

**THE SAFEGUARDING FOUNDATION**  
**(a charitable incorporated organisation)**

**Annual Report And Financial Statements**

**For The Year Ended 31 March 2023**

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G E N E R A L   I N F O R M A T I O N

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**Trustees**

The present Trustees are as follows:

Ala Uddin	Chairman (appointed 5 <sup>th</sup> November 2022)
Suzanne Hyde	Treasurer
Andrew Garnett	
Robert Jackson	Appointed 5 <sup>th</sup> November 2022

The following also served during the year:

Nigel Basham	resigned 2 <sup>nd</sup> December 2021
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**Chief executive**

John Bayley

**Bankers**

Lloyds Bank plc  
Watford Branch  
PO Box 1000  
BX1 1LT

**Principal office**

Unit 2A  
Hille Business Estate  
132 St Albans Road  
Watford  
Hertfordshire  
WD24 4AE

**Registered charity number**

1177048

**Telephone**

07809 345171

## R E P O R T   O F   T H E   T R U S T E E S

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The Trustees of the charity present their report and financial statements for the year ended 31 March 2022.

### **Structure, Governance and Management**

#### ***Structure***

The Safeguarding Foundation (the Foundation) is a charitable incorporated organisation that was formed on 4 August 2017 and was registered as a charity on 7 February 2018. It is governed by its Constitution that was adopted on 7 February 2018.

#### ***Governance***

The Board of Trustees, who are the members of the organisation, meets three times a year, to direct the development and implementation of the strategy and objectives of the Foundation and to review its impact.

Apart from the first Trustees, every Trustee is appointed for a term of three years. In selecting individuals for appointment as Trustees, the Trustees have regard to the skills, knowledge and experience needed for the effective administration of the charity.

The policies and procedures adopted for the induction and training of new Trustees are tailored to their individual needs, to ensure that they understand their obligations and that they possess a sufficient knowledge to discharge them.

#### ***Management***

The Board of Trustees has vested the day-to-day management of the Foundation in its Chief Executive, subject to a Framework of Delegated Authorities, who reports progress to the Board at its regular meetings.

The Foundation operates closely with a number of educational institutions, using the experience gained to formulate the policies it adopts to meet its objectives.

#### **Risk management policy**

The Trustees are responsible for the management of the risks of the Foundation. The main risks to which the Foundation is exposed are considered to be those of reputation, financial management, loss of key personnel and loss of secured funding. The Board assesses these matters across all activities of the Foundation. This work is ongoing and no further main risks have been identified so far. Systems and procedures are in place to manage risks as presently identified.

#### **Aim and Objectives**

The Aim of the Foundation, as set out in its Constitution as its Objects, is to advance the education of the public, particularly but not exclusively, those working with children and young people in child protection in Dudley and Brent.

The Foundation's strategy for fulfilling this aim is to conduct a programme of awareness raising and education within organisations, particularly amongst Supplementary Schools, to bring such schools within the same safeguarding standards as apply to mainstream educational establishments.

The Foundation's principal objective is to ensure that as many organisations as possible benefit from the Foundation's particular expertise in safeguarding matters and hence that the people attending them will benefit from enhanced measures adopted to improve their safeguarding. We believe that this area of work is of benefit to society as a whole by providing a safer and more secure environment in which people may live and children may enjoy their education. The Foundation operates throughout England and Wales.

R E P O R T   O F   T H E   T R U S T E E S   ( C o n t i n u e d )

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**Aim and Objectives (continued)**

The Trustees confirm that in setting the objectives and planning the activities, they have referred to the Charity Commission's general guidance on public benefit.

**Activities, achievements and performance**

Having completed the Supplementary Schools pilot project in 2019, the Foundation has maintained contact with the local education authorities concerned and with others and has developed its programme.

Training courses were run for Mail Shot International.

**Financial review**

***Review of transactions and financial position***

Total income for the year was £2,800 (2022 - £2,629) and total expenditure was £2,740 (2022 - £2,701). Both income and expenditure as stated is inclusive of the valuation of donations in kind of £2,500 (2022 - £2,000). The results for the year show that income exceeded expenditure by £60 (2022 – expenditure exceeded income by £72).

