

SIGNPOST
Charity Number: 1167027

Year ended 31 March 2022

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SIGNPOST
Charity Number: 1167027

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity Number	1167027
Trustees	Max Beddard Elizabeth Knight Gillian Rogers
Principal Office	St Mary's Churchyard High Street Watford WD17 2BE
Independent Examiner	Jason Foxwell FCCA FCIE independent-examiner.net 39 Enfield Road Poole BH15 3LJ
Bankers	HSBC Bank plc 9 Rose Lane Canterbury Kent CT1 2JP CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

REPORT OF THE TRUSTEES

The trustees of Signpost are pleased to present their report and financial statements for the year ending 31 March 2022.

ORGANISATIONAL STRUCTURE AND MANAGEMENT

Charity status

Signpost is a registered Charitable Incorporated Organisation (CIO) and was registered with the Charity Commission on 10 May 2016. The charity is governed by a CIO Constitution.

Trustees

Trustees are appointed at the Annual General Meeting. Trustees may co-opt additional people to serve to fill casual vacancies and skills gaps.

Trustees who have served since 1 April 2021 are as follows:

Max Beddard
Elizabeth Knight
Gillian Rogers (appointed 12 April 2021)
Steve Bailey (resigned 14 March 2022)
Sheila Barton (resigned 12 April 2021)
Guy Foxell (resigned 14 March 2022)
Helen Gracie (resigned 15 June 2021)

OBJECTIVES AND ACTIVITIES

Objects

The objects of the CIO are:

- (1) To advance the education of children and young people under the age of 25 years and the parents, carers or guardians of such young persons; and
- (2) To preserve and protect the mental and physical health of children and young people under the age of 25 by the provision of counselling and other therapeutic services for such persons, without distinction of race, nationality, sexual orientation, disability, religious or political beliefs.

Aims and principal activities

The principal aim of the organisation is:

- to advance the education of children and young people under the age of 25 years and the parents, carers or guardians of such young persons and
- to preserve and protect the mental and physical health of children and young people under the age of 25 by the provision of counselling and other therapeutic services for such persons, without distinction of race, nationality, gender, sexual orientation, disability, religious or political beliefs.

REPORT OF THE TRUSTEES - CONTINUED

The principal activities are...

- maintain, develop and offer counselling and other therapeutic services appropriate to the needs of the above persons;
- manage centres for the supply of counselling and other therapeutic services
- increase effective ways of reaching out to children and young people aged under 25 who do not on their own initiative seek counselling and other therapeutic services
- encourage the participation of members of the community in this work by recruiting volunteer counsellors and by encouraging the involvement of volunteers in the organisation
- raise funds and invite and receive donations of money or property provided that Signpost shall not undertake any permanent trading in raising funds for its objects
- prepare and circulate reports, periodicals, books, leaflets, and other documents
- arrange or join in arranging exhibitions, meetings, lectures, and group discussions
- promote, undertake and publish organised research and experimental work
- affiliate, or become affiliated to any appropriate organisation that has charitable objects
- liaise with local authorities, other statutory and voluntary agencies and regional and national bodies
- do all such other lawful things as shall further the above objects.

How Signpost activities deliver public benefit

Young people will be more confident and have the skills to achieve in school and throughout life, particularly with self-esteem and managing difficult situations. Through the provision of counselling and group work, young people are less likely to need additional costly interventions later on.

The challenges faced by young people in today's society are significant and youth mental health is at the forefront of everyone's minds. Signpost's commitment to support young people is ongoing and the Trustees look forward to this developing in the years ahead. The Charity has undertaken a significant amount of work to support young people through:

- a) Community mental health advice counselling,
- b) One to one support,
- c) Workshops and group work.

All clients are offered a minimum of twelve sessions, and some may have more depending upon individual need. The activities and counselling support has been provided by:

- a) Staff.
- b) Freelance counsellors,
- c) Designated safeguarding officer,
- d) Volunteers.

