

THE PAPILLON PROJECT

England & Wales · Charity number 1189383

Details

Status Registered

Legal form Charitable company

Company number [12171611](#)

Registered 2020-05-06

Register [View on the Charity Commission register](#)

Contact

Address 25 Station Road
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Activities

Objects: THE CHARITY'S OBJECTS ARE RESTRICTED SPECIFICALLY ONLY FOR THE PUBLIC BENEFIT TO ADVANCE THE EDUCATION OF THE PUBLIC, IN PARTICULAR BUT NOT EXCLUSIVELY YOUNG PEOPLE UNDER THE AGE OF 25 YEARS, IN ENVIRONMENTAL AWARENESS AND SUSTAINABLE LIVING, IN PARTICULAR BUT NOT EXCLUSIVELY THROUGH THE ESTABLISHMENT AND DEVELOPMENT OF SCHOOL ALLOTMENT PROJECTS.

Activities: The Papillon Project works with secondary schools in Norfolk to create permaculture allotments for the growing of plants for food, crafts and other uses such as building materials, teaching environmental awareness and sustainable living. We help them connect with members of their local community for the sharing of skills and knowledge, in this way the allotments are sustainable in the long term.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Children/young People, The General Public/mankind

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£39,325	£48,923	-	-
2024-08-31	£58,322	£61,647	-	-
2023-08-31	£53,284	£57,649	-	-
2022-08-31	£73,638	£49,685	-	-
2021-08-31	£48,270	£28,956	-	-

Trustees

Name	Role	Appointed
Sarah Seery	Chair	2023-03-21
Thomas Greenwood		2023-03-21

THE PAPILLON PROJECT

England & Wales - Charity number 1189383

Accounts

Company registration number 12171611 (England and Wales)

Charity registration number 1189383 (England and Wales)

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Directors	Prof P R Waldron Dr D Davies Mr T Greenwood Ms S Seery
Charity number	1189383
Company number	12171611
Trading Address	The HUB City Academy Norwich 299 Bluebell Road Norwich NR4 7LP
Registered office	25 Station Road Reepham Norfolk NR10 4LF
Independent examiner	Mervyn Clarke FCCA Baker Clarke FDV Limited Swiss House Beckingham Street Tolleshunt Major Essex CM9 8LZ
Bankers	Triodos Bank Deanery Road Bristol BS1 5AS Co-Operative Bank PO Box 250 Skelmersdale WN8 6WT
Solicitors	Birketts LLP Kingfisher House 1 Gilders Way Norwich

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
CONTENTS**

	Page
Trustees Report	1 - 10
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Notes to the financial statements	14 - 21

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

The trustees present their annual report and financial statements for the year ended 31 August 2025.

Trustees

Prof P Waldron (Chair)
Dr D Davies (Treasurer)
Ms S Seery
Mr T Greenwood

Trustees in post at 31 August 2025:

Prof P Waldron (Chair), Dr D Davies (Treasurer), Ms S Seery, Mr T Greenwood

Senior Management Team

Mr M Willer - Schools' Project Lead

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Purposes and Aims

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are: restricted specifically only for the public benefit to advance the education of the public, in particular but not exclusively young people under the age of 25 years, in environmental awareness and sustainable living, in particular but not exclusively through the establishment and development of school allotment projects.

Ensuring our work delivers our aims

We review our aims, objectives and activities regularly. These reviews look at what we achieved and the outcomes of our work. The reviews look at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The reviews also help us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The focus of our work

It is the vision of The Papillon Project that children and young people in secondary schools across Norfolk along with their teachers, support staff, parents and members of their schools' wider community will be inspired to lead more sustainable, ethical and healthier lives and to be more aware and respectful of the environment.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Overview

The academic year 2024–2025 marked The Papillon Project's sixth year of operation and one of the most successful years in the charity's history. We supported **30 secondary schools and colleges** across Norfolk and engaged with **over 1,000 young people**, offering them opportunities to learn, grow and thrive through school allotments.

Our work this year demonstrated not only the strength of our model but also the deep trust schools across Norfolk place in the charity. Our impact continues to reach far beyond allotments: we help young people build confidence, develop life skills and discover joy and purpose in nature.

Charity Staff and Operations

Operationally, The Papillon Project continued to be led through a collective effort between charity staff and a large and committed network of volunteers. Staff met every three weeks to discuss school projects, share best practice, celebrate success and address challenges in delivery. This structured approach ensured strong internal communication and consistency across our work with schools.

A core strength of the organisation remains its ethos of honesty, openness and inclusivity. This culture fosters creativity, shared ownership and a positive working environment for all involved. Volunteer retention remains exceptionally strong, supported by our commitment to showing respect, gratitude and attentiveness to volunteer feedback. This collective team approach continues to be central to the charity's effectiveness.

One challenge identified this year relates to managing our momentum sustainably. With increasing demand and a growing reputation, there is a risk of taking on too much without a clear operational plan. Overextension could place pressure on leadership and management capacity. Understanding our limits for 2025–2026 will therefore be essential. The introduction of the Membership Programme for Schools, along with a staff preparation period in January – February, will support clearer structure and prioritisation moving forward.

Challenges and Organisational Capacity

While momentum and demand for The Papillon Project continue to grow, the organisation recognises the importance of not overextending its operational capacity. The main challenge identified is managing expansion sustainably — ensuring that increasing interest does not outpace available resources or undermine the quality of leadership and project delivery.

For the upcoming academic year (2025–2026), clear planning and realistic capacity-setting will be crucial. The introduction of the new Membership Programme for Schools, alongside a staff preparation period scheduled for January – February, will play a key role in providing structure and managing workloads more effectively.

School Engagement and Membership Decisions

While uptake of the Membership Programme was strong, not all partner schools will transition into the new model.

- Two schools expressed a strong desire to continue but were unable to secure the necessary funding within their school budgets.
- A number of schools felt confident continuing independently without further support — an indication of the success and lasting impact of previous years' collaboration.
- A small number of schools did not respond to the membership invitation despite being given the same opportunity as others.

These variations reflect the differing financial circumstances, priorities and levels of existing self-sufficiency among partner schools.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Safeguarding

During 2024–2025, The Papillon Project's safeguarding team consisted of:

- Matt Willer (SPL) – Designated Safeguarding Lead
- Harriet Watson (DSPL) – Deputy Designated Safeguarding Lead
- Tom Greenwood (Trustee) – Trustee with safeguarding responsibility

In cases where concerns involved a safeguarding team member, disclosures could be made directly to Peter Waldron, Chair of Trustees.

