

SIGNPOST
Charity Number: 1167027

Year ended 31 March 2023

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LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity Number 1167027

Trustees Max Beddard
Elizabeth Knight (resigned 10 July 2023)
Gillian Rogers (resigned 10 July 2023)
Jon Sleeper (from 17 April 2023)
Peter Mayne (from 10 July 2023)

Principal Office St Mary's Churchyard
High Street
Watford
WD17 2BE

Auditors HaysmacIntyre LLP
10 Queen Street Place,
London,
EC4R 1AG

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 2023.

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.

On 1st April 2022, Signpost became part of the One YMCA Group. The trustees appointed One YMCA as the sole member of the Company, with all other members resigning, but retaining their positions as trustees. Signpost continues to operate independently as a wholly owned subsidiary of One YMCA.

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 2022 are as follows:

Max Beddard
Elizabeth Knight (Resigned 10th July 2023)
Gillian Rogers (Resigned 10th July 2023)
Peter Mayne (Appointed 10th July 2023)
Jon Sleeper (Appointed 17th April 2023)

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 activities of Signpost are to:

- 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

The Trustees have taken due regard to the Charity Commission's guidance on public benefit. With the work that the charity undertakes it delivers public benefit and serves the needs of young people living in Hertfordshire to provide counselling services to address problems and issues in their lives.

Because of the variety of mental health-boosting activities provided by Signpost, 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 continues to grow 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 and coaches,
- c) Volunteers.

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CAMHS work

Part of Signpost's delivery of community mental health counselling for young people was funded through the Community and Adolescent Mental Health Services contract, which enabled 2,124 of the 4,221 sessions we delivered across the year.

Donations

Signpost relies on donations and fundraising in order to expand its reach to local young people. This year, the charity has benefitted from grants from the National Lottery Community Fund and BBC Children In Need. Fundraising has developed during the year 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 another generous donation of £30,000 allowing us to extend our counselling to even more children and young people in the year.

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 where the effects of Lockdown are still very evident, 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 2022/2023

**657 referrals to
our service**

**Supported 477
people with their
mental health**

**4,221 Sessions
provided for
children, young
people & parents**

Financial Review

The financial statements are set out on pages 11 to 15. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to 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, second edition, effective from 1 January 2019.

Overview

During the year to 31 March 2023, the charity recorded £224,334 of income (2022 - £273,752) and £215,605 of expenditure (2022 – £261,512) resulting in fund values of £165,333 (2022 - £156,604). All balances are held in unrestricted funds.

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Financial outlook

While the current financial climate holds a degree of uncertainty, Signpost's financial outlook remains strong, backed also by the wider strength of the One YMCA parent charity.

Signpost has a strong Fundraising strategy, enjoys very supportive relationships with funders and donors and has also been exceeding its contractual obligations for CAMHS, providing a solid platform for successful growth.

As new contracts are already being secured in the 2023/24 financial year, Trustees remain confident in the charity's financial outlook for FY 2023/24 and beyond.

Reserves policy

The trustees' policy on reserves is to retain six months' expenditure in cash balances. The funds available at 31 March 2023 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.

Moreover, the charity deals with safeguarding issues faced by children and young people every day and has a comprehensive safeguarding reporting and support process in place, which is actively managed by the senior staff within Signpost and reviewed within the wider Charity group by the Safeguarding leads across One YMCA.

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 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

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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 22 December 2023
and signed on their behalf by:



.....
Peter Mayne
Chair and Trustee

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Independent auditor's report to the trustees of Signpost

Opinion

We have audited the financial statements of Signpost for the year ended 31 March 2023 which comprise of the Statement of Financial Activities, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2023 and of the charity's net movement in funds for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder. We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other matters

The financial statements prepared for the prior year were not subject to an audit, therefore the comparative figures presented in these financial statements are unaudited.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Report of the Trustees. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially

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misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charity; or
- sufficient accounting records have not been kept; or
- the charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charity and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations relating to Charity Law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011 and consider other factors such as payroll tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to areas of estimation uncertainty and manual accounting journals. Audit procedures performed by the engagement team included:

- Inspecting correspondence with regulators and tax authorities;

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- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing a sample of manual journals; and
- Challenging assumptions and judgements made by management in their accounting estimates

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body for our audit work, for this report, or for the opinions we have formed.

