

**Registered number: 07660502**  
**Charity number: 1186831**

## **On My Side**

**(A company limited by guarantee)**

**Unaudited**

**Trustees' report and financial statements**

**For the year ended 30 June 2023**

**On My Side**  
**(A company limited by guarantee)**

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**On My Side**  
**(A company limited by guarantee)**

**Reference and administrative details of the Company, its Trustees and advisers**  
**For the year ended 30 June 2023**

<b>Trustees</b>	Alistair Bailey Margaret Bailey (resigned 24 January 2024) Nicholas Bailey David Connolly Nicola Loach Ivor Carl Revere Jane Elizabeth Chapman (appointed 19 January 2024) Johannes William Gottschalk (appointed 7 December 2023)
<b>Company registered number</b>	07660502
<b>Charity registered number</b>	1186831
<b>Registered office</b>	16 Colchester Vale Forest Row East Sussex RH18 5HJ
<b>Accountants</b>	Kreston Reeves LLP Chartered Accountants Springfield House Springfield Road Horsham West Sussex RH12 2RG

**On My Side**  
**(A company limited by guarantee)**

**Trustees' report**  
**For the year ended 30 June 2023**

The Trustees present their annual report together with the financial statements of the Company for the 1 July 2022 to 30 June 2023. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**Objectives and activities**

**a. Policies and objectives**

The company's purposes as set out in the company's memorandum of association are as follows:

- the relief of people with a learning disability, in particular but not exclusively through advice and support, by facilitating the provision of supported living accommodation, and through support for their families and carers;
- to promote social inclusion among people who are excluded from society, or some parts of society, as a result of learning disabilities.

During the financial year ending 30th June 2023 our primary objectives continued to be supporting people with learning disabilities to live fulfilling lives, as independently as possible and promoting their social inclusion. Our main strategies are the provision of supported accommodation in Fairborne House in Forest Row, East Sussex, and the provision of a disability resource centre, also in Forest Row, where our tenants and other people with learning disabilities can socialize, learn skills, and engage in work related activities. The resource centre, called The Cube, lies within the village centre and so can provide a base from which to recruit volunteers and engage in fundraising activities. Members of The Cube are also supported to access work-related, leisure, and social activities within the community.

We also offer advice and information to the families and carers of those we support, and to other local people with learning disabilities and their families who have made contact with us.

The objects of the charity are for the public benefit and the trustees have regard for the Charity Commission's guidance on public benefit and take it into account in decision-making. Our work to improve the opportunities available to people with learning disabilities is a public benefit. We also work to enable people with learning disabilities to contribute actively towards their local community and to access local services in the same way as non-disabled people, thus promoting social inclusion and an increased understanding of people with learning disabilities amongst the general public.

**On My Side**  
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**Trustees' report (continued)**  
**For the year ended 30 June 2023**

**Achievements and performance**

**a. Main achievements of the Company**

The year ending 30th June 2023 has been one of consolidation of our achievements in our various areas of activity. We were aided in this by the able and professional management of John Aitken, and subsequently Olya Scott.

Work has also been done, particularly by John Aitken, to review and update our policies and procedures and to strengthen our compliance in all areas of legislation and risk mitigation. When John left, we could be confident about the very systematic and thorough system of recording and updating he had developed for the operational aspects of our work. With Nick Bailey, one of the trustees, John also developed our approach to marketing our services and so, shortly after John left, we were able to attract additional applications. This enabled Olya Scott to fill the two vacancies which had arisen in Fairborne House and so our tenant group has recovered to six tenants. More recently, Olya has created an additional place in Fairborne House so that we now offer seven placements.

Fairborne House

We strive as always to provide a warm and reliable environment for our tenants within Fairborne House. Staff are on hand to assist with meals, transport, 'home day' activities or just to talk to. Tenants share a meal together each evening, and there are various evening activities, and a winding down period before bedtime for those who want it, with hot chocolate and a chat. Tenants know there is always someone to turn to, and that someone is always available to contact if there is a problem, even overnight. We also try to support companionable relationships between the tenants. We believe that this secure, reassuring environment helps to build calmness and confidence within our tenants and helps them to feel ready to try new activities, go to new places, and take further steps towards greater independence as they feel ready.