Recruitment of new volunteers was overseen by the SPL or DSPL following the charity's safer-recruitment procedures. All staff completed external safeguarding training through the Norfolk Safeguarding Partnership, as well as PREVENT training via the Home Office. In addition, all staff, volunteers and Trustees completed the charity's internal safeguarding training, submitted the *Showing a Safeguarding Understanding* (SASU) form and read *Keeping Children Safe in Education* (September 2022).

Most volunteers also completed safeguarding training required by the individual schools they supported and submitted *Prior Safeguarding Training Confirmation* forms. All safeguarding documentation was recorded in the charity's Single Central Record (SCR).

Key strengths

A strong collective effort – Our trustees, staff and extensive network of local volunteers all contribute to making The Papillon Project possible. The charity's achievements this year are the result of their shared commitment and teamwork.

Diplomacy and thoughtful school engagement – Working with each individual school requires careful navigation and strong relationships. Ensuring that young people are actively using the school allotments we help to create, develop and maintain remains a central focus of our operational work.

Success of the Membership Programme – The conclusion of the Membership Programme process at the end of the 2024–25 academic year demonstrated, that schools genuinely value The Papillon Project and the support we offer. The unprecedented level of commitment shown by participating schools highlights the positive impact we are having on young people across Norfolk.

Key areas for improvement

Strengthening evidence of learning – Continue supporting young people to develop core gardening knowledge and skills, while improving how charity staff — and, where appropriate, link teachers — record and demonstrate that meaningful learning and understanding are taking place.

Increasing operational efficiency and sustainability – Further streamline all aspects of the charity's operations, from school-based project delivery to public events, ensuring that our practices remain efficient, sustainable and well-coordinated.

Improving impact recording and evaluation – Although we are confident that children and young people are having a highly positive experience, the way we capture and record our impact needs to become more effective and consistent across the next academic year.

Enhancing support for larger school projects – Given that staff visits are limited to every three weeks, and volunteer capacity can be low for labour-intensive work, we aim to make greater use of external volunteer groups (e.g., Aviva) to increase support and achieve stronger physical outcomes in schools.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Review of Additional Ways We Supported Schools

The Kaleidoscope

Two editions of *The Kaleidoscope* — autumn and spring — were successfully produced this year, thanks to the dedicated unpaid work of our volunteer editor. The Kaleidoscope continues to serve both as a practical guide for teachers and a celebration of the achievements taking place across the schools we support.

VIP contributors, including *BBC Gardeners' World* presenter Frances Tophill, helped extend the magazine's reach beyond Norfolk and increased public engagement. Website analytics indicate that *The Kaleidoscope* page received hundreds of visits, and although exact download numbers cannot be confirmed, we are confident that more than one hundred people viewed or accessed the magazine, supported by social media promotion.

The Kaleidoscope will continue to be primarily a digital publication, capturing and showcasing our charitable work at the beginning and end of the growing season.

Cocoon Boxes and the 'Butterfly Boost'

This year, we created 12 bespoke Cocoon Boxes, produced on request to help schools kick-start the 2025 growing season. These boxes also served as a practical resource for volunteers, who used the contents to support their own sessions.

Later in the season, we delivered our 'Butterfly Boost' initiative for the second time, providing additional plants to schools in June to strengthen their growing efforts. For the second consecutive year, plant scientists at The Sainsbury's Laboratory supported this initiative by growing a wide range of squashes and cucumbers, which were then distributed by charity staff to schools in need.

The Butterfly Effect

We continued to develop *The Butterfly Effect* — a concept built around using our unique position of working with many schools to help them support one another. This included facilitating the sharing and, at times, the exchanging of equipment and resources between schools.

This approach not only saves the charity time and money in sourcing materials but also models positive cooperation between schools. By sharing these stories publicly through social media, we showcase a growing sense of collaboration and camaraderie, particularly among schools within the same trust.

SALT Courses

One in-person **SALT (School Allotment Leadership Training)** course was delivered this year at Caister Academy. The session achieved a strong turnout of eight participants, including teachers from several nearby secondary schools we also support.

Online Resources

Website analytics show that our online articles were frequently accessed throughout the academic year, with over one hundred downloads of specific resources. These digital materials remain a vital tool for supporting schools — both within and outside Norfolk — that we are unable to assist in person.

Public Events

The Charity participated in a wide range of public events during 2024–2025, from local community gatherings to major county shows. These events helped boost visibility, generate public interest and support recruitment of new volunteers.

A major highlight was the annual celebratory event at **The Bishop's House Garden**, generously hosted by the Bishop of Norwich. This event brought together volunteers, schools and funders to celebrate the year's achievements. Students from City Academy Norwich played a standout role by preparing and serving canapés of their own creation.

We also had a strong presence at the **Royal Norfolk Show** and the **Aylsham Show**, helping to raise our profile across the county.

For the first time, we hosted a **Volunteers' Picnic** at Reepham High School's Allotment Project in August. The event successfully brought together volunteers, trustees and staff, strengthening our volunteer community and celebrating collective achievements.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

External Support and Collaboration

Although we did not work with any formal delivery partners during the 2024–25 academic year, we benefitted significantly from the support of a range of external organisations. These organisations contributed materials, resources and volunteer time that strengthened our work across schools and helped enhance our operational capacity.

Notable examples include:

- **The Dockerill Group**, which generously donated approximately 10–15 tonnes of topsoil.
- **Ringway**, which provided essential materials such as wooden pallets and IBC water tanks.
- **Aviva**, whose volunteers supported our seasonal Tool Bank workshop and took part in a charity work day at Reepham High School in August.
- **Ben Burgess**, who supplied pallet collars used across various school sites.
- **Notcutts Garden Centre**, which offered valuable plant donations.
- **The Sainsbury's Laboratory**, which again provided plant donations, contributing to our Butterfly Boost and supporting schools throughout the growing season.

These contributions played a meaningful role in enabling our work and demonstrate the growing goodwill and community backing for The Papillon Project's mission.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Environmental Benefits

Our school allotments are created and maintained using organic practices and simple, sustainable technologies. A significant proportion of the materials used in construction are upcycled items — such as wooden pallets, IBC tanks and repurposed baths — that would otherwise have gone to landfill. By transforming discarded materials into productive assets, we help challenge perceptions of “waste” and demonstrate to students and school communities that sustainability can be practical, low-cost and creative.

