

# The Gap Wales Annual Trustee's Report 2023-2024



# The Gap Wales (charity number 1172283)

## Annual Trustee's Report (April 2023- March 2024)

Since 2017 when the charity was set up, The Gap Wales has continued to grow and develop. Currently we have 2 full time and 3 part time (FTE 3.2 ) employees, supported by an amazing army of volunteers, who provide advocacy support and activities 5 days a week.

The charity has continued to support refugees and those seeking asylum (RAS) offering tailored and holistic support to meet individual needs. We offer an open-door policy hosting a safe and welcoming place to come. Our team and partners provide advice and advocacy, running activities that promote health and wellbeing whilst building a sense of community and belonging - ***a community hub where people can access a full range of services safely in one place.***

Like many other charities COVID-19 meant the charity had to adapt to ensure service users, staff, volunteers and partners were looked after and supported. During this period, we have continued to see significantly increased demand for our services, particularly to support RAS with accommodation, employment and accessing healthcare services.

We foresee that our biggest challenge in the future will be being able to meet the increasing demand, as statutory services are reduced, whilst refugee communities in Newport grow. We will continue to work tirelessly to meet the increasing need, helping different communities and cultures unite, contributing towards a more equal Wales, a Wales of cohesive communities and a Wales of vibrant culture.

**Andrew Cleverly**  
**Chair of Trustee Board**



# The Gap's Charitable Objectives

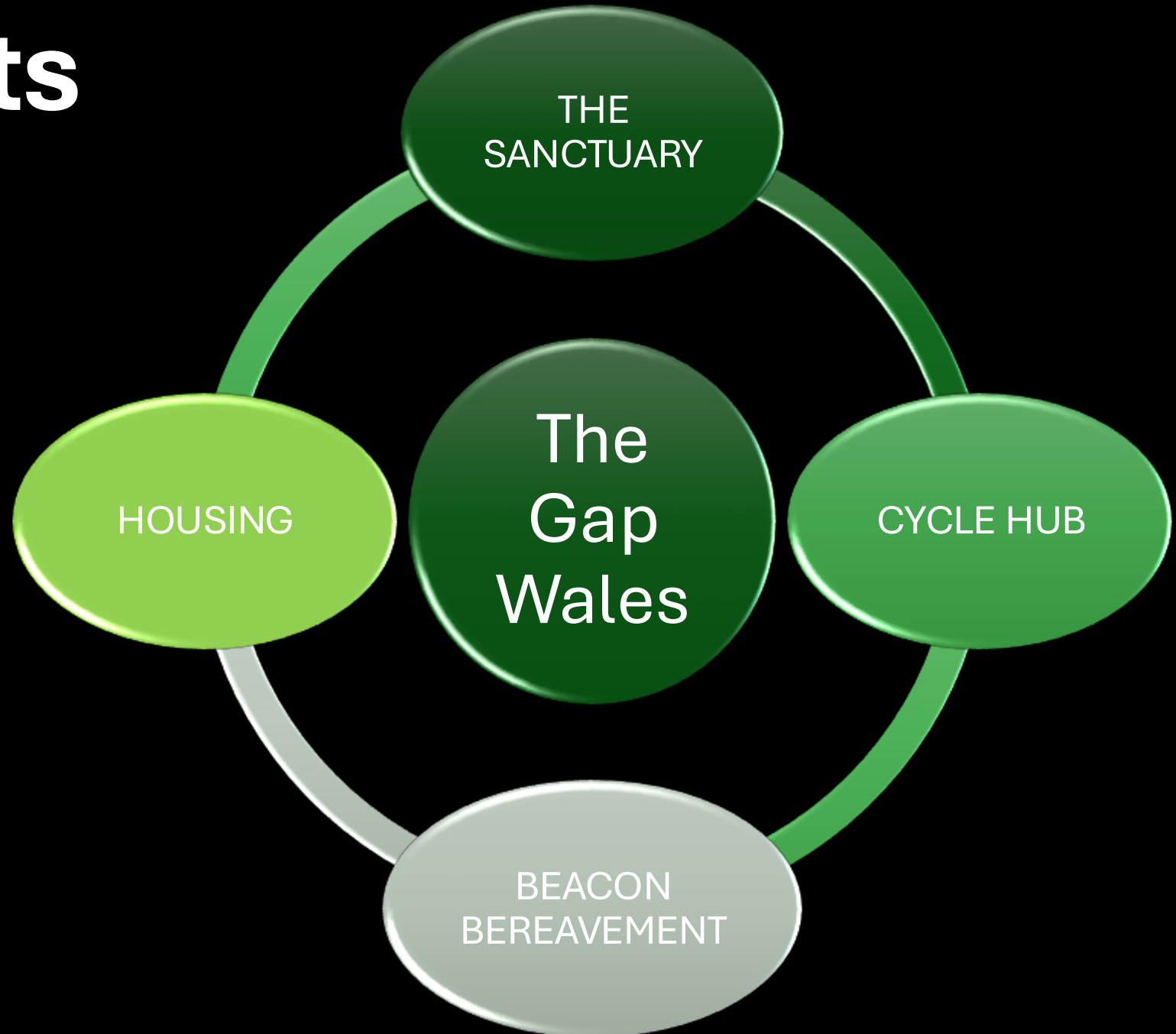
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To relieve the needs of those granted refugee status and those seeking asylum and their dependents living in Newport, South Wales and the surrounding area