The house itself is attractive and pleasantly situated close to the Ashdown Forest, but within easy walking distance of the centre of the village and The Cube. Each tenant has their own spacious en-suite accommodation and the use of generous communal spaces in the house and garden. There is a continuous programme of maintenance and development within the house. During this year we have done work to upgrade the two vacant rooms. Following the reroofing of the car port we improved the frontage of the car port and made ready for the conversion to a meeting room (this room has been completed at the time of writing). We have continued to work on the garden (with tenant involvement) to increase its appeal for all the tenants to use and enjoy and in the current year our garden will benefit from being a local charity supported by our local Co-op shop. As a result of this support we are able to provide a new greenhouse and potting shed which will complement the work of our allotment.

The Cube

The Cube is our workshop activity centre, which we set up during 2021 in part as a response to the Covid pandemic, and the need to create a safe space for our tenants, separate from Fairborne House, where meaningful daytime activities could take place. We have now developed a workshop-like environment where people with learning disabilities and autism are able to develop skills and the confidence and where they could provide products and services that were valued by others. The Cube can also act as a stepping stone to further involvement in the community such as in the form of work placements.

There has been ongoing development in our workshop sessions and mini-businesses during this financial year. Woodworks and 'Potworks' continued to produce attractive items to sell at Forest Row community market, and 'Trainworks' continued to build ingenious train layouts which have been much enjoyed by local people, young and old. The Trainworks workshop is also a great medium for developing a variety of practical skills. We have maintained our drop in morning, every Tuesday, where anyone who is interested in our work can call in to find out more, and one of our tenants continues to assist with office tasks – such as checking receipts for all the food purchases and doing weekly checks e.g. fire checks. Our crafts and soft materials workshop has continued to develop and is well attended and also supports the work on 'dolls house modelling' for two of our female members. The dolls houses and railway layouts were on display alongside the community market and attracted many visitors who were impressed and delighted by the modelling.

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**Trustees' report (continued)**  
**For the year ended 30 June 2023**

**Achievements and performance (continued)**

The Cube is adjacent to Forest Row Community Centre and is therefore in the centre of the village. We continued our commitment to lease the building from the parish council and have continued to invest in our working relationship with the parish council. One of our tenants has a particular interest in local politics and so we are regular contributors to village meetings. We have continued to make improvements to the fabric and furnishing of The Cube to make it a pleasant and adaptable space.

Involvement in the local community

We have continued to support people with learning disabilities to feel confident to access community facilities and to make connections with local people. After the restrictions made necessary by the Covid pandemic there was a need to help the people we support to regain their confidence to go out and about in the community - using local shops and cafes for example. During this year, we found that this support work needed to be continued as it has taken longer than expected to recover from the pandemic. We have continued our weekly 'pub night out', and our 'games night'. Regular visits to gyms, swimming pools, and riding stables have continued to provide ongoing enjoyment and challenges. The community market continues to be a regular monthly event once again and we have manned a stall each month to sell our products. We have developed a base of returning customers, whilst making many new acquaintances. Tenants have enjoyed showing customers what they have been working on, and seeing that their work is valued. We have also continued to offer services which are of value to the village such as litter picking and assisting in looking after part of the memorial garden, a well-used public space.

**Financial review**

**a. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

**b. Reserves policy**

During the financial year to 30th June 2023 the sum of 60,000 was set aside in a separate bank account as reserves and for the purpose of further development of the service. This means we have made provision for unforeseen emergencies and this fund would assist with the basic running of the business for three months (bearing in mind that if the current income was substantially reduced the support costs would also decrease). The reserves enable us to feel confident that we have sufficient funds to cover the cost of closing down the company in a responsible manner should that be necessary. It has now in early 2024 been possible to increase the amount held in the reserve account to create a reserve for large repair items (e.g. roof replacement and regular external decoration) to be funded as they fall due. We have invested in the conversion of the car port to a meeting room, whilst retaining an amount that can be used to develop the service. These investments comply with the actions identified in our strategic plan which was developed and updated during 2023 and 2024. This plan envisages the purchase of a second property within the village and at the time of writing a suitable property has been identified for this purpose.

**On My Side**  
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**Trustees' report (continued)**  
**For the year ended 30 June 2023**

**c. Principal funding**

The principal funding sources for the charity at present are the rents for tenancies for accommodation within Fairborne House, and the payments made by tenants for their support. The rents for the tenancies held by people with learning disabilities are paid through housing benefit, and the support payments are funded via direct payments to the tenants from the social service departments of their funding authorities. Tenants also contribute to the costs of running the house by making payments from income benefits for their food, utilities, and transport costs.