These allotments also encourage schools to re-evaluate the potential of overlooked or peripheral spaces on their sites. As a result, many schools have begun actively enhancing these areas for wildlife. In numerous projects, staff and volunteers have reported increased biodiversity, including more birds, pollinators, insects and other local species. Although we believe that formal ecological monitoring would add value and help evidence this impact, we currently lack a dedicated volunteer to lead this work.

Environmental responsibility underpins every aspect of our charity’s approach. We teach students about composting, soil health, water conservation and sustainable growing techniques. We also reflect these values in our fundraising activities. All Papillon Project merchandise is made from upcycled, reused or sustainably sourced materials, thanks to the creativity and commitment of our volunteers. Examples include a parent volunteer who specialises in simple water-pump technology and another dedicated to exploring alternative, low-impact construction methods.

Looking ahead, we aim to formalise this commitment by developing a comprehensive environmental policy. This will help ensure that our sustainable principles remain embedded in every area of the charity’s operational and educational work as we continue to grow.

Summary of impact during 2024-25

Young people engaged in a very broad spectrum of ways throughout the academic year at their school allotment. Key examples of this engagement were weekly lunchtime and/or after school sessions, to timetabled lessons, spontaneous class visits, to focused sessions through a school day with charity staff every three-week, through to open evenings to whole year group impact days led by The Papillon Project. It’s impossible to give an exact figure of all young people who engaged with their school allotment because of our efforts, but it’s approximately and confidently over a 1000. This number was achieved through clocking regular participation with individual schools visually and creating an average, with exact numbers also provided directly by link teachers for specific sessions and whole year group impact days too.

What do children and young people think about their experience?

In summary, we know that children and young people of all ages, who attend their school allotment on a regular basis, do so because they want to be there and come to enjoy themselves, to be happy, learn and have temporary break of school life. These young people volunteer their time during lunchtimes or after school sessions. Other children and young people become involved in their school allotment because it has been recommended to them, as an experience, by their school. The latter ranged from small groups who took part in ‘gardening intervention’ to whole school impact days that involved hundreds of students.

How the Charity Benefits the Wider Community

The Papillon Project helps schools connect meaningfully with local communities. Local businesses, farmers, gardeners, tradespeople and retired residents contribute skills, materials and time — strengthening both the allotments and community ties.

Many volunteers report personal benefits, including purpose, connection and improved wellbeing. Public events also remain vital in attracting new volunteers and sharing the charity’s mission with the wider public.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

How the Charity Benefits the School Community

The Papillon Project continues to make a meaningful contribution to the wider school community, particularly through its support of the Duke of Edinburgh (DofE) Award scheme. As in previous years, we worked closely with schools licensed to deliver the DofE programme, helping young people complete the volunteering or skills elements of their Bronze and Silver Awards through practical, rewarding work at their school allotments.

What Did Teachers Think About Our Impact?

To understand the difference our work made to schools during 2024–25, we invited all 30 partner schools and their link teachers to complete our end-of-year evaluation. Although only nine schools submitted completed evaluations, the feedback received was consistently positive and highlighted the value of our support, resources, and presence across the year.

One key question asked was:

“Overall, has the charity made a positive impact at your school this year?”

Teacher Feedback

“Yes. Without the use of the allotment, a great number of our students would be lost in an education system not designed for their needs. The charity has helped start and maintain a resource that is invaluable, and would not have got going if it weren't for the charity. Your impact days have been crucial in terms of spreading awareness of the project and its core aims.”

“Yes, massively. It's helped some students with a high level of need and given them something to look forward to. Students who were at risk of 'falling through the cracks' ended up with some purpose and an opportunity to build strong relationships with staff.

I am completely happy with the way that the charity operates and I think the level of support is fantastic.”

“Yes definitely. The quad garden is very central and many staff and students comment freely on how lovely it is to walk past. Staff with a few minutes free often pop out for a quick visit.”

“Most definitely. Without the support of TPP, the after-school club would not be as successful as it has been. It has allowed us to apply for funding which has enabled us to purchase a polytunnel and repair areas that were falling apart, which will only go on to make the club better in future years to come.”

Financial review

This year, the Trustees have focused primarily on maintaining sufficient reserves to ensure the financial security and stability of our staff team. Although we were unable to meet the proposed budget for the full year, the continuation of staff members has strengthened the charity's operational capacity and increased our overall momentum.

While financial pressures remain a challenge, the commitment, productivity and resilience of our staff and volunteers continue to underpin our confidence in the organisation's future. Their dedication ensures that, despite the constraints, The Papillon Project remains well-positioned to deliver meaningful and positive impact across the schools and communities we support.

Principal Funding Sources

During this year we have been fortunate in receiving funding from the Alan Boswell Foundation £5,000, the Clan Trust towards administration costs £5,000 and support from a Crowdfunder set up through AVIVA in excess of £7,000. Other grants received together with general donations and gifts have enabled the charity to continue to run in a secure fashion. We continue to be very grateful for support from NILE (Norwich Institute for Language Education) and The Travel Chapter.

Investment Policy

Currently, the Trustees feel that funds may still be needed in the short term, so are not placing any funding into long term investment.

Reserves Policy

The Trustees wish to build reserves to cover the main costs of staffing and core business costs for two years.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23 August 2019 and registered as a charity on 6 May 2020. The company was established under Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Trustees are elected to serve for a period of three years after which they must be re-elected.

All members of the Trustees give their time voluntarily and receive no benefits from the Charity. Any expenses reclaimed from the Charity are set out in note 6 to the accounts.

Initially the Board of Trustees was formed from four individuals with an interest and experience in the Charity's aims as set out in the Articles. We are very aware of the need to have a broad but relevant set of skills within the board. Where we see a gap in our skills, individuals are approached to offer themselves for election to the Board, often from the pool of volunteers already involved in the Charity. It is very important we feel to have members of the Board with hands on experience of the work of the Charity. Where we see the need, we will be recruiting outside of the pool of volunteers by advertising. We hope this will bring fresh eyes and objectivity, as well as maintaining our legal responsibilities, for example in areas of employment, safeguarding or health and safety. At present we feel the Board represents the Charity well in terms of skills and experience, but in an effort to maintain the broad mix we have an audit of Trustee skills at our annual review. It is very important to us that the Board represents the diverse world we live in; at present we are achieving this in some aspects but will continue to be proactive in our recruitment of trustees to meet this aim.

Trustee Induction and Training

To ensure all the correct legal obligations are met and that we make it a smooth and welcoming experience for the prospective trustee, we have a Trustee Checklist. This becomes active from first contact with a prospective trustee. Each step of the process is logged, from sending information about becoming a trustee to their registration, and any legal obligations of either party. As part of the induction, it is felt essential for a trustee not familiar with the allotments to visit and speak with the volunteers, teachers and students.