To benefit the residents of Baneswell, Newport and the neighbourhood by providing facilities in the interests of social welfare for recreation & leisure time

To advance the education of the public in general on the subject of human trafficking

# Our Projects




# Project:

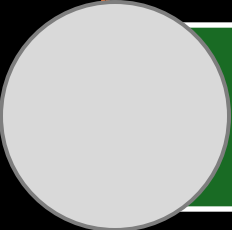
## *The Sanctuary*



# The Sanctuary's Objectives



Providing advice, support and advocacy for refugees and those seeking asylum to understand and navigate the asylum system and enable access mainstream services (e.g. benefits, housing, accommodation, legal advice, health care, etc.).



Promoting social inclusion and emotional well-being through activities such as community lunches, the bike project, English classes, football sessions, women's groups, gardening, sewing group and youth engagement activities.



Developing and utilising the skills of refugees and those seeking asylum through volunteering.



# Key achievements

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- **Advocacy & Support:** Daily advice, advocacy and support drop-ins each day. Areas are wide-ranging and diverse including accessing accommodation, education and employment, liaising with health services, arranging appointments, accessing ESOL provision, budgeting and understanding the asylum system. *An average of 30 service users supported a day.*
- **Women & Family Group:** offered various groups and trips, particularly during school holiday periods, that has provided a safe and friendly community for them. *The average attendance at each session is 15 RAS women.*
- **Young People:** Delivered in partnership with Newport City Council, The Gap has a dedicated games floor, hosting many different game, encouraging young people to come in and share and build their own community. There are weekly Football sessions in partnership with Newport Live, which on average has 30 RAS attending. There have also been several trips throughout the year that promote health and wellbeing as well as providing inspiration for the future.
- **ESOL Classes:** held at The Gap daily in partnership with Adult Learning Wales to support service users to develop their English that will support them in being able to assimilate more easily to life in the UK
- **Weekly Lunch:** Weekly community lunch for up to 40 RAS. The meals are prepared and cooked by volunteers, stimulating conversation and enabling extending of community network.



# Women & Family



Our refugee ladies group meet up at our weekly community lunch. Its always part of an afternoon of friendships, conversation, haircuts and a few friendly games in our games room.



Our women's group make an array of different items. Therapeutic and building trusted relationships around a shared purpose.



Our women's group learning to ride a bike with **Newport Live** and **Momentwm**. They were quite excited and even wore their new helmets in the car on the way there. One participant said that she had wanted to learn to ride a bike for several years and that day, she finally did it!



# Women & Family



Our women's group are meeting in the park weekly during the school holidays. They played boules and volleyball. In the future, maybe we'll borrow giant Jenga from our friends at Remake: Newport and the library of things in Skinner Street.



Our refugee ladies had a delightful time as guests of our good friends Hay Brecon and Talgarth for Refugees at Llangorse lake.

A moving welcome from the local primary school, fun in boats, a walk in the country and great food and company.



# Women & Family



This was a busy but hugely enjoyable and rewarding day. We took 20 people to a movie, 14 young people enjoyed an afternoon at Supakart and over 50 people enjoyed a hot meal with an extra special heart shaped Welsh cake.



Thank you to the National Trust for welcoming 15 of our refugee ex-history group to Tredegar House for a visit. They all enjoyed themselves and learnt more about the history of Newport and Wales, thanks to our volunteer Peter, a retired history teacher.



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*“I feel safe when I come into the Gap Centre. I haven’t felt that anywhere else...it feels like you are my family [as he has none in the UK]. Spending time here stops me feeling sad”.*

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# Young People *in partnership with Newport City Council*



Building relationships and sharing experiences is important for many of our young men. The games floor is busy most days with FIFA, table tennis, pool, cards and dominos.



A group of young refugee adults visited Cardiff University at the invitation of their Reaching Wider team. They had a fabulous day trying activities and having their aspirations raised.

