



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

**Section A**

**Independent Examiner's Report**

Report to the trustees/  
members of

SWAP - SAFE WELCOME AFTER PRISON

On accounts for the year  
ended

31 MARCH 2022

Charity no  
(if any)

1184712

Set out on pages

ONE

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

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

Independent  
examiner's statement

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

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed:

Stanley Ozgovicz

Date:

24 OCTOBER 2022

Name:

STANLEY OZGOWICZ

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

Address:

1 CLIFFE COTTAGES, ROPER LANE  
THURGOLOD, SHEFFIELD  
S35 7AA

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

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

**SWAP - Safe Welcome After Prison**  
Accounts as at 31.03.22

	Unrestricted Funds		Restricted Funds		Total	
	£	£	£	£	Year to 31 March 2022	Year to 31 March 2021
<b>Income</b>		27,644.64		30,955.00	58,599.64	64,739.45
<b>Expenses</b>						
Salaries	636.00		7,848.59	8,484.59		38,745.60
Travel and accommodation costs	3,700.37		952.75	4,653.12		738.05
Telephone	2,377.52		-	2,377.52		2,103.69
Equipment	768.02		567.57	1,335.59		1,716.79
Activities	54.45		51.91	106.36		972.36
Postage and stationery	60.97		-	60.97		73.28
Repairs	514.86		179.99	694.85		193.71
Support	2,824.59		8,518.03	11,342.62		3,169.37
Computer expenses	713.07		-	713.07		240.95
Sessional salaries and volunteers	532.67		3,191.04	3,723.71		4,260.31
Drug tests	2,225.00		-	2,225.00		3,493.17
Bookkeeping/payroll	1,402.00		-	1,402.00		416.00
Minibus	15,000.00		-	15,000.00		-
Loan repayment	1,000.00		-	1,000.00		-
Independent examiner's fees	300.00		-	300.00		150.00
Miscellaneous	3,027.07		118.40	3,145.47		1,397.22
		35,136.59		21,428.28	56,564.87	57,670.50
<b>Total surplus/(deficit)</b>		<b>(7,491.95)</b>		<b>9,526.72</b>	<b>2,034.77</b>	<b>7,068.95</b>
Opening cash at bank and in hand		11,507.86		1,952.61	13,460.47	6,391.62
Closing cash at bank and in hand		<u>4,015.91</u>		<u>11,479.33</u>	<u>15,495.24</u>	<u>13,460.57</u>

Signed by a trustee on behalf of all the trustees

Signature

.....

Date

.....

Name of trustee

.....

# Chair of Trustee Report

Yvonne Oliver 07.11.2022

## Overview

Mark has taken over Paul's job roll in the office, which is drug testing, database inputting and group management.

Paul is now our Alpha Housing Support/Maintenance worker, which involves many jobs that need doing up at the K.C flats and the S.U, and the Clare Road office.

Prison visits have been limited, although we have been into Armley and Wealstun recently, so we have still been doing telephone assessments. We have still been arranging gate pick-ups.

We have continued managing the drug testing for AH clients and been contracted to test the Claver Hall clients.

Lyndsay finished her last session last week, after helping develop the Addressing offending course. Janet also left at the beginning of September, after successfully counselling clients for over a year. We have a new counsellor called Alton who started mid-September. We are currently interviewing 3 further counsellors, from Leeds Universities which we have good relations with, for the placement of their students for their final year of work placement.

Increased communication with probation services and prescribing service is ongoing and has continued to improve.

Implemented database, which just keeps getting bigger and better.

## Competitions/activities

We have been having activity days once a month for the clients.

This has included:

- Trip to Scarborough which included fish and chips, ice cream, beach volleyball
- Trip to Shibden park with ice cream
- Cinema
- Pool/Snooker
- Minibus for a walk upto Hardcastle Craggs
- Easter bonnet competition
- Cleanest flat competition
- Babar Khan's for Eid/Christmas
- Christmas gifts for residents (with AH)

## Services offered

In addition to the services, we already offered (prison assessments, gate pickups, tobacco, drug testing, benefit support, doctors and dentists etc) we have since added the following services to meet the initial needs of service users:

- Shopping - £20 food, £5 toiletries
- Smart phones to those who do not have one, including credit
- Driving licenses
- College
- Family mediation
- Covid tests
- Increased transport to appointments and for essential goods
- PIP
- Increase in electric and gas assistance
- Vast increase in counselling available (around 15 sessions per week)
- Debt relief orders (DRO) with Noah's Ark organisation

## Changes to Support Unit

The major change we saw through the covid epidemic is in moving to 24/7 staffing for the support unit, which has now gone back to the normal shift hours before covid. We have also continued to grow the database which has prompted us to make significant changes to the responsibilities of support unit staff.