Once the trustee has been appointed by the Board a 'Welcome' pack is sent which includes a number of key documents including:

- A letter of appointment
- Articles of Association
- Past minutes
- Recent financial statements
- CC3 Trustee Doc from the Charity Commission
- The Charity's complete set of policies
- Trustee Declaration form to be signed
- Trustee agreement form to be signed
- Schools' Project Lead reports

In addition, there are regular reviews of skills and training is offered where there is a need.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Risk Management

The Trustees have conducted a review of the major risks to which the Charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to schools. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Organisational Structure

The Papillon Project has a Board of Trustees currently with four members who meet monthly and are responsible for the strategic direction and policy of the Charity. At present the Board's members come from a variety of professional backgrounds relevant to the work of the Charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Schools' Project Lead, who is responsible for ensuring that the Charity delivers the services specified and that key performance indicators are met. There are teams of volunteers responsible for helping the Trustees and Schools' Project Lead with administration, fundraising, organisation of fundraising events and on-site school allotment work.

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- 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 not appropriate to assume that the company will continue on that basis

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Trustees

Members of the Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's Independent Examiner is unaware

as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the Charity's Independent Examiner is aware of that information.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Independent Examiner

Mervyn Clarke FCCA of Baker Clarke FDV Limited was re-appointed as the charitable company's independent examiner following from his previous appointment.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The Trustees report was approved by the Board of Trustees.


Prof P R Waldron (Mar 17, 2026 17:17:51 GMT)

Prof P R Waldron
Director and Chair of Trustees

17 March 2026

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE PAPILLON PROJECT**

I report to the trustees on my examination of the financial statements of The Papillon Project for the year ended 31 August 2025.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

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

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.

Signed.....
Mervyn Clarke FCCA, Baker Clarke FDV Limited
Chartered Certified Accountants

Dated: 17 March 2026

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income from:							
Donations and legacies	3	29,723	8,550	38,273	38,766	18,250	57,016
Charitable activities	4	205	-	205	176	-	176
Investments	5	847	-	847	1,130	-	1,130
Total income		<u>30,775</u>	<u>8,550</u>	<u>39,325</u>	<u>40,072</u>	<u>18,250</u>	<u>58,322</u>
Expenditure on:							
Charitable activities	6	38,936	9,987	48,923	43,797	17,850	61,647
Net expenditure for the year/							
Net movement in funds		(8,161)	(1,437)	(9,598)	(3,725)	400	(3,325)
Fund balances at 1 September 2024		<u>44,502</u>	<u>4,900</u>	<u>49,402</u>	<u>48,227</u>	<u>4,500</u>	<u>52,727</u>
Fund balances at 31 August 2025		<u><u>36,341</u></u>	<u><u>3,463</u></u>	<u><u>39,804</u></u>	<u><u>44,502</u></u>	<u><u>4,900</u></u>	<u><u>49,402</u></u>

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

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 AUGUST 2025

	Notes	2025 £	£	2024 £	£
Current assets					
Debtors	10	150		2,195	
Cash at bank and in hand		46,635		47,330	
		<u>46,785</u>		<u>49,525</u>	
Creditors: amounts falling due within one year	11	(6,981)		(123)	
Net current assets			39,804		49,402
Net assets excluding pension liability			<u>39,804</u>		<u>49,402</u>
The funds of the charity					
Restricted income funds	13		3,463		4,900
Unrestricted funds			36,341		44,502
			<u>39,804</u>		<u>49,402</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 17 March 2026

DD Davies

Dr D Davies
Director and Chair of Trustees

Company registration number 12171611 (England and Wales)

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

1 Accounting policies

Charity information

The Papillon Project is a private company limited by guarantee incorporated in England and Wales. The registered office is 25 Station Road, Reepham, Norfolk, NR10 4LF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.3 Income

All incoming resources are included in the statement of financial activities when the Charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary 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.
- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

(Continued)

1.4 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the Charity's shop.
- Charitable expenditure comprises 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Affairs on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 6.

1.5 Tangible fixed assets

The Charity has no Fixed Assets.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025

3 Donations and Grants

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2025	2025	2025	2024	2024	2024
	£	£	£	£	£	£
Donations and gifts	16,502	8,550	25,052	12,001	14,250	26,251
Grants	13,221	-	13,221	26,765	4,000	30,765
	<u>29,723</u>	<u>8,550</u>	<u>38,273</u>	<u>38,766</u>	<u>18,250</u>	<u>57,016</u>

Donations received over £500:

Unrestricted

Fundraising Project: AVIVA support towards a member of staff £7,328.27
Richard Powell £1,250

Grants:

Unrestricted

Norwich Cathedral £450
Alan Boswell Foundation £5,000
Norwich Institute of Language Education £2,831.34
Lady Cholmondeley £3,000
Inner Wheel Great Yarmouth £1,700

Restricted

Clan Trust £5,000 (Administration costs and schools materials)
Veolia £800 (Allotment materials)
Aylsham Show £250 (Allotment materials)
The Travel Chapter £2,500 (towards staff costs)

4 Charitable activities

	PapUp Shop	Public & Charitable Events	Total 2025	PapUp Shop	Public & Charitable Events	Total 2024
	2025	2025		2024	2024	
	£	£	£	£	£	£
Sale of goods	87	118	205	41	135	176
	<u>87</u>	<u>118</u>	<u>205</u>	<u>41</u>	<u>135</u>	<u>176</u>

Charitable trading income

PapUp Shop Income £87

Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.

Public Events

There were various small events throughout the year, total income £118
Total of schools' donations to further the charitable activities £3,155

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	847	1,130

6 Charitable activities

	Charitable Expenditure 2025 £	Charitable Expenditure 2024 £
Staff costs	42,230	52,134
PapUp Shop	66	23
Public Events	733	689
Charitable Activities	2,737	5,584
	<u>45,766</u>	<u>58,430</u>
Governance Costs	3,157	3,217
	<u>48,923</u>	<u>61,647</u>
Analysis by fund		
Unrestricted funds	38,936	43,797
Restricted funds	9,987	17,850
	<u>48,923</u>	<u>61,647</u>

Governance costs include: Web/email costs £1,638 Insurance £562, DBS checks/courses £462, PP&S £419, Bank charges £42 and Misc £34.

7 Trustees

No members of the Trustees received any remuneration during the year. No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025

8 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
	3	4
	<u>3</u>	<u>4</u>

Employment costs

	2025	2024
	£	£
Wages and salaries	42,230	52,134
	<u>42,230</u>	<u>52,134</u>

There were no employees whose annual remuneration was more than £60,000.