# Young People



Regular football sessions with our partners, Positive Futures with our young refugee men in Newport.



Our U19's took part in a 5 aside competition. It was amazing to see so many young men taking part in some friendly competition.



# Young People



A group of our young refugees who are in the care of social services trying archery and rock wall climbing in nearby Gilwern. The rain dried up and they all came back with big smiles - Physical and mental wellbeing boost.



We had a great afternoon taking a big group bowling and then onto Laser Quest. Lots of fun, smiles and friendships made.



Partnering with Newport Social Services to support refugee young people in their care, team member Glyn went with them on a trip to Chepstow Castle. Learning about the history and culture of their new home in Wales.





## Weekly Lunch Club

Every week a lunch club is run with an invitation to all to come along. Volunteers cook the food, where people can experience different cuisines opening up new conversations. This provides an all-inclusive, safe and friendly weekly event that strengthens the sense of community.



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*“Being here makes  
me feel happy.”*

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# Group Events



A group met with friends from *Abergavenny Town of Sanctuary* to walk the Skirrid Mountain today to get some exercise, and to honour the memory of our friend Mustafa. We then popped into Newport wetlands on the way back to see the Sea and the Wales coastal path.



A community celebration event run with *Newport Live Positive Futures* team at Maindee Primary School. Our Gap ladies helped out with hair braiding henna and face painting. We celebrated some of our community contributors with awards to those who contribute so positively to the Gap Centre community.

We took 26 people to the 4 Waterfalls walk in the Brecon Beacons. New friendships made, shared experiences and memories, boosting physical and mental wellbeing.



A visit to Chepstow Castle, some families at the Riverfront cinema and donated Easter eggs.





# Allotment

We restarted our weekly gardening group at our allotment, a short walk from the Gap Centre. Planting, managing and harvesting vegetables in a community which also provides a therapeutic space for our participants to work alongside each other outside.





# Celebrations



A very full Gap Centre celebrating good news with these good friends of ours. Looking forward to them restarting their life as a family here with us in the UK



We celebrated after our friends were finally being officially recognised as refugees . They waited 2 and a half years for an interview and were granted immediately.

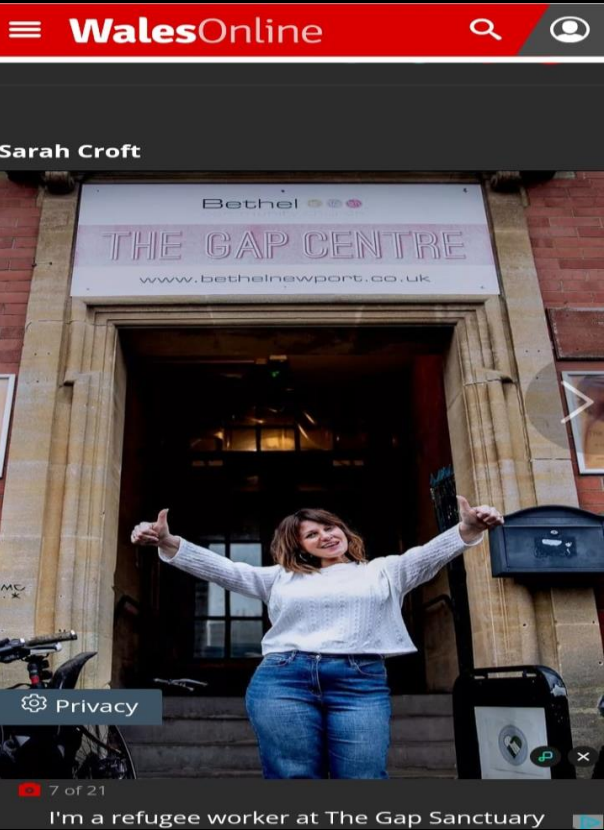


Being part of The Gap family means we get to celebrate the special times together. We celebrated one of our long- standing service users receiving his British Citizenship.



A young participant turned 18. As she arrived in the UK on her own, we held a party to celebrate as a family should. Lots of the ladies made cake and food, which was followed with dancing, hoopla and party games. The laughter and fun was tangible. There was such a strong sense of community, belonging and looking out for each other.

# Celebrations



Our relentlessly tenacious and compassionate staff member Sarah, who has done so much to improve so many people's lives in Newport, is celebrated here in this photo exhibition.

We have supported a young man for 7 years since his arrival in Newport as a refugee, originally as part of our Children In Need funded project. Arriving on his own aged just 16 and spoke no English. He now works fulltime and has continued studying fulltime. It's been such a privilege to see him flourish.