We have also had some donations, and have made a modest income from sales of items sold at the community market, allowing us to cover the cost of materials and improve the facilities at The Cube.

**d. Loans and mortgage**

We continue to pay down the mortgage and other loans which had been obtained at beneficial rates of interest. We anticipate that this will provide financial headroom for further investment in a second property in the village, as envisaged by the strategic plan.

**On My Side**  
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**Trustees' report (continued)**  
**For the year ended 30 June 2023**

**Structure, governance and management**

**a. Constitution**

On My Side is a charitable company limited by guarantee and not having share capital (Company No. 07660502). It is governed by a Memorandum and Articles of Association. There are a minimum of three trustees and a maximum of seven.

**b. Methods of appointment or election of Trustees**

The current trustees have the power to appoint new trustees and have endeavoured to appoint trustees who have skills, knowledge, and experience relevant to the work of the charity. We continue to look to strengthen the board. All members of the board give their time voluntarily and received no benefits from the charity. During the past financial year Ivor has provided the charity with additional business expertise which has strengthened the overall management and leadership of the charity.

At the AGM, held on 7th June 2023, two trustees, Alistair Bailey and Nicholas Bailey retired by rotation and being eligible were reappointed. More recently two further trustees have been appointed Mrs. Jane Chapman and Mr. Johannes Gottschalk who have particular expertise in accountancy and legal matters. Also Margaret Bailey has resigned from the Board on 24 January 2024.

**c. Managing performance**

Management performance is monitored and appropriate management information is regularly provided to the board and reviewed by them. The charity employs an Independent Living Manager to look after the charity's operations on a day-to-day basis. The Independent Living Manager meets regularly with the Chair of the charity and provides a written report to all Board meetings. There is also a regular financial report to ensure the Trustees are conversant with the balance of income and expenditure by the charity.

**d. Financial risk management**

The Trustees have assessed the major risks to which the Company is exposed, in particular those related to the operations and finances of the Company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.



**On My Side**  
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**Trustees' report (continued)**  
**For the year ended 30 June 2023**

**Statement of Trustees' responsibilities**

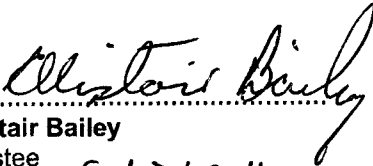
The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

  
.....  
**Alistair Bailey**  
Trustee  
Date: 8/3/24

**On My Side**  
**(A company limited by guarantee)**

**Independent examiner's report**  
**For the year ended 30 June 2023**

**Independent examiner's report to the Trustees of On My Side ('the Company')**

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 30 June 2023.

**Responsibilities and basis of report**

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's 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 Company and the Company's Trustees as a body, for my work or for this report.

Signed:

*Kreston Reeves LLP*

Dated: 08/03/2024

James Peach

FCA

Kreston Reeves LLP, Springfield House, Springfield Road, Horsham, West Sussex, RH12 2RG

**On My Side**  
**(A company limited by guarantee)**

**Statement of financial activities (incorporating income and expenditure account)**  
**For the year ended 30 June 2023**

	Note	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>Income from:</b>				
Donations and legacies	3	2,744	2,744	2,901
Charitable activities	4	333,229	333,229	271,262
Investments	5	249	249	7
<b>Total income</b>		<b>336,222</b>	<b>336,222</b>	<b>274,170</b>
<b>Expenditure on:</b>				
Charitable activities	6	247,351	247,351	253,773
<b>Total expenditure</b>		<b>247,351</b>	<b>247,351</b>	<b>253,773</b>
<b>Net movement in funds</b>		<b>88,871</b>	<b>88,871</b>	<b>20,397</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		311,397	311,397	291,000
Net movement in funds		88,871	88,871	20,397
<b>Total funds carried forward</b>		<b>400,268</b>	<b>400,268</b>	<b>311,397</b>

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

The notes on pages 11 to 21 form part of these financial statements.

