



Trustees' Annual Report for the period December 2021 to October 2022

The Clare Project

Charity number: 1165746

Objectives and Activities

To preserve and protect the good health of people, particularly those who are or who identify as transgender and those who support them by providing a safe and supportive environment for people to explore issues surrounding their gender identity and to be affirmed in their journey through a weekly drop in; psychotherapeutic support; crisis support and such other services as the trustees shall think fit.

Activities – how the charity spends its money

Peer support and signposting for those questioning their gender identity or struggling with gender norms in society. We provide safe spaces to nurture and inform as well as providing information to individuals seeking to change their assigned gender. Activities include drop-in support groups, psychotherapeutic support, health and social care advice and advocacy services.

What the charity does:

- education/training
- the advancement of health or saving of lives
- human rights/religious or racial harmony/equality or diversity

Who the charity helps:

- elderly/old people
- people with disabilities
- other defined groups
- the general public/mankind

How the charity helps:

- provides human resources
- provides buildings/facilities/open space
- provides services
- provides advocacy/advice/information
- acts as an umbrella or resource body

Where the charity operates:

Brighton and Hove, East Sussex

Achievements and Performance

During the period April 2021 to March 2022, The Clare Project continued to grow, both in income and staff.

The number of employees increased to seven, so the team more than doubled in the year. Income increased by over 30 percent in the past year, across diverse income streams. Income from training and trading went into much-needed unrestricted funds, and significant donations began to be received.

We continued to establish professional and credible standing in areas concerning health equalities.

In 2021-22 TCP engaged with over 1,000 TNBI adults across Sussex with respect to their health and well-being. 700 of these were within a commissioned Sussex Gender Service Consultation, and TCP continues to advocate for a progressive and inclusive service to be established in Sussex. We were lead consultants on the ESCC Joint Strategic LGBTQ+ Needs Assessment, and continued to be NHS Inclusion Engagement partners and to chair the BHCC Trans Equip Sub Group.

Our service and support offering has continued to diversify.

We have seen growth of our core services, continued to work with Trans Health Hub, and extended our psychotherapy offering and 1:1 support. This year saw the launch and continuation of a neurodivergent group, and more opportunities for support in East Sussex.

We have continued to parallel online and face-to-face service offering, where possible meeting the needs of those with limited access and/or anxieties following the pandemic.

Areas of focus for improvement.

We need to continue improvement in intersectional and inclusive practice for all: staff, volunteers and service users. This is particularly in respect of neurodivergent communities, BIPoC, those with disabilities, and sex workers. We have continued to make small steps towards this and acknowledge there is a long way to go.

We face growing challenges in light of the current social/media climate and the anti-trans (or anti-gender) agenda, especially when targeting gender services. Inevitably this affects everyone in our communities, but especially the more vulnerable and those with delayed access to services.

Geographical challenges: we continue to learn the vast variation of experiences of communities across Sussex and this is something we need to continue to acknowledge and understand, responding to local needs where possible.

We have struggled under the pressure of a limited service offering for TNBI people, and smaller TNBI groups struggling as we have come out of the pandemic. Although we have had developments coming up in 2022 to support these groups, this was particularly challenging as we faced the immense pressures of Covid's impact on both the NHS and local voluntary and community sector.

Financial Review

We have achieved significant improvement and development in financial management, transferring to a new book-keeping system and setting ourselves up to forecast/budget affectively.

Due to the underspend caused by the pandemic, we have focused on making sure that this has been addressed, as our major funders wish to see the money well spent. Much of this expenditure has been on increased employment from within the community and directed at the increasing demand for our services. The underspend of restricted funds carried forward at the year end is £33,346 and we continue to budget to reduce that further.

Un-restricted funds have all seen an increase through donations, training fees and fund-raising carried out by supportive groups on our behalf. Consequently, the reserve for un-restricted funds was £11,091 for the year ended 31 March 2022, adding to the un-restricted balance brought forward of £15,761 – a total of £26,852.

During the year we have also achieved the following:

- applied successfully to HMRC for Gift Aid approval
- undertaken an HMRC-approved financial risk assessment that has highlighted any weaknesses in our financial systems
- provided a redundancy reserve in the event of any loss of funding resulting in the need to make staff redundant
- bringing all 'freelance' staff onto the PAYE system with contracts of employment
- reviewed salaries and awarded pay increases, with the intention to continue with formal annual review.

Structure, Governance and Management

Governance developments have included safeguarding practices and staff development.