**Project:**  
*Housing – in  
partnership with  
Pobl Housing  
Association*





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## Aim of project

- To prevent RAS homelessness and ensuring they have safe and appropriate accommodation that meets their needs.
  - Working in partnership with a local Housing Association, the charity manages a 3-bed flat as short term temporary therapeutic supported accommodation for newly granted single refugees.
  - Refugees stay here for up to 6 months whilst receiving housing support to prepare them for their move on into their permanent accommodation.
  - Offering 6 beds across 2 properties to tackle refugee homelessness in Newport providing a safe and therapeutic space for newly granted refugees.
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## Key Achievements

- A second 3-bed property working in partnership with the same Housing Association, providing therapeutic move on transitional supported accommodation.
- Both properties have been fully occupied, and all tenants have successfully moved on to manage their own tenancy.
- One bed space was made available to a refugee with NRPF whose leave has lapsed, but which has now been regularised.

The second property from taking it over, renovation and ready to move in, ensuring no RAS is homeless in Newport. Donations of furniture and household items supported tenants moving in so they feel safe, secure and at home.



# Project:

*Cycle Hub – in  
partnership with  
Newport City Homes  
and Spokesafe.*





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## Aim of project

- Promote active travel by providing secure cycle storage in Newport City Centre, with bookings managed by Spokesafe.
- The Cycle Hub will support the Council's drive to reduce pollution and congestion in the city together.
- The opportunity for The Sanctuary service users to learn new skills through fixing donated bikes and be able to obtain a free bike.
- Through joining and building this community, it is hoped to improve their health and mental wellness.

## Key Achievements

- Secured a vacant shop unit owned by Newport City Homes.
- Relocated The Newport Cycle Hub in the city Centre in Nov 2022, in what was a previously vacant shop.
- Hosted weekly bike repair activity, repairing bicycles and boosting the wellbeing of the refugees volunteering to fix bikes
- The number of users storing their bikes, month on month, has seen an increase, underpinning the need for this storage.
- To date, we have donated free of charge 180 bikes, carried out 327 bike repairs and been supported by an average of 8 RAS volunteers every week.

# Cycle Hub



During the relocation to the more central shop in the city. Staff and volunteers worked hard to move and re-organise all the stock and furniture. This provides a place for storage of bikes, donations of unwanted bikes, RAS to learn new skills and creates a new community.



# Cycle Hub



The newly relocated Newport Cycle Hub in development where bikes could be stored for £1 in city centre.



Just some of the 100s of donated bikes that provide the opportunity for repair and re-donation

# Cycle Hub



In process of creating new bike shop with RAS volunteers learning new skills and building their community. It now has a toilet, washbasin and small kitchen.



Exhibition stand at Newport City Homes event 'Meet the Neighbours' and Tin Shed Theatre to promote our secure bike storage.





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This ebike was lent to a refugee who uses it to get out of the city. The impact on his wellbeing is huge. There is a need to provide bespoke social prescribing tailored to individuals.

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# Project:

## *Beacon Bereavement*





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## Aim of project

At Beacon Bereavement Support we know what grief feels like. All our volunteers have suffered the loss of a loved one and have each travelled their own bereavement journey – through the pain, the heartache, and the sometimes confusing emotions that bereavement brings.

Our volunteers have many years of experience in supporting bereaved people both in South Wales and throughout the UK. We know how difficult it is to ask for help and to find the right sort of support.

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## We supported by:

- Having someone available to talk to individually
- Support Groups
- 8 participants accessed our services

# Local Partnerships







**The Gap work closely and in collaboration with local organisations, building resilient relationships with brilliant local partner agencies who include:**

- Welsh Government
- Newport City Council Social Services, Housing, and Active travel team
- Newport Live
- Newport City Homes
- POBL
- Adult Learning Wales
- Positive Futures
- Newport offices of the Welsh Refugee Council
- Clearsprings Asylum accommodation provider
- NHS Health Inclusion Service
- Taff Lighthouse accommodation project
- Gwent Police
- Probation Office

# Funders





**The Gap would like to sincerely thank all the amazing organisations who have provided funding that enable us to continue to help and support our projects.**

- Lloyds Banking Foundation
  - Hilden Foundation
  - Nation of Sanctuary
  - National Lottery
  - Postcode Community Trust
  - WCVA Volunteering
  - Western Power
  - Housing Justice Cymru
  - Newport City Council
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# Contact Details