**On My Side**  
**(A company limited by guarantee)**  
**Registered number: 07660502**

**Balance sheet**  
**As at 30 June 2023**

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	11	783,996	790,528
		<u>783,996</u>	<u>790,528</u>
<b>Current assets</b>			
Debtors	12	49,259	23,918
Cash at bank and in hand		98,363	101,497
		<u>147,622</u>	<u>125,415</u>
Creditors: amounts falling due within one year	13	(56,733)	(68,004)
<b>Net current assets</b>		<u>90,889</u>	<u>57,411</u>
<b>Total assets less current liabilities</b>		<u>874,885</u>	<u>847,939</u>
Creditors: amounts falling due after more than one year	14	(474,617)	(536,542)
<b>Net assets excluding pension asset</b>		<u>400,268</u>	<u>311,397</u>
<b>Total net assets</b>		<u><u>400,268</u></u>	<u><u>311,397</u></u>
<b>Charity funds</b>			
Unrestricted funds		<u>400,268</u>	<u>311,397</u>
<b>Total funds</b>		<u><u>400,268</u></u>	<u><u>311,397</u></u>

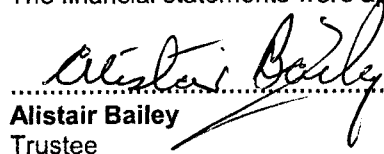
The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

  
**Alistair Bailey**  
Trustee

Date: 8/3/24

The notes on pages 11 to 21 form part of these financial statements.

**On My Side**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 30 June 2023**

**1. General information**

On My Side Limited is an incorporated charity registered with the Charity Commission in England and Wales. The registered office address is 16 Colchester Vale, Forest Row, England, RH18 5HJ. The company's registered number is 07660502 and its charity number is 1186831.

The company was granted charitable status by the Charity Commission on 9 December 2019.

The company is limited by guarantee. The members of the company are the Trustees named on page 1.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

On My Side 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.

No statement of cash flows has been provided as the charity is considered small under the Charity SORP (FRS 102).

The financial statements are presented in sterling and rounded to the nearest £1.

**2.2 Going concern**

The Trustees have considered that the charity will continue to operate for the foreseeable future and be able to settle all liabilities as they fall due, and is a going concern.

**On My Side**  
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**Notes to the financial statements**  
**For the year ended 30 June 2023**

**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Company, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

**2.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

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**Notes to the financial statements**  
**For the year ended 30 June 2023**

**2. Accounting policies (continued)**

**2.7 Taxation**

The Company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**2.8 Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Freehold property	-	No depreciation
Plant and machinery	-	33% straight line
Motor vehicles	-	25% straight line
Computer equipment	-	33% straight line

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

The Trustee's consider that the residual value of the freehold property is at least equal to the historic cost and therefore no depreciation is charged on the freehold property.

**2.9 Debtors**

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

**2.10 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.

**Notes to the financial statements**  
**For the year ended 30 June 2023**

**2. Accounting policies (continued)**

**2.11 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.12 Financial instruments**

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.13 Finance leases and hire purchase**

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the Company. Obligations under such agreements are included in creditors, net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of financial activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

**2.14 Pensions**

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

**2.15 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.



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**Notes to the financial statements**  
**For the year ended 30 June 2023**

**3. Income from donations and legacies**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Donations	2,744	<b>2,744</b>	1,780
Government grants	-	-	1,121
	<u>2,744</u>	<u><b>2,744</b></u>	<u>2,901</u>

**4. Income from charitable activities**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Income from charitable activities - Provision of support for disabled people	271,703	<b>271,703</b>	216,414
Income from charitable activities - Provision of supported accommodation	61,526	<b>61,526</b>	54,848
	<u>333,229</u>	<u><b>333,229</b></u>	<u>271,262</u>

**5. Investment income**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Investment income	249	<b>249</b>	7

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Unrestricted funds 2023 £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Provision of support for disabled people	247,351	<b>247,351</b>	253,773

**On My Side**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 30 June 2023**

**7. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2023 £</b>	<b>Support costs 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Provision of support for disabled people	24,045	223,306	<b>247,351</b>	253,773
	<u>24,045</u>	<u>223,306</u>	<u><b>247,351</b></u>	<u>253,773</u>
Total 2022	23,813	229,960	253,773	
	<u>23,813</u>	<u>229,960</u>	<u>253,773</u>	

**Analysis of direct costs**

	<b>Provision of support for disabled people 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Direct cost	24,045	<b>24,045</b>	23,813
	<u>24,045</u>	<u><b>24,045</b></u>	<u>23,813</u>

