has been agreed with Serco for the Charity to do this work in their 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.

**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 2023**

The financial position of the charity at 31 March 2023 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Net (expenditure)/income</b>	(126,327)	205,806
<hr/>		
Unrestricted Revenue Funds available for the general purposes of the charity	338,352	464,678
<hr/>		
<b>Total Funds</b>	<b>338,352</b>	<b>464,678</b>

**The Prison Opticians Trust**  
**Trustees' Annual Report for the year ended 31 March 2023**

**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 £124,232. At the year end the charity had free reserves of £440,446, 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 seventh 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  
7 Bell Yard  
London  
England  
WC2A 2JR

**The Prison Opticians Trust**  
**Trustees' Annual Report for the year ended 31 March 2023**

**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 .....

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 2023**

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 2023 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 2023 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  
7 Bell Yard  
London  
England  
WC2A 2JR

This report was signed on .....

## The Prison Opticians Trust

### Statement of Financial Activities for the year ended 31 March 2023

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2023 £	2023 £	2023 £	2022 £
Income & Endowments from:					
Charitable activities	A2	100,000	-	100,000	235,000
Expenditure on:					
Charitable activities	B2	226,327	-	226,327	29,194
Total expenditure	B	<b>226,327</b>	<b>-</b>	<b>226,327</b>	<b>29,194</b>
Net (expenditure)/income for the year		(126,327)	-	(126,327)	205,806
Net income after transfers	A-B-C	(126,327)	-	(126,327)	205,806
Net movement in funds		(126,327)	-	(126,327)	205,806
Reconciliation of funds:-					
Total funds brought forward	E	464,678	-	464,678	258,872
Total funds carried forward		<b>338,351</b>	<b>-</b>	<b>338,351</b>	<b>464,678</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 the prior year transactions were unrestricted items, and no further analysis is required

All activities derive from continuing operations

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

	SORP Ref	Prior Year Unrestricted Funds 2022 £	Prior Year Restricted Funds 2022 £	Prior Year Total Funds 2022 £
Income from:				
Charitable activities	A2	235,000	-	235,000
Total income	A	<b>235,000</b>	-	<b>235,000</b>
Expenditure on:				
Charitable activities	B2	29,194	-	29,194
Total expenditure	B	<b>29,194</b>	-	<b>29,194</b>
Net income for the year		205,806	-	205,806
Net income after transfers		205,806	-	205,806
Net movement in funds		205,806	-	205,806
Reconciliation of funds:-	E			
Total funds brought forward		258,872	-	258,872
Total funds carried forward		<b>464,678</b>	-	<b>464,678</b>
All activities derive from continuing operations				

**The Prison Opticians Trust - Resources applied in the year ended 31 March 2023  
towards fixed assets for Charity use:-**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Funds generated in the year as detailed in the SOFA	(126,327)	205,806
Resources applied on functional fixed assets	(3,750)	(671)
<b>Net resources available to fund charitable activities</b>	<b><u>(130,077)</u></b>	<b><u>205,135</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 2023

### Revenue accumulated funds

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Last year Total Funds 2022 £
Accumulated funds brought forward	464,678	-	464,678	258,872
Recognised gains and losses before transfers	(126,327)	-	(126,327)	205,806
	338,351	-	338,351	464,678
<b>Closing revenue funds</b>	<b>338,351</b>	<b>-</b>	<b>338,351</b>	<b>464,678</b>

### Summary of funds

	Unrestricted and Designated funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Last Year Total Funds 2022 £
Revenue accumulated funds	338,351	-	338,351	464,678

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 2023 as required by the**  
**Companies Act 2006**