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

10 Debtors

	2025	2024
	£	£
Amounts falling due within one year:		
Other debtors	-	2,039
Prepayments and accrued income	150	156
	<u>150</u>	<u>2,195</u>

11 Creditors: amounts falling due within one year

	2025	2024
	£	£
Other taxation and social security	81	123
Deferred income	6,900	-
	<u>6,981</u>	<u>123</u>

12 Deferred income

	2025	2024
	£	£
Other deferred income	6,900	-
	<u>6,900</u>	<u>-</u>

Deferred income is included in the financial statements as follows:

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025

12 Deferred income (Continued)

	2025	2024
	£	£
Deferred income is included within:		
Current liabilities	6,900	-
	<u>6,900</u>	<u>-</u>
Movements in the year:		
Deferred income at 1 September 2024	-	-
Resources deferred in the year	6,900	-
	<u>6,900</u>	<u>-</u>
Deferred income at 31 August 2025	<u>6,900</u>	<u>-</u>

13 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 September 2024	Incoming resources	Resources expended	At 31 August 2025
	£	£	£	£
	4,900	8,550	(9,987)	3,463
	<u>4,900</u>	<u>8,550</u>	<u>(9,987)</u>	<u>3,463</u>
Previous year:				
	At 1 September 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
	4,500	18,250	(17,850)	4,900
	<u>4,500</u>	<u>18,250</u>	<u>(17,850)</u>	<u>4,900</u>

14 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2024	Incoming resources	Resources expended	At 31 August 2025
	£	£	£	£
General funds	44,502	30,775	(38,936)	36,341
	<u>44,502</u>	<u>30,775</u>	<u>(38,936)</u>	<u>36,341</u>

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025

14 Unrestricted funds **(Continued)**

Previous year:	At 1 September 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
General funds	48,227	40,072	(43,797)	44,502
	<u>48,227</u>	<u>40,072</u>	<u>(43,797)</u>	<u>44,502</u>

15 Analysis of net assets between funds

	Unrestricted funds 2025	Restricted funds 2025	Total 2025
	£	£	£
At 31 August 2025:			
Current assets/(liabilities)	36,341	3,463	39,804
	<u>36,341</u>	<u>3,463</u>	<u>39,804</u>
	<u>36,341</u>	<u>3,463</u>	<u>39,804</u>
	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 31 August 2024:			
Current assets/(liabilities)	44,502	4,900	49,402
	<u>44,502</u>	<u>4,900</u>	<u>49,402</u>
	<u>44,502</u>	<u>4,900</u>	<u>49,402</u>

THE PAPILLON PROJECT

England & Wales - Charity number 1189383

Accounts

Charity registration number 1189383

Company registration number 12171611 (England and Wales)

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Directors	Prof P R Waldron Dr D Davies Mr T Greenwood Mrs S Seery
Charity number	1189383
Company number	12171611
Trading Address	The HUB City Academy Norwich 299 Bluebell Road Norwich NR4 7LP
Registered office	25 Station Road Reepham Norfolk NR10 4LF
Independent examiner	Mervyn Clarke FCCA Baker Clarke FDV Limited Swiss House Beckingham Street Tolleshunt Major Essex CM9 8LZ
Bankers	Triodos Bank Deanery Road Bristol BS1 5AS Co-Operative Bank PO Box 250 Skelmersdale WN8 6WT
Solicitors	Birketts LLP Kingfisher House 1 Gilders Way Norwich

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

	Page
Trustees Report	1 - 13
Independent examiner's report	14
Statement of financial activities	15
Balance sheet	16
Notes to the financial statements	17 - 24

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

The trustees present their annual report and financial statements for the year ended 31 August 2024.

Trustees

Prof P Waldron (Chair)
Dr D Davies (Treasurer)
Mrs S Seery
Mr T Greenwood

Trustees in post at 31 August 2024:

Prof P Waldron (Chair), Dr D Davies (Treasurer), Mrs S Seery, Mr T Greenwood

Senior Management Team

Mr M Willer - Schools' Project Lead

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Purposes and Aims

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are: restricted specifically only for the public benefit to advance the education of the public, in particular but not exclusively young people under the age of 25 years, in environmental awareness and sustainable living, in particular but not exclusively through the establishment and development of school allotment projects.

Ensuring our work delivers our aims

We review our aims, objectives and activities regularly. These reviews look at what we achieved and the outcomes of our work. The reviews look at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The reviews also help us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The focus of our work

It is the vision of The Papillon Project that children and young people in secondary schools across Norfolk along with their teachers, support staff, parents and members of their schools' wider community will be inspired to lead more sustainable, ethical and healthier lives and to be more aware and respectful of the environment.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

The creation of School Allotments

This is our fifth year of operation. We delivered our Transformative Programme this year to three new schools in the Great Yarmouth area and created three new school allotments at Cliff Park Ormiston Academy, East Norfolk Sixth Form and Caister Academy. We also had two new schools, Wymondham High Academy and Hobart School join our DIY Programme too. In total, The Papillon Project supported 34 schools during the 2023-24 academic year.

With the exception of the intensive and regular support that the Transformative Programme provides, various levels of support were given to schools that followed the DIY Programme throughout the 2023-24 academic year.

Support was provided for the vast majority of these schools by local volunteers on a regular (weekly) basis with Papillon Project staff visiting less frequently (every three-weeks) depending on how much a school needed support. How much support a school was given throughout 2023-24 was therefore determined by our internal 'traffic light' system which would therefore determine which seasonal rota (autumn; winter; spring; summer) a school would be on and, indeed, for how long.

The frequency of support for schools is based on the following colour-coded system:

- **Red:** Indicates serious concerns, such as a school not using the allotment or struggling with upkeep. This requires **weekly visits for about six weeks** to prevent project failure.
- **Amber:** Indicates a school needs extra support to maintain momentum (e.g., falling behind in the growing season, changes in staff, or lack of local volunteers). This results in **weekly visits for a few weeks**.
- **Green:** Indicates the school is performing well with sufficient local support and regular participation. This requires **one visit every three weeks**.

Extra support could be given to significantly increase additional participation. If a school had an influx of additional young people coming to participate at large project, and to such an extent that school staff and charity volunteers are unable to independently manage themselves, charity staff would be sent to help lead sessions on a regular (weekly) basis. This could range from Duke of Edinburgh volunteers to facilitating entire year group programmes. Charity staff attendance makes the impossible, possible. This extra support would only be encouraged and offered at a **green** school who already successfully follow the charity's DIY programme.