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**Notes to the financial statements**  
**For the year ended 30 June 2023**

**7. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Provision of support for disabled people 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Staff costs	149,335	<b>149,335</b>	158,053
Depreciation	6,532	<b>6,532</b>	7,833
Staff training	3,101	<b>3,101</b>	1,899
Rent and rates	10,827	<b>10,827</b>	10,127
Power, light and heat	4,928	<b>4,928</b>	4,802
Property repairs and maintenance	6,339	<b>6,339</b>	4,085
Insurance	6,903	<b>6,903</b>	5,956
Computer running costs	1,254	<b>1,254</b>	1,233
Motor running expenses	992	<b>992</b>	1,714
Travel expenses	226	<b>226</b>	380
Postage, courier and delivery charges	456	<b>456</b>	590
Legal and professional fees	453	<b>453</b>	401
Accountancy	11,653	<b>11,653</b>	9,241
Bad debts	125	<b>125</b>	-
Bank charges	137	<b>137</b>	143
Telecommunications	2,197	<b>2,197</b>	2,242
Entertaining	969	<b>969</b>	299
Sundry expenses	1,920	<b>1,920</b>	1,344
Interest paid	14,959	<b>14,959</b>	19,618
	<b>223,306</b>	<b>223,306</b>	<b>229,960</b>

**8. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £2,880 (2022 - £2,760).

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**Notes to the financial statements**  
**For the year ended 30 June 2023**

**9. Staff costs**

	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
Wages and salaries	<b>140,717</b>	149,432
Social security costs	<b>6,626</b>	6,342
Contribution to defined contribution pension schemes	<b>1,992</b>	2,279
	<b>149,335</b>	158,053

The average number of persons employed by the Company during the year was as follows:

	<b>2023</b> <b>No.</b>	<b>2022</b> <b>No.</b>
Employees	<b>9</b>	8

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise of the Trustees.

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 30 June 2023, travelling expenses totalling £81 were paid directly to 1 Trustee (2022 - £NIL).

**On My Side**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 30 June 2023**

**11. Tangible fixed assets**

	Freehold property £	Plant and machinery £	Motor vehicles £	Computer equipment £	Total £
<b>Cost or valuation</b>					
At 1 July 2022	782,966	3,057	23,139	4,745	813,907
At 30 June 2023	782,966	3,057	23,139	4,745	813,907
<b>Depreciation</b>					
At 1 July 2022	-	1,256	18,194	3,929	23,379
Charge for the year	-	897	4,945	690	6,532
At 30 June 2023	-	2,153	23,139	4,619	29,911
<b>Net book value</b>					
At 30 June 2023	782,966	904	-	126	783,996
At 30 June 2022	782,966	1,801	4,945	816	790,528

**12. Debtors**

	2023 £	2022 £
<b>Due within one year</b>		
Resident debtors	22,321	18,598
Prepayments and accrued income	26,938	5,320
	49,259	23,918

**On My Side**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 30 June 2023**

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

	<b>2023</b>	2022
	<b>£</b>	<b>£</b>
Bank overdrafts	<b>1,036</b>	1,657
Bank loans	<b>42,910</b>	41,949
Other loans	-	2,400
Trade creditors	<b>808</b>	1,218
Obligations under finance lease and hire purchase contracts	<b>3,117</b>	3,400
Other creditors	<b>991</b>	1,402
Accruals and deferred income	<b>7,871</b>	15,978
	<b>56,733</b>	68,004

The bank loan is secured against a charge on the property.

**14. Creditors: Amounts falling due after more than one year**

	<b>2023</b>	2022
	<b>£</b>	<b>£</b>
Bank loans	<b>474,617</b>	517,405
Other loans	-	16,020
Net obligations under finance lease and hire purchase contracts	-	3,117
	<b>474,617</b>	536,542

The bank loan is secured against a charge on the property.

**On My Side**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 30 June 2023**

**15. Summary of funds**

**Summary of funds - current year**

	Balance at 1 July 2022 £	Income £	Expenditure £	Balance at 30 June 2023 £
General funds	311,397	336,222	(247,351)	400,268

**Summary of funds - prior year**

	Balance at 1 July 2021 £	Income £	Expenditure £	Balance at 30 June 2022 £
General funds	291,000	274,170	(253,773)	311,397

**16. Pension commitments**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £1,992 (2022 - £2,279). Contributions totalling £NIL (2022 - £513) were payable to the fund at the balance sheet date and are included in other creditors.