	2023 £	2022 £
<b>Income</b>		
Income from operations	100,000	235,000
Investment income		
<b>Gross income in the year before exceptional items</b>	<u>100,000</u>	<u>235,000</u>
<b>Gross income in the year including exceptional items</b>	<u><b>100,000</b></u>	<u><b>235,000</b></u>
<b>Expenditure</b>		
Charitable expenditure, excluding depreciation and amortisation	224,963	21,794
Depreciation and amortisation	1,364	7,397
Realised losses on disposals of social investments which are programme related	-	-
<b>Total expenditure in the year</b>	<u><b>226,327</b></u>	<u><b>29,191</b></u>
<b>Net income before tax in the financial year</b>	(126,327)	205,809
Tax on surplus on ordinary activities	-	-
<b>Net income after tax in the financial year</b>	<u>(126,327)</u>	<u>205,809</u>
<b>Retained surplus for the financial year</b>	<u><b>(126,327)</b></u>	<u><b>205,809</b></u>

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 2023**

	SORP		2023	2022
	Note	Ref	£	£
<b>Fixed assets</b>		A		
Tangible assets	7	A2	9,779	7,392
Investments held as fixed assets		A4	50	-
<b>Total fixed assets</b>			<u>9,829</u>	<u>7,392</u>
<b>Current assets</b>		B		
Debtors	8	B2	165,181	63,960
Cash at bank and in hand		B4	164,052	395,866
<b>Total current assets</b>			<u>329,233</u>	<u>459,826</u>
<b>Creditors: amounts falling due within one year</b>	9	C1	<u>(710)</u>	<u>(2,540)</u>
<b>Net current assets</b>			<u>328,523</u>	<u>457,286</u>
<b>The total net assets of the charity</b>			<u><b>338,352</b></u>	<u><b>464,678</b></u>

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	338,352	464,678
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## **Designated Funds**

<b>Total charity funds</b>			<u><b>338,352</b></u>	<u><b>464,678</b></u>
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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

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 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net cash (used in )/provided by operating activities as shown below	<b>A</b> <u>(228,014)</u>	<u>315,517</u>
<b>Cash flows from investing activities</b>		
Purchase of property, plant and equipment	(3,750)	(671)
<b>Cash flows from financing activities</b>		
<b>Net cash provided by financing activities</b>	<b>C</b> <u>-</u>	<u>-</u>
<b>Overall cash (used in )/provided by all activities</b>	<b>A+B+C</b> <u>(231,814)</u>	<u>314,846</u>
<b>Cash movements</b>		
Change in cash and cash equivalents from activities in the year ended 31 March 2023	(231,815)	314,846
Cash and cash equivalents at 1 April 2022	395,866	81,019
Change in cash and cash equivalents due to exchange rate movements	-	-
<b>Cash at bank and in hand less overdrafts at 31 March</b>	<u><b>164,051</b></u>	<u><b>395,865</b></u>

## The Prison Opticians Trust

### Cash Flow Statement for the year ended 31 March 2023 - Continued

#### Reconciliation of net (expenditure)/income to net cash flow from operating activities

Net (expenditure)/income as shown in the Statement of Financial Activities	(126,327)	205,806
<b>Adjustments for :-</b>		
Depreciation charges	1,364	7,397
Write downs of investments	-	-
Net (gains)/losses on investment assets	-	-
(Increase)/decrease in debtors	(101,221)	99,774
(Decrease)/increase in creditors, excluding loans	(1,830)	2,540
<b>Net cash (used in )/provided by operating activities</b>	<b>A</b>	
	<b>(228,014)</b>	<b>315,517</b>
<b>Analysis of cash and cash equivalents</b>		
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Cash in hand at for the year ended 31 March 2023	164,052	395,866
Notice deposits - (less than 3 months)	-	-
<b>Total cash and cash equivalents</b>	<b>164,052</b>	<b>395,866</b>

## **The Prison Opticians Trust**

### **Notes to the Accounts for the year ended 31 March 2023**

#### **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.

##### **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.

## The Prison Opticians Trust

### Notes to the Accounts for the year ended 31 March 2023

#### 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 activity.

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.