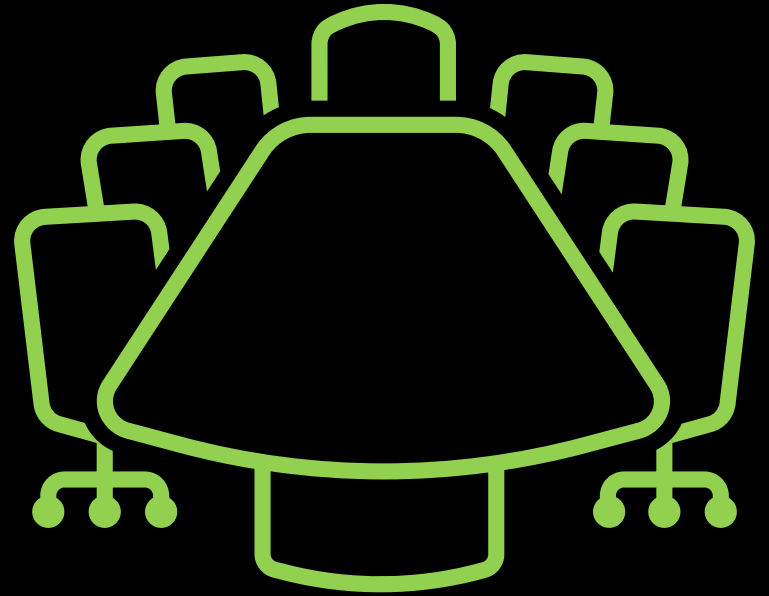
**Our address:**

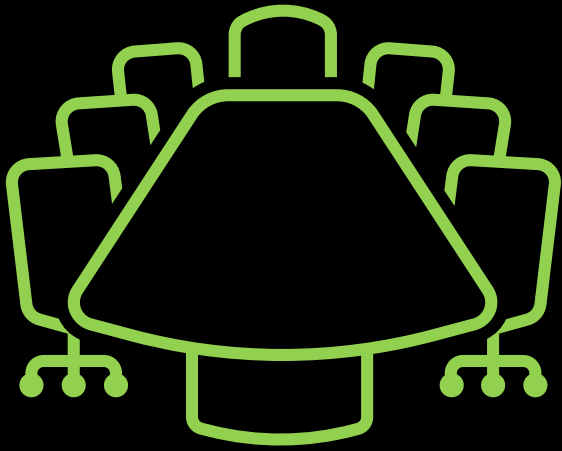
The Gap Centre  
42 Stow Hill  
Newport  
Wales NP20 1JG

**Our website:** [thegap.wales](http://thegap.wales)

**Our email:** [admin@thegap.wales](mailto:admin@thegap.wales)

# Trustees





**The Gap Wales benefits from the advice, governance and active oversight of a committed board of trustees:**

- Chair: Andrew Cleverly (appointed 26/05/2017)
- Treasurer: Paul Laughlin (appointed 26/05/2017)
- Bob Jones (appointed 26/05/2017, retired 31/03/2024)
- Helen Gordon (appointed 26/05/2017, retired 02/05/2023)
- Shaheen Dibaj (appointed 15/05/2019, retired 05/12/2024)
- Denebo Wario (appointed 10/12/2023)
- Emma Barnes-Lewis (appointed 26/02/2024)
- Ruth Carswell (appointed 05/08/2024)

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Contact us: ***admin@thegap.wales***



**Independent Examiner**

Trevor James FCA DChA FCIE  
Dormer Cottage  
Old Broyle Road  
West Broyle  
Chichester  
West Sussex  
PO19 3PR

**Bankers**

Lloyds Bank plc  
Newport South Wales (309190) Branch  
PO Box 1000  
BX1 1LT

**Financial review**

The work of the Charity is significantly financed by grants. Income from these sources for the year totalled £144,282 (64.9% of total income). Comparable income for the previous year was £171,617 (76.4% of total income).

Expenditure during the year totalled £175,769 (2023:£181,356).

The overall result was a surplus of £46,670 (2023: £43,380).

**Reserves***Reserves policy*

The Charity employs staff and has other ongoing core costs commitments which are fundamental to the fulfilment of its charitable objects. The continuation of grants, which are a major part of the Charity's income are not guaranteed. Furthermore substantial grants mean there are peaks and troughs in income. Should the Charity suffer a reduction in income the trustees would want to continue its activities while they endeavour to secure funding. On the basis of the above the trustees have resolved that the Charity should hold a designated operational reserve of £100,000.

**Investment policy**

The trustees are reviewing their investment policy in the light of the recently published Charity Investment Governance Principles Funds and in particular the specific guidance for Smaller Charities that mainly invest in cash..