**17. Operating lease commitments**

At 30 June 2023 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	5,200	5,200
Later than 1 year and not later than 5 years	10,833	16,033
	<b>16,033</b>	<b>21,233</b>

**18. Related party transactions**

Two of the trustees provided the company with a loan of £125,000 to assist the company in purchasing the property. Interest is charged on the loan at 1% per annum. During the year, the loan has been fully repaid. The outstanding loan at the year end is £NIL. (2022 - £18,420)

Two of the trustees have close family who are residents in the house. Accommodation and services are provided on an arm's length basis and on the same terms as other residents. The trustees involved do not take part in any decisions which might lead to a conflict of interest.

**ON MY SIDE**  
**Registered number: 07660502**  
**Charity number: 1186831**

16 Colchester Vale  
Forest Row  
East Sussex  
RH18 5HJ

Kreston Reeves LLP  
Chartered Accountants  
Springfield House  
Springfield Road  
Horsham  
West Sussex  
RH12 2RG

Dear Sirs

This letter is furnished at your request in connection with your independent examination of the financial statements of the charity for the period ended 30 June 2023 for the purposes enabling you to issue your report to the trustees required by the Charities Act 2011 in respect of the charity's accounting records and preparation of the financial statements.

We recognise that our representations concerning the matters referred to below are significant in enabling you to issue your independent examiner's report.

We have fulfilled our responsibilities as trustees of the charity, as set out in your terms of engagement under the Charities Act 2011 and Companies Act 2006 for preparing financial statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice, which give a true and fair view of the financial position of the charity as of the period end and of the results of operations for the period then ended and for making accurate representations to you.

The financial statements have been prepared in accordance with the Companies Act 2006 and Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed, and in accordance with United Kingdom Generally Accepted Accounting Practice, including *Accounting and Reporting by Charities: The 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)* ("the SORP"), including all subsequent Update Bulletins issued that apply to the period under review .

**Audit exemption**

We confirm that the charity is entitled to the exemptions from an audit of the financial statements as set out in the Charities Act 2011 in that:-

- The incoming resources of the charity did not exceed £1 million; or
- The incoming resources of the charity did not exceed £250,000 and the charity's gross assets did not exceed £3.26million; or
- The incoming resources of the charity and its group did not exceed £1 million, after eliminating intra group transactions and consolidation adjustments; and

An audit of the financial statements is not required by the charity's governing documents.

We confirm that the charitable company is entitled to the exemptions from an audit of the financial statements as set out in Section 477 of the Companies Act 2006.



## **Fraud**

We acknowledge our responsibility for the design, implementation and maintenance of a system of internal control in order to prevent and detect fraud.

We have assessed the risk that the financial statements may be materially misstated as a result of fraud and it is our opinion that any such risk is minimal.

We are not aware of any irregularities involving management or employees who have a significant role with regards to the internal control system or that could have a material effect on the financial statements.

We are not aware of any fraud or suspected fraud of any kind communicated by current or former employees, analysts, regulators or any others.

We are not aware of matters related to fraudulent activity or other non-compliance with law or regulation arising since the beginning of the period which have been communicated to the Charity Commission.

## **Provision of information**

We have made available to your representatives all significant financial records and related data. We have provided to you all other information requested and given unrestricted access to persons within the charity from whom you have deemed it necessary to obtain information. All other records and related information, including minutes of all management meetings, have been made available to you.

## **Accounting records**

All financial transactions of the charity have been properly reflected in the accounting records in accordance with the requirements of the Charities Act 2011 and Companies Act 2006 and have been properly reflected in the financial statements.

## **Accounting estimates**

We confirm that the methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework. We confirm that we have informed you of all such significant assumptions.

## **Minutes and Contracts**

The minute books presented to you contain complete and authentic minutes of all meetings of the charity's members and trustees held since the beginning of the period under review.

We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance.

None of the trustees had at any time in the period an interest in any contract with the charity except as disclosed in the notes to the financial statements.

## **Law and Regulations**

We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal and regulatory framework within which the charity conducts its business and which are central to the charity's ability to conduct its business, except as explained to yourselves and disclosed in the financial statements.