CAMHS work

Signpost delivered community mental health counselling for young people through the CAMHS contract and other grant programmes.

Fundraising

Fundraising has developed during 2021/22 and the Trustees are grateful for the support of a number of donors who have supported the Charity's work. In particular, thanks are extended to the Bugler Construction (Foundation) who provided a generous donation allowing us to extend our counselling to even more children and young people in the year.

REPORT OF THE TRUSTEES - CONTINUED

The Charity has also benefitted from donations from several individuals, local schools and community associations' who have been keen to support young people who are encountering mental health challenges. The Trustees are very grateful for this ongoing support which helps to safeguard the future delivery of Signpost services and ongoing delivery of public benefit.

Volunteer support

Signpost has been blessed by the support, commitment and dedication of its volunteers. In a year of change, the impact that they have delivered has been immense. Sincere and grateful thanks are extended to everyone who has given of their time in the service of young people.

ACHIEVEMENTS AND PERFORMANCE IN 2021/2022

Over the year, face to face appointments have grown substantially following the pandemic. From an April 2021 position of 100% of sessions being delivered over the telephone or through video calls to approximately 65% being face to face in March 2022.

We have made significant progress in reducing our waiting list this year.

Our thirty-three qualified counsellors, as well as our 14 qualified volunteer counsellors have provided over 5,300 counselling sessions for young people over the year. Each of our counsellors completed their 80 hour 'Certificate in online and telephone counselling' which significantly supported the offer we provided.

To continue the development of the Charity, the Trustees agreed to formalising its' partnership with One YMCA (Charity Number: 1102301). On the 1st April 2022, Signpost CIO will become a subsidiary of One YMCA, therefore strengthening its position to tender for new contract delivery and increase the ability to continue meeting its charitable purposes.

FINANCIAL REVIEW

The financial statements are set out on pages 7 to 11. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the CIO's Constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

Restatement

The financial statements for the year to 31 March 2021 have been restated on an accruals basis, having previously been reported on a receipts and payments basis.

Overview

During the year to 31 March 2022, the charity recorded £273,752 of income (2021 - £205,331 as restated) and £261,512 of expenditure (2021 - £157,971 as restated) resulting in fund values of £156,604 (2021 - £144,364 as restated). All balances are held in unrestricted funds.

Financial outlook

Our financial outlook remains strong with continuing contracts and grants into the next financial year alongside a new 3-year grant from Children in Need due to start on 1 April 2022.

REPORT OF THE TRUSTEES - CONTINUED

A renewed fundraising strategy will leverage additional support from individual donors and corporate sponsors supported by the continuation of generating income from trusts and foundations.

Trustees remain confident in the charity's financial outlook for FY22/23.

Reserves policy

The trustees' policy on reserves is to retain six months' expenditure in cash balances. The funds available at 31 March 2022 demonstrate that the charity's financial and reserves position is on target.

Risk management

The principal risk affecting the Charity continues to be the uncertain external economic environment that could adversely affect income and the cost delivering our principal activities. The Trustees confirm that they have identified and understand the risks to which the Charity is subject and that they are being actively managed.

STATEMENT OF TRUSTEE RESPONSIBILITIES

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The law applicable to charities in England & Wales requires the charity trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charity and of the results of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the CIO and enables them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Constitution. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on
and signed on their behalf by:



.....
Elizabeth Knight
Chair of Trustees

SIGNPOST
Charity Number: 1167027

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SIGNPOST (the 'Charity')

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 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 Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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