***Reserves policy***

The Foundation regards its free reserves as being represented by the net current assets of its unrestricted funds. At 31 March 2023 free reserves were £60 (2022 - £Nil). The Foundation aims to establish these reserves at 3 months of unrestricted expenditure, excluding donations in kind, equivalent to £36, (2022 - £58), by retaining a proportion of its unrestricted income each year. The Foundation aims to hold these funds to provide working capital to finance its day-to-day operations and to provide a safeguard against a downturn in support or activity that could lead to expenditure exceeding income.

**Plans for the future**

The Foundation intends to expand its activities by running a series of training and safeguarding programmes to be arranged with Voluntary Action Camden. It will continue to rely on volunteers to administer and, if necessary, deliver its activities.

R E P O R T   O F   T H E   T R U S T E E S   ( C o n t i n u e d )

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**Statement of Trustees' responsibilities**

The Charities Act 2011 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the income and expenditure of the charity for that year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards have been followed.

The Trustees are responsible for keeping sufficient accounting records that 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 Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Acknowledgements**

We would like to acknowledge with thanks the in kind support we have received from Mail Shot International Ltd for the provision of premises and accountancy services and for the support we have received from our one volunteer.

Approved by the Board of Trustees and signed on its behalf

Suzanne Hyde  
Treasurer  
25th January 2024

## S T A T E M E N T   O F   F I N A N C I A L   A C T I V I T I E S

	Note	Unrestricted funds £	Total 2023 £	Total 2022 £
<b>Income from:</b>				
Donations	3	2,500	2,500	2,000
Charitable activities - <i>training course fees</i>		300	300	629
<b>Total income</b>		<u>2,800</u>	<u>2,800</u>	<u>2,629</u>
<b>Expenditure on:</b>				
Charitable activities	5	2,740	2,740	2,701
<b>Total expenditure</b>		<u>2,740</u>	<u>2,740</u>	<u>2,701</u>
<b>Net income/(expenditure) and net movements in funds for the year</b>		60	60	(72)
<b>Total funds brought forward</b>		-	-	72
<b>Total funds carried forward</b>		<u>60</u>	<u>60</u>	<u>-</u>

There are no recognised gains or losses for the current year or prior year other than as stated in the statement of financial activities and accordingly no statement of recognised gains or losses has been presented. All activities are continuing and there are no movements in total funds other than the result for the year.

The notes on pages 8 to 11 form an integral part of these financial statements.

*The Safeguarding Foundation (a charitable incorporated organisation)*  
*Annual Report And Financial Statements*  
*For The Year Ended 31<sup>st</sup> March 2023*

B A L A N C E   S H E E T

	Note	2023 £	2022 £
<b>Current assets</b>			
Cash at bank		60	701
		<u>60</u>	<u>701</u>
<b>Creditors: amounts falling due within one year</b>	9	-	(701)
		<u>-</u>	<u>(701)</u>
<b>Net current assets</b>		60	-
<b>Total assets less current liabilities</b>		<u>60</u>	<u>-</u>
<b>Net assets</b>		<u>60</u>	<u>-</u>
<b>Funds</b>			
Unrestricted funds	13	60	-
		<u>60</u>	<u>-</u>
<b>Total funds</b>		<u>60</u>	<u>-</u>

Approved by the Board of Trustees on 25<sup>th</sup> January 2024 and signed on its behalf

Suzanne Hyde  
Treasurer

The notes on pages 8 to 11 form an integral part of these financial statements.



## NOTES TO THE FINANCIAL STATEMENTS

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### 1. Statutory information

Legal status – The organisation is a charitable incorporated organisation, incorporated in England and registered as a charity, number 1177048.

Principal office – Unit 2A, Hille Business Estate, 132 St Albans Road, Watford, Hertfordshire, WD24 4AE,

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### 2. Accounting Policies

#### Basis of preparing the financial statements

The financial statements have been prepared in accordance with the 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) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Acts 2011 and 2022 and UK Generally Accepted Practice as it applies from 1 January 2015 and the Companies Act 2006.

The Foundation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are presented in sterling (£).

The financial statements have been prepared on a going concern basis. This assumes that the charity will continue for at least the next twelve months. The Trustees believe that it is appropriate for the financial statements to be prepared on the going concern basis.