The Clare Project has changed its CIO registration to that of foundation, since membership is not envisaged as a foreseeably appropriate model.

The Constitution requires a minimum of three trustees, who are appointed by the Board. Trustees have been proactively sought this year to broaden representation and skills availability, and with a recommended period of service of three years, to maintain rotation.

In the current period one new trustee was appointed, one resigned and five expressions of interest have been received. We hope to appoint several new trustees in the coming months.

Reference and Administrative details

The Clare Project
Dorset Gardens Methodist Church
Dorset Gardens
Brighton
BN2 1RL

Charity number: 1165746

Names of the charity trustees who manage the charity

| | | |
|--------------------|---------|------------------|
| Andie Davidson | Chair | 01 August 2019 |
| Maria Young | Trustee | 25 May 2021 |
| Charlotte Fonfara | Trustee | 06 December 2021 |
| Kamilla Kamaruddin | Trustee | 01 June 2022 |

Funds held as custodian trustees on behalf of others

The Charity holds no funds on behalf of others.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s) Andie Davidson

Position Chair of Trustees

Date 17 October 2022

The Clare Project
Financial Review
Ending March 2022

Due to the underspend caused by the pandemic, The Clare Project have focused on ensuring this has been addressed, as our major funders wish to see the money spent.

During 2022 much of this has been spent on increased employment from within the community and directed at the increasing demand for our services.

The underspend of restricted funds carried forward at the year end is £33,346 and we continue to budget to reduce this further.

Un-restricted funds have all seen an increase in donations, training fees and fund raising carried out by supportive groups on our behalf. Consequently, the reserve for un-restricted funds was £11,091 for the year ended 31 March 2022, adding to the un-restricted balance brought forward of £15,761 with a total of £26,852.

During the year we have also achieved the following :

- > Successful application to HMRC for Gift Aid approval
- > Undertaken an HMRC approved financial risk assessment that has highlighted any weaknesses in our financial systems
- > Provided a redundancy reserve in the event of any loss of funding resulting in the need to make staff redundant
- > Getting all 'freelance' staff onto the PAYE system with contracts of employment
- > Reviewed salaries and awarded pay increases and intend to continue to review it formally on an annual basis

The Clare Project would also like to thank its many donors – National Lottery, NHS, LGBT Consortium, Rainbow Fund & Brighton Council in particular.

The Clare Project
Financial Activities by Donor
April 2021 - March 2022

Total Income
 Total Expenses
 Net Operating Income
 Restricted funds b/fwd from 31.3.21
 Restricted funds c/fwd from 31.3.22
 Depreciation
 Net Income/(Expenditure)

| Total Restricted | Total Unrestricted | TOTAL |
|---------------------|-----------------------|----------|
| £92,018 | £38,105 | £132,539 |
| £85,230 | £33,442 | £118,672 |
| £6,788 | £4,662 | £13,867 |
| £26,558 | £4,868 | £31,427 |
| £33,346 | | £33,346 |
| | £857 | £34,203 |
| | £11,091 | £11,091 |

Total Restricted funds c/fwd 31.3.22

£33,346

Unrestricted funds b/fwd from 31.3.21

£15,760

Unrestricted funds from 31.3.22

£11,091

Total Unrestricted funds c/fwd 31.3.22

£26,851

Total funds available 1.4.2022

| | | |
|---------|---------|---------|
| £33,346 | £26,851 | £60,197 |
|---------|---------|---------|

The Clare Project

Balance Sheet

As of March 31, 2022

| | Total |
|--|---------|
| Fixed Assets | £2,373 |
| Current Assets | |
| Cash at bank and in hand | £61,940 |
| Total Debtors | £15,197 |
| Total Current assets | £77,137 |
| Trade Creditors | £1,005 |
| Current Liabilities | £48,902 |
| Total Creditors: amounts falling due within one year | £49,908 |
| Net current assets (liabilities) | £27,229 |
| Total assets less current liabilities | £29,602 |
| Provision for liabilities and charges | £2,751 |
| Total net assets (liabilities) | £26,851 |
| Charity funds | |
| Retained Earnings | £15,761 |
| Surplus/(Deficit) | £11,091 |
| Total Charity funds | £26,851 |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
THE CLARE PROJECT

On accounts for the year
ended

31 MARCH 2022

Charity no
(if any)

1165746

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 03 /2022.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

13/12/2022

Name:

MRS SUSHMA CLARK

Relevant professional
qualification(s) or body
(if any):

CIMA

Address:

10 SUDELEY PLACE

BRIGHTON

BN2 1HF

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A