Jason Foxwell FCCA FCIE
independent-examiner.net
39 Enfield Road
Poole
BH15 3LJ

Date: 17th January 2023

SIGNPOST
Charity Number: 1167027

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted £	Restricted £	2022 Total £	2021 Total £ (restated)
Income					
Donations and grants		59,163	-	59,163	91,190
Commissioned work and projects	2	214,589	-	214,589	114,141
Total income		<u>273,752</u>	<u>-</u>	<u>273,752</u>	<u>205,331</u>
Expenditure					
Charitable activities	4	261,512	-	261,512	157,971
Total expenditure		<u>261,512</u>	<u>-</u>	<u>261,512</u>	<u>157,971</u>
Net income/(expenditure) for the year and net movement in funds		12,240	-	12,240	47,360
Reconciliation of funds:					
Total funds brought forward		188,592	-	144,364	97,004
Total funds carried forward		<u>£156,604</u>	<u>£-</u>	<u>£156,604</u>	<u>£144,364</u>

All amounts relate to continuing activities.

The notes on pages 9 to 11 form part of these financial statements

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BALANCE SHEET AS AT 31 MARCH 2022

	Note	2022	2021
		£	(as restated) £
Current Assets			
Cash at Bank and in hand		178,455	164,390
Creditors:			
Amounts falling due within 1 year	7	<u>(21,851)</u>	<u>(20,026)</u>
Net Current Assets		156,604	144,364
Net Assets		<u>156,604</u>	<u>144,364</u>
Reserves			
Unrestricted Funds		156,604	144,364
Restricted Funds		-	-
Total Funds		<u>156,604</u>	<u>144,364</u>

The financial statements were approved by the board of Trustees on
and were signed on its behalf by:

E.K. 

.....
Elizabeth Knight
Chair of Trustees

The notes on pages 9 to 11 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

a) ***Basis of Preparation***

Previous accounts have been prepared on a receipts and payments basis but were restated to the accruals format for this year due to the income (on a cash basis) being above £250,000.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) (Charities SORP (FRS 102)).

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

These financial statements have been prepared on the going concern basis. The charity has sufficient reserves, and the trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

b) ***Income***

All income is recognised when the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from contracts is recognised on an earned basis in the year in which the conditions for receipt are met.

c) ***Funds***

The accounts distinguish between restricted and unrestricted funds. The former have been raised by the charity for specific purposes or are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees for expenditure on its objects or appropriated to reserves for internally designated purposes.

d) ***Expenditure***

Expenditure is recognised in the period in which it is incurred.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022 – CONTINUED

**2. INCOME – COMMISSIONED WORK
AND PROJECTS**

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Commissioned work	90,784	-	90,784	104,179
Projects	114,860	-	114,860	9,962
Hire fees	5,335	-	5,335	-
Other income	3,610	-	3,610	-
	<u>214,589</u>	<u>-</u>	<u>214,589</u>	<u>114,141</u>

3. NET MOVEMENT IN FUNDS FOR THE YEAR

	2022	2021
	£	£
This is stated after charging :		
Independent examiner's fees	435	425

4. EXPENDITURE

	2022	2021
Charitable activities	£	£
Charitable donations	216	90
Salaries	119,836	90,337
Contractors	96,532	53,472
Training	3,190	2,300
Expenses	1,424	1,839
Bank, payroll and examination costs	12,636	483
Office costs	11,277	2,077
ICT costs	11,947	5,389
Property costs	4,455	1,983
Total charitable activities	<u>261,512</u>	<u>157,971</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022 – CONTINUED

5. STAFF COSTS

	2022	2021
	£	£
Salaries and wages	99,071	23,002
Social Security costs	16,282	10,754
Pension costs	4,483	1,873
	<u>119,836</u>	<u>90,337</u>

The average number of persons employed by the company during the year was 9 (2021: 8).

No employee received emoluments in excess of £60,000.

6. TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

No Trustee received any emoluments (2021: £NIL) or reimbursed expenses (2021:£NIL).

7. CREDITORS: Amounts falling due within one year

	2022	2021
	£	£
Social Security	-	15,029
Deferred income (Children in Need grant)	9,474	-
Accruals	12,377	4,997
	<u>21,851</u>	<u>20,026</u>