Heading into the next academic year (2024-25), 25 of schools are **green**, 7 are **amber** and 2 are **red**.

The work that charity staff carried out at all of these schools was incredibly varied from simultaneously helping with the general upkeep of projects, to running sessions as part of their visit to a project, to checking in with volunteers and link teachers, to solely help projects with maintenance during school holidays.

All charity staff are required to have at least one meeting with every headteacher, from each school, once a year, and ideally twice, between September and February (end and beginning of the growing season).

Charity Staff

The Papillon Project, like the previous academic year, employed four staff to form the Charity's 'Schools' Team'. This group consists of a Schools' Project Lead (SPL), two Deputy Schools' Project Leads (DSPL) and an Assistant Schools' Project Lead (ASPL) who continues to complete their apprenticeship with us and in collaboration with New Suffolk College. The Schools' Team have continued to visit schools throughout the academic year using four main operational 'seasonal' rotas (autumn; winter; spring; summer) to guide school staff throughout the academic year.

We are pleased to continue employing Poppy Kirby as our Assistant Schools' Project Lead, who is currently completing a Level 2 apprenticeship in horticulture. Our partnership with Apprenticeship Norfolk and New Suffolk College remains strong, with both organizations providing exceptional support. In recognition of her achievements, Poppy was awarded **Horticulture, Landscape & Environmental Apprentice of the Year** and named **Runner-Up Apprentice of the Year** by New Suffolk College in February 2024. Additionally, she received a **Highly Commended award for her 'Contribution to Green Apprenticeships in Norfolk'** from Apprenticeship Norfolk.

Poppy's appearance in a series of short films continues to be used by Apprenticeship Norfolk to promote apprenticeships in Norfolk. This therefore continues help promote The Papillon Project as a credible organisation and highlighted how we are well set up to take on an apprentice. As we have found this year, having an apprentice remains a brilliant way to extend our charitable work and help more young people by providing them with an employment opportunity.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

We've been extremely fortunate to have Alice Metcalfe, our outgoing Schools' Project Assistant, working with The Papillon Project this academic year. Alice has been a wonderful addition to the Schools' Team and started her internship, via the University of Birmingham, with us back in September where she worked alongside other charity staff in schools. Here she was able to get a very good sense of our charitable work in schools and, since Spring, has worked on an academic study which has certainly helped to confirm that our charitable work is, without question, making a big impact on the lives of young people. Alice conducted a survey with over hundred young people which, undoubtedly, shows that young people are benefiting from their 'allotment experience'.

The Papillon Support Team comprises key individuals who are unpaid volunteers and includes members of the Events Committee, who meet monthly and plan events during the year, an Administrator, Marketing volunteers and others who support the Charity.

Volunteers are absolutely essential to the success of our charitable work, both in schools and at public events. During the 2023-24 period, we were fortunate to have around fifty dedicated volunteers, who primarily supported our efforts in schools, with some also assisting at events or contributing in both areas. Interest in volunteering has remained steady, with many individuals either signing up through our website or expressing interest in person. While a small number of volunteers will not be continuing into the next academic year, our volunteer retention remains strong. However, there continues to be a pressing need for additional local support, particularly in schools across West and East Norfolk, where volunteer numbers are still lower than required, as was the case last academic year.

During the 2023-24 academic year, approximately **60 volunteers** gave up **8250 hours** of their time to support our charitable work.

We also continue to work with our three charity Patrons: Sir Nicholas Bacon OBE DL; Richard Powell OBE and David Holmgren. Our Patrons continue to help promote the work of the charity and open up new opportunities and connections to support us.

Safeguarding

For the academic year 2023-24, The Papillon Project's safeguarding team consisted of the following members:

- Matt Willer (SPL): Designated Safeguarding Lead;
- Harriet Watson (DSPL): Alternative Designated Safeguarding Lead;
- Graeme Tolley (DSPL): Alternative Designated Safeguarding Lead;
- Tom Greenwood (Trustee): Trustee with safeguarding responsibilities.

There was only one recorded safeguarding concern made by a volunteer at Aylsham High School dated 07/09/23. The volunteer correctly followed our safeguarding procedure and the concern/disclosure was reported to both the school and to us. No further action was required. Tom Greenwood, Trustee with safeguarding responsibilities (TSR) was also immediately notified. Only the DSL and the TSR continue to have access to the charity's safeguarding email account (safeguarding@thepapillonproject.com).

If there is a safeguarding concern involving a member of The Papillon Project's safeguarding team, a disclosure can be made to Peter Waldron, Chair of Trustees. The decision to recruit any new volunteers is the responsibility of the SPL or a DSPL who follow the charity's clear safe-recruitment procedure. The training provision that staff completed was done externally via the Norfolk Safeguarding Partnership, including PREVENT training (via Home Office), but all staff and volunteers (including Trustees), completed the charity's internal safeguarding training course, completed our online 'Showing a Safeguarding Understanding' (SASU) form and read *Keeping Children Safe in Education* (September 2022). However, the majority of volunteers completed an individual school's safeguarding training course. These volunteers were then asked to complete a Prior Safeguarding Training Confirmation form. All staff, Trustees and volunteers' details were entered onto The Papillon Project's Single Central Record (SCR).

Additional Allotment Activities.

Our additional charitable work consists of the following components which operate alongside the core of the charity's work to enrich the 'allotment experience' for young people and help make this experience more doable and more inspirational for link teachers too:

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Additional Allotment Activities - Continued

- **The Butterfly Effect** (schools' support network). Our schools' support network, 'The Butterfly Effect', was used multiple times this year as a way of connecting schools together and by sharing all-important resources. Charity staff, who are collectively connected to every school, act as the 'telephone exchange' encouraging sharing to take place such as seed and plant swaps along with other resources that were exchanged or donated too. This helps to save the Charity money, but more importantly, it shows cooperation and kindness between schools and helps to prevent projects running entirely in isolation. There is certainly more scope to develop this component of the charity's core charitable work in schools, but it's a question of time for charity staff, and indeed school staff, to enable a more active support network throughout Norfolk.
- The **YES Award** (Young Environmental Stewardship) is an award that The Papillon Project has created to celebrate any young person who goes above and beyond to help inspire their school to be more environmentally friendly and sustainable. Nominations come from either school staff or charity staff or charity volunteers. Nominations were low compared to last year, but twenty young people were awarded the YES Award by the Charity.
- **International Exchange Programme.** Despite our best efforts, the International Exchange Programme (IEP) team, has not been able to source enough new material during the recent (2023-24) academic year from schools that we are connected to from around the world. As a result, we will be recommending that International Exchange Programme be suspended until further notice. It could be a project that we rekindle in the years to come. However, material that has been collected over the years will be used in the creation of our new impact days which will be planned come July 2025.
- **Noticing Nature Programme** Papillon Project staff delivered 'Noticing Nature' impact days in three schools in July this year King's Lynn Academy, Alysham High School and Thorpe St Andrews School. Collectively, our specifically designed mindfulness activities (a. sensory map; b. finding patterns; c. allotment tours) were delivered to approximately 800 young people. There was interest from other schools, but the decision to deliver the impact days to these schools was based on the size of the project (which needs to be large enough to cater for groups of 30 students every hour) and also schools where it was agreed by Papillon Project staff that delivering an impact day would create greater awareness of the existence of a school's allotment and therefore boost future participation.