#### 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.

## The Prison Opticians Trust

### Notes to the Accounts for the year ended 31 March 2023

#### 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 (deficit)/surplus before tax in the financial year

	2023 £	2022 £
The net (deficit)/surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	1,364	7,397
Pension costs	1,034	141

#### 6 Staff costs and emoluments

Salary costs	2023 £	2022 £
Gross Salaries excluding trustees and key management personnel	39,647	6,250
Employer's operating costs of defined contribution pension schemes	1,034	141
<b>Total salaries, wages and related costs</b>	<b>40,681</b>	<b>6,391</b>
<b>Numbers of full time employees or full time equivalents</b>	<b>2023</b>	<b>2022</b>
The average number of total staff employed in the year was	2	1

## The Prison Opticians Trust

### Notes to the Accounts for the year ended 31 March 2023

#### 7 Tangible fixed assets

	Plant & Machinery	Fixtures and fittings	Total
	£	£	£
<b>Cost</b>			
At 1 April 2022	97,503	16,968	114,471
Additions	3,750	-	3,750
<b>At 31 March 2023</b>	<b>101,253</b>	<b>16,968</b>	<b>118,221</b>
<b>Depreciation</b>			
At 1 April 2022	96,947	10,130	107,077
Charge for the year	339	1,026	1,365
<b>At 31 March 2023</b>	<b>97,286</b>	<b>11,156</b>	<b>108,442</b>
<b>Net book value</b>			
At 31 March 2023	<b>3,967</b>	<b>5,812</b>	<b>9,779</b>
At 31 March 2022	<b>556</b>	<b>6,838</b>	<b>7,394</b>

#### 8 Debtors

	2023	2022
	£	£
Amounts owed by group undertakings	61,602	61,602
Prepayments and accrued income	100,000	-
Other debtors	3,579	2,357
	<b>165,181</b>	<b>63,959</b>

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

	2023	2022
	£	£
Accruals	-	2,500
Amounts owed to group undertakings	50	-
PAYE, NIC VAT and other taxes	521	40
	<b>710</b>	<b>2,540</b>

#### 10 Income and Expenditure account summary

	2023	2022
	£	£
<b>At 1 April 2022</b>	<b>464,678</b>	<b>258,871</b>
(Loss)/surplus after tax for the year	(126,327)	205,807
<b>At 31 March 2023</b>	<b>338,351</b>	<b>464,678</b>

## The Prison Opticians Trust

### Notes to the Accounts for the year ended 31 March 2023

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

At 31 March 2023	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	9,779	-	-	9,779
Current Assets	329,233	-	-	329,233
Current Liabilities	(710)	-	-	(710)
	<b>338,352</b>	<b>-</b>	<b>-</b>	<b>338,352</b>
At 1 April 2022	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	7,392	-	-	7,394
Current Assets	459,826	-	-	459,826
	<b>464,678</b>	<b>-</b>	<b>-</b>	<b>464,680</b>

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

	Funds brought forward from 2022 £	Movement in funds in 2023 See Note 13 £	Transfers between funds in 2023 See Note 14	Funds carried forward to 2024 £
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	464,678	(126,327)	-	338,351
<b>Total unrestricted and designated funds</b>	<b>464,678</b>	<b>(126,327)</b>	<b>-</b>	<b>338,351</b>
<b>Total charity funds</b>	<b>464,678</b>	<b>(126,327)</b>	<b>-</b>	<b>338,351</b>

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

	Income 2023 £	Expenditure 2023 £	Other Gains & Losses 2023 £	Movement in funds 2023 £
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	100,000	(226,327)	-	(126,327)
	<b>100,000</b>	<b>(226,327)</b>	<b>-</b>	<b>(126,327)</b>

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

The transfers shown in note 12 above are:-

	2023 £
To/(from) Unrestricted Revenue Funds in accordance with the accounting policy Accounting for capital grants and fixed asset funds.	2,385
Transfers to/( from) Unrestricted Funds to cover deficits on Restricted Funds or when funds are lawfully reallocated	(2,385)
<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 2023 as required by the SORP 2015

This analysis is classified by conventional nominal descriptions and not by activity.