We have installed a Ring doorbell, which is linked to the S.U office tablet so staff can safely see who is at the door.

We have increased the care we provide to clients as well as vastly improving the communication and recording of important information. This is ongoing.

We have new staff members working at the S.U

We have set up a desk in the Support Unit office along with a new wall-mounted safe.

A stable door has been installed in the office, allowing us to keep residents out of the office whilst still providing all the relevant services – Medication has been better organised using meds boxes and using the stable door as a monitoring station.

Streamlined all paperwork – reduced to one paper book and 3 checklists. Ongoing.

Increased monitoring of keys to avoid loss. Ongoing

Handover checklist, which has increased cleanliness and ensured all residents are checked on before and after each shift. Ongoing

Tablet available in the office to enter information into the database. Ongoing

Better monitoring of breathalysers and meds collections for both in-house residents and residents from the flats.

New top of the range breathalyser has been bought, due to us having to buy cheap ones every couple of months.

Recently had all windows replaced with double glazing.

## Finances

Accounts for the year ending Mar 2022 are attached.

In addition – so far this year we have received a further £16,505 from the Triangle Trust grant, bringing the total received so far to £54,114 with a further £4880 still to come. This was a 3yr grant to help with Volunteer co-ordinators and we are now in the final year.

We have received £14,000 from Alpha House Calderdale – for our services, this includes all Assessments, Drug Testing, and certain group co-ordinator facilitation, along with Support costs incurred for the support of residents. Providing these services to Alpha House is enabling us to become self-sufficient.

The remainder of the Allan Lane grant for the development of Kings Court gardens, has been spent on the project, although the maintenance of the gardens is ongoing.

We currently have a funding/grant bid in with Awards for All.

A replacement Minibus was purchased in March 2022 with the help of a donation from Alpha House. After a challenging start – the Minibus is now in use taking clients/residents to meetings where possible.

## Staff and Volunteers

Along with a significant increase to our staff and volunteers, we have also made great progress in volunteer training. This includes Support Unit meetings, written instruction booklets and increased recording of information.

### Staff

Ian Collinson remains as the Project Manager

Mark O'Melia has been put on permitted work.

Dave Saltonstall has been commissioned as a consultant from AH, which we pay AH directly for.

As we employ ex-addicts unfortunately, we have lost 2 workers Darren Clarke and Matt Rourke due to their addictions, but we have gained 2 more workers Mark and Paul.

### Volunteers

Monique Evans – Recovery Support. New

Ben Gilchrist – Support Unit, has now left. Gained employment at the Basement Project.

Marcus Christie – Support Unit, has now left. Gained employment elsewhere.

Jules Caldwell – Support Unit. New

Paul Woolley – Support/Maintenance (Flats & Support Unit). New to this role.

Darren Pedley – Support Unit. New.

Brendon Bennet – Support Unit.

Saqib Ahmed – Gym Orderly.

Jane Cole – Counsellor. New.

Alton Daley – Counsellor. New.

Sebrina Almas – Counsellor. Ongoing.

Helen Slater – Counsellor, has now left. Finished placement hours.

Janet McNally – Counsellor, has now left. Finished placement hours.

Lyndsey Stock – Counsellor, has now left. Final year at university.

All three Helen, Janet, and Lyndsey worked over their allocated placement hours as they loved working here and didn't want to leave.

## Future

The vision we have for the future of SWAP is, as we grow we have had a good success of our volunteers in the past moving on to full time employment. This has generated us as an organisation to want and need more volunteers, some of which is a few of our clients that have come through the AH program and have started to volunteer and some that have not come through the Ah program. We will be implementing more training around group facilitation, drug testing, database inputting and key working, giving them the skills, which will help for the future when they gain employment whether it be with SWAP or an external service provider.

So for the last 2 years we have been working with a new database system (although not so new now) and it just gets better and better as we work with it, this is due to identifying new amends that we keep adding to it. For the near future we have already got in place some new features for the database, which are being able to input Criminal Justice Statistic's and having some algorithms to produce figures of the percentage of how much crime has been reduced by housing some of our most prolific offenders. Another beneficial tool is we are adding a Mental Health Star section to be edited and to be looked back on from week to week in the clients one to ones, this will show either, improvement or a deterioration in the individuals over mental health. Shane and I over the next coming weeks are going to start getting up to date with the Service Charge and Loans sections of inputting, then once this is up to date allowing the keyworkers to manage and prompt the client as of when to pay, (ultimately the client will still be coming to pay Shane). This is to centralise all information and easier to access. As the database continues to grow, I have noticed little tweaks that we have been getting amended, such as back buttons and drop-down box information, which most of the time I can amend myself.

We are looking at increasing funding avenues, applying for grants ect, whilst looking at ways of making us self-sustainable.