Papillon Project staff reflected that July continues to be the ideal month of the academic year to deliver Noticing Nature impact days. We have received very positive feedback from link teachers who observed the impact days themselves and charity staff felt strongly that the vast majority of young people positively engaged with activities. We also discovered that the impact days made it possible for entire year groups to visit their school allotment which, in most cases, was for the very first time. The Noticing Nature impact days significantly helped to promote school allotments to huge audiences and encourage future participation too.

- **SALT (School Allotment Leadership Training)** We successfully ran all four School Allotment Leadership Training (SALT) courses in this academic year and in different schools from last year (City Academy Norwich, Reepham High School & College and Old Buckenham High School and also included a virtual SALT course that was provided for adults working with young people and gardening outside of Norfolk. We had a total of 25 adults attend these courses which consisted of an equal mix of serving charity volunteers, link teachers and other interested adults who work with young people.
- **Online Resources** Our online resources, which can be found via the Charity's website, continue to be a way that we can extend our knowledge, experience and enthusiasm. There is scope to create more online resources about relevant topics that we hope will support adults involved with school gardening. Since September 2023 to August 2024, there were 668 visits to this specific page, compared to 398 in the same time frame, academic year. This gives a very good indication that our online resources continue to be viewed, downloaded and therefore of interest to people. This webpage also contains past editions of *The Kaleidoscope* and other published articles linked to The Papillon Project.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Additional Allotment Activities - Continued

- **The Kaleidoscope** Linked to our online resources is our biannual schools focused magazine: *The Kaleidoscope*. This publication is purposely created before the growing season in the spring (May) and also at the end of the growing season in early autumn (by October half-term) and can be viewed via the charity's website. Each *Kaleidoscope* contains helpful seasonal advice to schools who are gardening with young people and has also continued guest articles written by well-known gardening figures such as Frances Tophill from BBC Gardeners' World. *The Kaleidoscope* also serves to celebrate inspirational examples of school allotments from around Norfolk and also gives an opportunity, via 'Volunteer Voices' for charity volunteers to share their experiences too. *The Kaleidoscope* is communicated directly to all link teachers, headteachers and volunteers and also via social media too. Analysis from our website page shows that since in May 2023, when *The Kaleidoscope* was made available on our website, we had 798 visitors to this specific page. Accessing the online version of *The Kaleidoscope* is always through the website which is clearly communicated when promoted on social media. The content of every edition of *The Kaleidoscope* is guided by the SPL but created and edited physically by volunteer editors.
- Our **Cocoon Boxes**. Our 'Cocoon Boxes' were created and distributed to all 20 schools that requested them this academic year. Like every year, these 'Cocoon Boxes' were donated to schools after the Easter break to inspire and encourage schools to get going with the growing season. Secondary schools are very busy places, so the 'Cocoon Boxes' help to guarantee a positive start to the growing season as link teachers often find it difficult to find time to think about pre-growing season preparation. Cocoon Boxes also serve as a resource for volunteers who work at schools on a regular basis and include a collection of plug plants (which the charity grows) seeds and a second-hand gardening book. The physical box or container is always something that is upcycled to set a good example. This year, like last year it was cardboard fruit and vegetable boxes, but also donated buckets full of donated compost too. Cocoon Boxes were created by charity staff during the February half-term and distributed to all schools that requested one during early March.
- **The Butterfly Boost**. The Schools' Team developed the idea this academic year to support schools further into the growing season and understanding that the cocoon boxes *only* helped to get the growing season underway, more help was needed for schools to make 2024 more successful for growing. The notion was to get a small group of schools, that were local to each other (Aylsham High School; Reepham High School & College; Litcham School and Dereham Neatherd High School), to grow a significant number of different plants that could be shared and planted out after the May half-term. All schools involved in this pilot responded and engaged positively to this 'Butterfly Boost' pilot which was a success and will be expanded to all schools during the 2024-25 academic year.

We also successfully engaged with other organisations such as The Sainsbury Laboratory and the Salle Estate (walled garden) who grew plants and donated them for Papillon Project staff to then gift to schools who we felt needed them. This was also a success in helping other schools through the latter part of the growing season (after May half-term) who were not part of the school focused pilot.

- **Public Events**. In 2023/2024 we were once again invited to participate in various public events:
 - **Science Festival at East Norfolk Sixth Form** - Wednesday 21 February;
 - **The Great Big Earth Week, Quakers Meeting House, Norwich** - Saturday 8th June;
 - **The Royal Norfolk Show** - Wednesday 28th to Thursday 29th June;
 - **Norwich Green Care Festival at The Walled Garden in Little Plumstead** - Sunday 28th July;
 - **The Aylsham Show** - Monday 26th August;
 - **Celebrating Nature: St Edmund Church, Acle** - Sunday 8th September.
- We celebrated five years of charitable work at Raveningham Gardens' beautiful walled gardens following an invitation from Sir Nicholas and Lady Bacon.
- Our **Pap Up Shop**, making and selling recycled items, is popular at public events. We accept donated old tools for our **Tool Bank** which our volunteers repair and restore to be given to schools who request them.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Additional Allotment Activities - Continued

- **Public talks and presentations**

Another vital way we continue to share the work of The Papillon Project is through delivering talks and presentations across Norfolk. These are often requested by organizations, particularly those focused on gardening or environmental causes, but are also strategically planned as part of our outreach efforts to raise awareness in specific areas of the county. These talks play a key role in our charity's 'growing help' model, which aims to recruit volunteers and build community support. The majority of presentations this academic year were delivered by the Schools' Project Lead, with all funds raised from these talks being generously donated back to The Papillon Project, helping to further our mission and extend our impact in local communities.