### 16 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023 £	2023 £	2023 £	2022 £
<b>Primary purpose and ancillary trading</b>				
Prison contracts	100,000	-	100,000	235,000
Total Primary purpose and ancillary trading	100,000	-	100,000	235,000

### 17 Total Income from charitable activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	£ 2023	£ 2023	£ 2023	£ 2022
Total income from charitable trading	100,000	-	100,000	235,000
Total from charitable activities	<b>A2</b> 100,000	-	100,000	235,000

## The Prison Opticians Trust

Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

### 18 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
Training of individuals	56,972	-	56,972	3,517
Lab Technician	9,594	-	9,594	-
Total direct spending	<b>B2a</b> 66,566	-	66,566	3,517

### 19 Support costs for charitable activities

	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
<b>Employee costs not included in direct costs</b>				
Salaries - Administrative staff	39,647	-	39,647	6,250
Defined contribution pension cost - administrative staff	1,034	-	1,034	141
Travel and subsistence	904	-	904	-
Staff training	1,740	-	1,740	-
Meals and entertainment	50	-	50	-
 Premises Expenses				
Rent expense	2,714	-	2,714	10,000
Light heat and power	(37)	-	(37)	(1,403)
Premises repairs, renewals and maintenance	6,888	-	6,888	-
 Administrative overheads				
Telephone, fax and internet	13	-	13	-
Postage	-	-	-	2
Stationery and printing	127	-	127	-
Subscription & membership fee	198	-	198	40
Equipment expenses	1,769	-	1,769	428
Computer & internet expenses	332	-	332	277
Motor expenses	-	-	-	114
Advertising and marketing	44	-	44	(600)
Insurance	870	-	870	321
Sundry expenses	-	-	-	620
Donation	100,000	-	100,000	-
Office expenses	3	-	3	-

## The Prison Opticians Trust

### Detailed analysis of income and expenditure for the year ended 31 March 2023 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	-	2,000	2,000
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Financial costs

Bank charges	101	-	101	87
Depreciation & Amortisation in total for the	1,364	-	1,364	7,397

Support costs before reallocation	159,761	-	159,761	25,674
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Total support costs	159,761	-	159,761	25,674
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The basis of allocation of costs between activities is described under accounting policies

### 20 Total Charitable expenditure

		Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
Total direct spending	B2a	66,566	-	66,566	3,517
Total support costs	B2d	159,761	-	159,761	25,674
Total charitable expenditure	B2	226,327	-	226,327	29,191

## The Prison Opticians Trust

### Activity analysis of Income and expenditure for the for the year ended 31 March 2023

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

#### 21 Analysis of income by activity

	SOFA ref	2023 £	2022 -
<b>Activity</b>			
Income from charitable activities			
Prison contracts		100,000	235,000
		<hr/>	<hr/>
Total Income from charitable activities	A2	100,000	235,000
		<hr/>	<hr/>
<b>Summary of Total Income, including the items above</b>			
Charitable activities	A2	100,000	235,000
<b>Categories of income</b>			
Income from exchange transactions		100,000	235,000

#### 22 Analysis of charitable expenditure by activity

<b>Activity</b>	<b>Direct costs</b>	<b>Support costs</b>	<b>Grant funding of activities</b>	<b>Total</b>	<b>Total</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Prison contracts</b>					
Direct costs	66,566	-	-	66,566	3,517
Employee costs not included in direct cos	-	43,375	-	43,375	6,391
Premises expenses	-	9,565	-	9,565	8,597
Administrative overheads	-	103,355	-	103,355	1,203
Professional fees	-	2,000	-	2,000	2,000
Financial costs	-	1,465	-	1,465	7,484
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Prison contracts	66,566	159,760	-	226,326	29,192
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

## The Prison Opticians Trust

### Activity analysis of Income and expenditure for the for the year ended 31 March 2023

#### Summary of charitable costs by activity

	Direct costs	Support costs	Grant funding of activities	Total	Total
	2023 £	2023 £	2023 £	2023 £	2022 £
Total Prison contracts	66,566	159,760	-	226,326	29,192
Total charitable expenditure	<u>66,566</u>	<u>159,760</u>	<u>-</u>	<u>226,326</u>	<u>29,191</u>

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 20

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

Activity	Governance	Finance	Human Resources	Other Overheads	Total
Prison contracts	-	1,465	43,375	114,920	159,760