**Structure, governance and management***Governing document*

The Gap Wales ("the Charity") is a charitable incorporated organisation registered with the Charity Commission in England and Wales on 27 March 2017. It is governed by its constitution which was last amended on 31 October 2023. The trustees are the members of the Charity. In the event of a winding up the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

*Recruitment, Appointment and Training of Trustees*

Trustees are recruited from those who share the Charity's aims, aspirations and Christian ethos and who are able to bring a breadth and depth of experience and skills to the trustee body. Recruitment is both by word of mouth through the Charity's networks and by the use of Charity Jobs and consultants. Prior to appointment Trustees are briefed on the Charity's activities and provided with a copy of the Charity's strategic review. They take seriously the obligation to maintain their knowledge.

*Pay policy and procedures*

Pay levels are set in comparison to sector norms and are reviewed annually in the light of CPI movements. Professional HR consultants have been engaged to review all policies and procedures to ensure that they are sufficient and in line with current best practice.

The Trustees do not receive any payment or benefits for their work either as trustees or as volunteers.

## *Risk Management*

The Trustees have identified the major risks to which they believe the Charity is exposed and systems have been established to minimise those risks. The risks are formally reviewed quarterly at trustees' meeting. Procedures are in place to ensure compliance with health and safety requirements.

## *Serious incidents*

In line with the Charity Commission's guidance on reporting serious incidents, the trustees declare that during the reporting period there were no serious incidents that they have failed to bring to the Commission's attention.

## *Governance*

The overall responsibility for the Charity rests with the Trustees who meet quarterly with additional meetings when necessary.

The Charity's Christian ethos is fundamental to its governance mindful of this the trustees endeavour to apply the Charity Governance Code and the Nolan principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership). Furthermore believing that corruption, bribery and unfair actions hamper development and impede progress they insist on integrity in all of the Charity's activities.

## **Public benefit**

The trustees have paid due regard to the Charity Commission's guidance on public benefit and are committed to supporting people of all faiths and none.

## **Independent Examiner**

Trevor James was appointed as independent examiner on 3 June 2024.

## **Trustees' responsibilities statement**

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In preparing these financial statements, the trustees are required to:

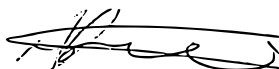
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities SORP. 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 responsible for the maintenance and integrity of the corporate and financial information included in the Charity's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees' annual report was approved on 30 January 2025 and signed on behalf of the trustees by:



Andrew Cleverly  
Chair

**The Gap Wales  
Company Limited by Guarantee**

**Independent Examiner's Report to the Trustees of The Gap Wales**

I report on my examination of the accounts of The Gap Wales (the Charity) for the year ended 31 March 2024.

This report is made solely to the trustees, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the trustees as a body, for any work, for this report, or for the opinions I have formed.

**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"). You consider that an audit is not required for the year under section 144 (2) of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*T E James*

Trevor James FCA DChA FCIE  
Dormer Cottage  
West Broyle  
Chichester  
West Sussex  
PO19 3PR

30 January 2025

**The Gap Wales**  
**Statement of Financial Activities**  
**Year Ended 31 March 2024**

	Note	Designated funds	Unrestricted funds £	Restricted funds £	<b>Total 2024</b>	Total 2023 £
<b>Income</b>						
Donations and grants	<b>2</b>	0	64,719	117,811	182,530	189,826
Legacies	<b>3</b>	0	0	0	0	0
Other income	<b>4</b>	0	36,635	3,274	39,909	34,910
<b>Total income</b>		<u>0</u>	<u>101,354</u>	<u>121,085</u>	<u>222,439</u>	<u>224,736</u>
<b>Expenditure</b>						
Raising funds		0	0	0	0	0
Expenditure on charitable activities	<b>5</b>	0	83,225	92,544	175,769	181,356
<b>Total expenditure</b>		<u>0</u>	<u>83,225</u>	<u>92,544</u>	<u>175,769</u>	<u>181,356</u>
<b>Income/(expenditure) before other gains/(losses)</b>		0	18,129	28,541	46,670	43,380
<b>Other recognised gains/(losses)</b>						
Unrealised gain/(loss) on investment assets		0	0	0	0	0
<b>Net income/(expenditure) and net movement in funds</b>		<u>0</u>	<u>18,129</u>	<u>28,541</u>	<u>46,670</u>	<u>43,380</u>
<b>Reconciliation of funds</b>						
Total funds brought forward		100,000	(131)	44,196	144,065	100,685
<b>Total funds carried forward</b>		<u>100,000</u>	<u>17,998</u>	<u>72,737</u>	<u>190,735</u>	<u>144,065</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