#### Cash flow statement

The Trustees have taken advantage of the exemption in SORP FRS 102 (September 2015) from including a cash flow statement in the financial statements on the grounds that the charity is small.

#### Income

All income is included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donations in kind represent the estimated cost of donated services and facilities received during the period, valued at the price which the charity would pay in the open market. A corresponding amount is then recognised in expenditure in the year of receipt.

#### Expenditure

All expenditure is accounted for on an accruals basis and has been listed under headings that aggregate all the costs related to that activity. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### Expenditure (continued)

Governance costs are those incurred in connection with the management of the Foundation's assets, organisational administration and compliance with constitutional and statutory requirements.

### Allocation and apportionment of costs

Support costs include the control functions and include staffing and the associated costs of supporting, monitoring and evaluating the work of the charity. Such costs have been allocated between charitable activities and governance costs on the basis of the time incurred.

Direct costs, including directly attributable fees or salaries, are allocated on an actual basis to the key strategic areas of the charity. Overheads and other fees or salaries are allocated between expense headings on the basis of time incurred.

### Debtors

Short term debtors, when they arise, are included at transaction price, less any impairment.

### Creditors

Short term creditors are included at the transaction price.

### Taxation

The Safeguarding Foundation is a registered charity under the Charities Act 2011 and as such is exempt from tax on its income and gains to the extent that such income and gains are applied for charitable purposes.

### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

<b>3. Donations</b>	<b>Unrestricted funds</b>	<b>Total 2023</b>	<b>Total 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Grants from charities	-	-	-
Donations from corporations	-	-	-
Donations in kind	2,500	2,500	2,000
	<u>2,500</u>	<u>2,500</u>	<u>2,000</u>
			<u><b>2022</b></u>

<b>4. Material non-cash transactions</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Donations in kind received:		
Consultancy services	1,000	500
Premises	1,200	1,200
Accountancy services	175	175
Governance services	125	125
	<u>2,500</u>	<u>2,000</u>

NOTES TO THE FINANCIAL STATEMENTS (Continued)

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

	Direct Charitable expenditure £	Support costs £	Total 2023 £	Total 2022 £
Safeguarding activities	1,240	1,500	2,740	2,701
	<u>1,240</u>	<u>1,500</u>	<u>2,740</u>	<u>2,701</u>
	<u><u>1,240</u></u>	<u><u>1,500</u></u>	<u><u>2,740</u></u>	<u><u>2,701</u></u>

**6. Allocation of support costs and overheads**

Support costs include governance costs. The breakdown of support costs and how these were allocated between governance costs and charitable activities is shown in the table below:

Cost type	Total allocated £	Governance costs £	Charitable activities £	Basis of apportionment
Premises costs	1,200	-	1,200	Activity levels
Accountancy fees	175	-	175	Time based
Consultancy fees	125	125	-	Time based
	<u>1,500</u>	<u>125</u>	<u>1,375</u>	
	<u><u>1,500</u></u>	<u><u>125</u></u>	<u><u>1,375</u></u>	

**7. Trustees' remuneration and benefits**

No members of the Board of Trustees received any remuneration during the year (2022 – £nil). Trustees were reimbursed £nil (2022 - £nil) expenses during the year.

**8. Employees**

The Foundation employed no staff (2022 – nil) during the year.

	2023	2022
	£	£
Trade creditors	-	-
Other creditors	-	701
	<u>-</u>	<u>701</u>
	<u><u>-</u></u>	<u><u>701</u></u>

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### 10. Financial commitments

There were no capital commitments existing at 31 March 2023 (2022 - £nil).

### 11. Related party transactions

There were no parties related to the charity with whom transactions were carried out during the year.

### 12. Analysis of net assets between funds

	Unrestricted funds £	Total funds £
Fund balances at 31 March 2023 are represented by:		
Cash at bank	60	72
	<u>60</u>	<u>72</u>
	<u>60</u>	<u>72</u>

### 13. Analysis of charitable funds

Analysis of fund movements	Brought Forward 1 April 2022 £	Income £	Expenditure £	Transfers £	Gains & losses £	Carried Forward 31 March 2023 £
Unrestricted Funds	-	2,800	(2,740)	-	-	60
Total	<u>-</u>	<u>2,800</u>	<u>(2,740)</u>	<u>-</u>	<u>-</u>	<u>60</u>