We confirm that we have reviewed the guidance "How to report a serious incident in your charity" published by the Charity Commission. We also confirm that no Serious Incident Reports have been submitted to the Charity Commission, nor any events considered for submission, during the accounting period or in the period from the balance sheet date to the date of approval of the financial statements.

We are not aware of any instances during the period where the charity has operated outside its charitable objectives as laid down in its governing documents.

We can confirm that our procedures for handling data are compliant with the General Data Protection Regulation and that there have been no events which could result in any penalty being levied by the Information Commissioner's Office which could have a material impact on the financial statements.

### **Tangible Fixed Assets**

The net book amounts at which fixed assets are included in the balance sheet are arrived at:

- After taking into account all capital expenditure on additions thereto, but no expenditure properly chargeable to revenue.
- After eliminating the cost and accumulated depreciation relating to items sold or otherwise disposed of.
- After providing for amortisation and impairment at rates sufficient to reduce the net book amounts to their residual value by the time they become no longer economically useful to the charity.

We confirm that all tangible fixed assets included in the financial statements exist at the balance sheet date.

We confirm there has been no impairment to the property and the property's cost in the accounts at £782,966 is reasonable.

### **Assets - General**

We confirm that the charity has satisfactory title to all assets appearing in the balance sheet and that they are free from any lien or charge unless otherwise stated in the financial statements.

We have no intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

### **Liabilities - General**

All known liabilities of the charity at the balance sheet date have been included in the financial statements. Adequate provisions have been made in the financial statements for liabilities, which are known to exist but the amount of which, cannot be accurately determined.

### **Contingent Liabilities**

We have disclosed to you all claims in connection with litigation or any other claims of material importance that have been, or are expected to be, received and any such claims have been appropriately accounted for and disclosed in the financial statements.

### **Taxation**

The charity has not undertaken any activities during the year upon which a tax liability arises.

### **Statement of financial activities**

All income of the charity for the period under review has been included in the financial statements.

Except as disclosed in the financial statements the results for the period were not materially affected by:

- transactions of a sort not usually undertaken by the charity.
- circumstances of an exceptional or non-recurring nature.
- charges or credits relating to prior periods.

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions during the period in the application of such income.

### **Transactions with directors/trustees and other related parties**

#### *Trustees' remuneration*

We confirm that no remuneration was paid to trustees during the period under review.

#### *Key management personnel compensation*

We confirm that the key management personnel of the charity comprise solely the trustees of the company who have held office during the period. No other person has had any authority or responsibility for planning, directing or controlling the activities of the company.

#### *Related party transactions*

We confirm that we have fully disclosed to you the identity of all of the charity's related parties.

You have been provided with details of all transactions between the charity and its related parties that have arisen during the accounting period and we confirm that the disclosure made in the financial statements of these transactions is complete and accurate.

We confirm the factual accuracy of the controlling party disclosure in the financial statements.

### **Capital Commitments**

The financial statements make full disclosure of all outstanding amounts contracted for at the balance sheet date in respect of capital expenditure.

### **Post Balance Sheet Events**

Since the balance sheet date no events or transactions have either occurred or are pending which would have a material effect upon the financial statements at that date, or for the period then ended, or which are of such significance in relation to the charity's affairs as to require disclosure in the financial statements.

### **Review of going concern basis**

We confirm that we have considered the charity's future operations, working capital requirements and cashflows and we feel that the going concern basis is appropriate for the preparation of the financial statements for the period under review. Our considerations have covered a period of not less than 12 months from the date of the approval of the financial statements.

Our consideration has included a thorough assessment of the charity's ability to continue trading as a going concern in light of the current economic climate. We have taken appropriate measures, as far as possible based on the information currently available to us, to safeguard the current and future operations of the charity.

There are no material uncertainties of which we are aware that cast doubt on the charity's ability to continue as a going concern.

All projected cashflows, management accounts and other information and assumptions used in reaching this conclusion have been made available to you for the purposes of your assignment. We confirm that our plans for future actions required to enable the charity to continue as a going concern are feasible.

We are of the opinion that the disclosure on going concern in both the trustees' report and the financial statements is an accurate reflection of the charity's financial position.

## **Approval of Financial Statements**

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

The financial statements and the contents of this letter were formally approved by the board at a meeting held on the date shown below.

Yours faithfully

-----  
**Trustee**

for and on behalf of the Board of Trustees

Date: .....