**The Gap Wales**  
**Balance Sheet**  
**31 March 2024**

		<b>2024</b> <b>£</b>	2023 £
<b>Fixed assets</b>			
Tangible assets	<b>10</b>	5,127	5,135
		<u>5,127</u>	<u>5,135</u>
<b>Current assets</b>			
Stocks	<b>11</b>	0	0
Debtors	<b>12</b>	1,513	814
Cash at bank and in hand		195,428	143,963
		<u>196,941</u>	<u>144,777</u>
<b>Creditors: amounts falling due within one year</b>	<b>13</b>	11,334	5,847
<b>Net current assets</b>		<u>185,608</u>	<u>138,930</u>
<b>Total assets less current liabilities</b>		<u>190,735</u>	<u>144,065</u>
<b>Creditors: amounts falling due after more than one year</b>		0	0
<b>Net assets</b>		<u>190,735</u>	<u>144,065</u>
<b>Funds of the charity</b>			
Restricted funds		72,737	44,196
Designated operating reserve		100,000	100,000
Unrestricted undesignated funds		17,998	(131)
<b>Total charity funds</b>	<b>14</b>	<u>190,735</u>	<u>144,065</u>

These financial statements were approved by the board of trustees and authorised for issue on 30 January 2025 and are signed on its behalf by:



Paul Laughlin  
Treasurer

**The Gap Wales**  
**Notes to the Financial Statements**  
**Year Ended 31 March 2024**

**1. Accounting Policies.**

The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention. The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the Charity's ability to continue.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Income**

All income is recognised in the Statement of Financial Activities once the Charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The following specific policies are applied to particular categories of income:

- Income from donations, grants and legacies is recognised when there is evidence of entitlement to the funds, receipt is probable, and its amount can be measured reliably.
- Tax recoverable under gift aid is recognised when the relevant gift aid donation is recognised.
- Top-up payments under the Gift Aid Small Donations Scheme are recognised when the cash donations which form the basis of the claim are received.
- Donated facilities and services are recognised when received if the value can be reliably measured. No amounts are included for the contribution of volunteers.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

**Operating leases**

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives would be recognised as a reduction to expense over the lease term, on a straight-line basis.

**Governance costs**

Governance costs comprise the cost of governance arrangements which relate to the general running of the Charity.

**The Gap Wales**  
**Notes to the Financial Statements**  
**Year Ended 31 March 2024**

**Tangible fixed assets**

Tangible assets are recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

**Furniture, equipment and fixtures and fittings**

Furniture, equipment and fixtures and fittings are written off in the year of purchase when capitalisation is not determined to be appropriate. This policy is under review.

**Depreciation**

Depreciation of tangible assets is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset.

**Stocks**

Stocks are measured at the lower of cost and net realisable value.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Financial instruments**

A financial asset or a financial liability is recognised only when the Charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

**Taxation**

The Charity is exempt from direct tax on its charitable activities.

**Fund accounting**

Unrestricted funds, including designated funds, can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Pension costs**

Contributions payable to the Charity's defined contribution pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**The Gap Wales**  
**Notes to the Financial Statements**  
**Year Ended 31 March 2024**

**2. Donations and grants**

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2024 £</b>	Total Funds 2023 £
Donations	31,788	0	31,788	12,195
Fundraising	2,711	0	2,711	2,093
Gift Aid	448	0	448	699
Grants	26,471	117,811	144,282	171,617
Monthly supporters	3,301	0	3,301	3,222
	<u>64,719</u>	<u>117,811</u>	<u>182,530</u>	<u>189,826</u>

**3. Legacies**

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2024 £</b>	Total Funds 2023 £
Legacies receivable	0	0	0	0
Year ended 31 March 2023	<u>0</u>	<u>0</u>		

**4. Other income**

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2024 £</b>	Total Funds 2023 £
Earned income	3,557	29	3,586	6,680
Housing project income	33,028	0	33,028	27,409
Other income	50	3,245	3,295	821
	<u>36,635</u>	<u>3,274</u>	<u>39,909</u>	<u>34,910</u>

**5. Expenditure on charitable activities by activity type**

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2024 £</b>	Total Funds 2023 £
Salaries including NI and pension	17,130	77,737	94,867	90,674
Bike Hub expenses	0	0	0	31,681
Bike project	8,004	0	8,004	9,423
Project activity expenses	6,436	2,406	8,842	6,104
Project housing rent	5,850	0	5,850	5,446
Youth participation costs	122	469	591	1,339
Donations to participants	1,787	0	1,787	2,462
Rent	10,635	2,565	13,200	9,700
Rates	1,136	0	1,136	1,051
Housing expenses	8,993	0	8,993	1,017
Cleaning	6,542	336	6,878	6,755
Light, power and heating	4,688	815	5,503	1,232
Water	1,272	236	1,508	522
Repairs and maintenance	1,435	833	2,268	2,819
Insurance	1,455	0	1,455	1,232
Management fee	0	4,396	4,396	0
Covid Response	0	0	0	2,978
Other costs	7,740	2,751	10,491	6,921
	<u>83,225</u>	<u>92,544</u>	<u>175,769</u>	<u>181,356</u>