Haysmacintyre LLP

Haysmacintyre LLP
Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

Date: 28.12.23

Haysmacintyre LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

			2023	2022
	Notes	Unrestricted £	Total £	Unrestricted Total £
Income				
Donations and grants		60,625	60,625	59,163
Commissioned work and projects	2	163,709	163,709	214,589
		<u>224,334</u>	<u>224,334</u>	<u>273,752</u>
Total income				
		224,334	224,334	273,752
		<u>224,334</u>	<u>224,334</u>	<u>273,752</u>
Expenditure				
Charitable activities	4	215,605	215,605	261,512
		<u>215,605</u>	<u>215,605</u>	<u>261,512</u>
Total expenditure		215,605	215,605	261,512
		<u>215,605</u>	<u>215,605</u>	<u>261,512</u>
Net income for the year and net movement in funds		8,729	8,729	12,240
		8,729	8,729	12,240
		<u>8,729</u>	<u>8,729</u>	<u>12,240</u>
Reconciliation of funds:				
Total funds brought forward		156,604	156,604	144,364
		<u>156,604</u>	<u>156,604</u>	<u>144,364</u>
Total funds carried forward		£165,333	£165,333	£156,604
		<u>£165,333</u>	<u>£165,333</u>	<u>£156,604</u>

All amounts relate to continuing activities.

The notes on pages 13 to 15 form part of these financial statements

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BALANCE SHEET AS AT 31 MARCH 2023

	Note	2023	2022
		£	£
Current Assets			
Cash at Bank and in hand		<u>181,769</u>	<u>178,455</u>
		181,769	178,455
Creditors:			
Amounts falling due within 1 year	7	(16,436)	(21,851)
Net Current Assets		165,333	156,604
Net Assets		<u>165,333</u>	<u>156,604</u>
Reserves			
Unrestricted Funds		165,333	156,604
Total Funds		<u>165,333</u>	<u>156,604</u>

The financial statements were approved by the Board of Trustees on 22 December 2023 and were signed on its behalf by:



.....
Peter Mayne
Trustee

The notes on pages 13 to 15 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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***

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) – second edition (effective 1 January 2019) (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.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023 – CONTINUED

2. INCOME – COMMISSIONED WORK AND PROJECTS

	Unrestricted	Restricted	2023	2022
	£	£	£	£
Commissioned work	108,010	-	108,010	90,784
Projects	53,304	-	53,304	114,860
Hire fees	1,485	-	1,485	5,335
Other income	910	-	910	3,610
	163,709	-	163,709	214,589

3. NET MOVEMENT IN FUNDS FOR THE YEAR

	2023	2022
	£	£
This is stated after charging :		
Auditor's fees	4,500	-
Independent examiner's fees	-	435

4. EXPENDITURE

	2023	2022
Charitable activities	£	£
Charitable donations	216	216
Salaries	86,005	119,835
Contractors	81,888	96,532
Training	2,400	3,190
Expenses	119	1,424
Bank, payroll and examination costs	28,046	12,636
Office costs	4,991	11,277
ICT costs	8,970	11,947
Property costs	2,970	4,455
Total charitable activities	215,605	261,512

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023 – CONTINUED

5. STAFF COSTS

	2023	2022
	£	£
Salaries and wages	69,679	99,071
Social Security costs	13,556	16,282
Pension costs	2,770	4,483
	<u>86,005</u>	<u>119,836</u>

The average number of persons employed by the company during the year was 5 (2022: 9).

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

6. TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

No Trustee received any emoluments (2023: £NIL) or reimbursed expenses (2022:£NIL).

7. CREDITORS: Amounts falling due within one year

	2023	2022
	£	£
Social Security	-	9,474
Accruals	16,436	12,377
	<u>16,436</u>	<u>21,851</u>

8. RELATED PARTY TRANSACTIONS

One YMCA donated a sum of £53,304 for therapeutic and counselling services provided by Signpost. One YMCA received these funds from YouThrive in the first instance.

9. ULTIMATE CONTROLLING PARTY

On 1st April 2022, One YMCA became the sole member of Signpost, and so Signpost became part of the One YMCA Group. Signpost continues to operate independently as a wholly owned subsidiary of One YMCA.