**The Gap Wales**  
**Notes to the Financial Statements**  
**Year Ended 31 March 2024**

**6. Net income**

Net income is stated after charging:

	<b>2024</b>	2023
	<b>£</b>	£
Professional fees – Independent examiner's remuneration	395	375
Trustees' meeting expenses	0	0
	<u>          </u>	<u>          </u>

**7. Independent examiner's remuneration**

	<b>2024</b>	2023
	<b>£</b>	£
Fees payable for the examination of the financial statements	395	375
	<u>          </u>	<u>          </u>

**8. Staff costs**

Total remuneration paid including employer's pension and social security costs, was £94,867 (2023: £90,674). Many of the Charity's activities are carried out by volunteers who are unpaid and do not receive any reimbursement of expenses.

The average number of employees during the year was as follows:

	<b>2024</b>	2023
Charitable (Full time equivalent)	4	3.2
	<u>          </u>	<u>          </u>

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

**9. Trustee remuneration and expenses**

None of the Trustees or persons connected with them received any remuneration, benefits or reimbursement of expenses in the year for work as a trustee (2023:None). Any claim for expenses would be subject to the Charity's normal internal control procedures.

**10. Tangible fixed assets**

The Charity's tangible fixed assets have no significant value.

**11. Stocks**

The Charity holds a stock of bikes which are not valued. There is also a small incidental stock of cleaning materials, catering supplies and stationary which are not valued, the Charity holds no stocks (2023: Nil).

**12. Debtors**

	<b>2024</b>	2023
	<b>£</b>	£
Prepayments	0	0
Tax recoverable	0	0
Legacy receivable	0	0
Other debtors	1,513	814
	<u>          </u>	<u>          </u>
	1,513	814
	<u>          </u>	<u>          </u>

**13. Creditors: amounts falling due within one year**

	<b>2024</b>	2023
	<b>£</b>	£
Salaries	6,249	1,643
Pension contributions	2,312	1,599
PAYE and Social Security	1,671	1,973
Other creditors and accruals	1,101	632
	<u>          </u>	<u>          </u>
	11,333	5,847
	<u>          </u>	<u>          </u>

**The Gap Wales**  
**Notes to the Financial Statements**  
**Year Ended 31 March 2024**

**14. Analysis of charitable funds**

	At 1 April 2023 £	Income £	Expenditure £	At 31 March 2024 £
Designated operating reserve	100,000	0	(0)	100,000
Unrestricted undesignated funds	(131)	101,354	(83,225)	17,998
Restricted	44,196	121,085	(92,544)	72,737
	<u>144,065</u>	<u>222,439</u>	<u>(175,769)</u>	<u>190,735</u>

**15. Analysis of net assets between funds**

	Designated Funds	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Tangible assets	0	2,731	2,396	5,127
Current assets	100,000	26,600	70,341	196,941
Creditors less than 1 year	0	(11,333)	(0)	(11,333)
Creditors greater than 1 year	(0)	(0)	(0)	(0)
<b>Net assets</b>	<u>100,000</u>	<u>17,998</u>	<u>72,737</u>	<u>190,735</u>

**Prior Year**

	Designated Funds	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	0	2,739	2,396	5,135
Current assets	100,000	102,977	41,800	144,777
Creditors less than 1 year	0	(5,847)	(0)	(5,847)
Creditors greater than 1 year	(0)	(0)	(0)	(0)
<b>Net assets</b>	<u>100,000</u>	<u>(131)</u>	<u>44,196</u>	<u>144,065</u>

**16. Operating lease commitments** The Charity rents premises from Bethel Community Church. The current agreement which for a term of seven years with a year-to-year review commenced on 7 January 2025 at a rent of £1,100 per month.

**17. Pension commitments**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension contributions payable by the Charity to the fund during the year amounted to £1,850 (2023: £1,745). At 31 March 2024 employer and employee contributions totalling £2,312 (2023: £1,599) were payable to the fund.

**18. Related parties**

Andrew Cleverly, the chair of the Charity, is pastor of Bethel Community Church and chair of the trustees of that Church. The Gap Wales rents space from Bethel Community Church. Ruth Carswell, a trustee, is employed by the Lloyds Bank Foundation, a charity which makes grants to The Gap Wales.