- **Communications overview.** External communications, and how the charity is represented publicly, remains a key component of how we express our charitable work. Our own communications continue to be expressed through the following mediums:

- **Social media:** This medium is used on a daily basis to share updates about our work in schools sharing key developments and successes and to celebrate the efforts of young people. It's currently the most effective way of communicating our charitable work. Social media is also used to show the scale of our operations across the county as we always link/tag schools into any social media posts that we create. We occasionally use social media to join in with key events (e.g. 'hastagnationalallotmentsweek or hashtag earthday) which can also help to promote the charity. We also use social media to broadcast news about public events that we are either leading ourselves or events that we attend with other organisations (e.g. Royal Norfolk Show). When we post a feature on one social media platform, this same feature is also communicated on all our other social media platforms. A list, along with a current number of followers (including some high-profile individuals, such as Charles Dowding, who follow us and occasionally publicly support us via their own social media channels) is listed below:

September 2023:
Twitter: 1,340 followers
Instagram: 1,318 followers
Facebook: 722 followers
Linkedin: 100 followers

September 2024:
Twitter: 1,401 followers
Instagram: 1,542 followers
Facebook: 836 followers
Linkedin: 232 followers

- **Our website:** This continues to be the charity's 'online show room' which people use to learn more about what we do as a charity. The website is updated regularly with pictures and key information about our charitable work in schools and also important milestones via notable recognitions and also our events. Along with occasional correspondence via social media, our website continues to be the main door from which interest, questions and offers of help flow through. All correspondences, via the website, are directed to the charity's main email account: info@thepapillonproject.com.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Environmental Benefits

We create allotments using organic methods and simple, sustainable technologies. Many of the materials we use for construction are upcycled items that would otherwise end up in landfill, such as wooden pallets and old baths. This approach challenges perceptions of "rubbish" by transforming discarded items into something useful and valuable. Through these allotments, many schools have also started to reconsider the value of their peripheral spaces and the impact they can have on local wildlife. As a result, there has been a noticeable increase in biodiversity, with more birds, insects, and other wildlife appearing. While we believe research in this area would be beneficial, we currently lack a volunteer to coordinate this effort.

Every aspect of our charity's work is mindful of its environmental impact. We teach students about composting, water conservation, and sustainability, and we ensure that our fundraising merchandise reflects these values. For example, we have a parent volunteer with expertise in building water pumps using simple technologies, and another volunteer with an interest in alternative building methods. Our range of merchandise is made by volunteers using upcycled or sustainable materials, offering a hands-on way for the local community to engage with our work and learn practical sustainability practices.

Looking to the future, our goal is to create a formal environmental policy that will ensure these sustainable practices continue to be integrated into all aspects of our charity's work.

The HUB

We have established our Charity Base in a suite of rooms generously provided by one of the schools we work with, at no cost to us. This reflects the school's genuine appreciation of the work we are doing. The space is a significant opportunity for the charity, offering a dedicated office where our Schools' Project Lead can meet with contacts, hold meetings, conduct training, and manage administrative tasks.

Looking ahead, we plan to use this space to strengthen our connection with the local community, particularly young people. We aim to offer advice and support on topics such as growing food and sustainability, fostering greater engagement and learning in these areas.

Achievements and performance

An assessment of the impact of our charitable work. It's impossible to measure precisely the impact, and the number of young lives that we have impacted, but it's certain, as a direct result of our efforts, that we, as was the case during the previous academic year (2022-23) have positively impacted the lives of over 1000 young people of all ages and abilities during the 2023-24 academic year. This figure is produced on the approximate number of young people who we know, at an operational level, are participating in their school allotment and also from the multiple, whole year group, impact days that we delivered towards the latter part of the academic year.

How do we know if young people are gaining that all-important positive experience? We receive regular feedback, often orally, from our link teachers, and sometimes headteachers and also parents (via social media), that their young people are enjoying participating in allotment-based activities. Some of this feedback will be communicated formally in but another brilliant way to highlight, and indeed celebrate, the positive impact of the charity's work this academic year is through an academic study that was organised and led by an undergraduate student from the University of Birmingham, Alice Metcalfe. Alice, with the support of charity staff, surveyed 119 young people from across multiple Norfolk schools. The results of the survey were as followed:

- 90% agreed that the allotment has provided a space for them to experience nature.
- 91% agreed that their mood improves after visiting the allotment
- 72% agreed that visiting the allotment has made them feel more positive about school.
- 89% felt proud of their work at the allotment.

It's certainly very clear that these results strongly suggest that the school allotments that we help to create and development are indeed a positive place for young people and one that highlights how the 'allotment experience' is helping young people to connect with nature, to feel better about themselves and their time at school. These results also strongly suggest that spending time at school allotments helps to boost self-esteem. It's certain therefore that the majority of young people are enjoying themselves and gaining that all-important positive experience.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Achievements and performance - Continued

However, despite the positive experiences that are being gained, it was clear from Alice's research project that young people's general understanding of horticultural, especially terminology, needs to be improved. Papillon Project staff are confident that young people are learning a great deal about growing food, but it would be sensible to check what young people really understand more regularly in future.

Why do young people get involved? It's never always clear why a young person decides to participate in activities based at their school allotment, but we know for sure that it can be for one or more of the reasons below. This is based on what we learn, at an operational level, from the young people themselves and when we ask them "what made you decide to get involved?". This is also based on what we know the schools themselves do to engage young people with the projects that we support.

- 1) Genuine love of gardening, the outdoors and the environment itself often because their parents or grandparents do it.
- 2) Their friend(s) attend, so they decide to also participate.
- 3) School is boring and it gives them something to do that interests them.
- 4) Eco-anxiety and the very real fear and concern that young people's future has been compromised as the environmental crisis such as climate change are causing irreversible damage resulting disasters such as ecological collapse of habitats and major food shortages. Learning to grow food, at a school allotment, we know can give some young people hope.
- 5) Mental health and wellbeing issues not linked to eco-anxiety
- 6) School is impossible or extremely difficult. We often see young people attending a school allotment during the lunch break, not necessarily to garden, but to enjoy a peaceful and safe place to have their lunch with other young people; to boost their confidence so to speak. Our charity staff and volunteers who greatly help young people who feel this way to feel safe, welcome and valued. Aiding social education, and helping to improve 'talkability' with adults, something that happens every day at a school allotment.
- 7) Duke of Edinburgh Award (DofE): there were a good number of young people, approximately 50, who engaged with their school allotment because they wanted to completed their volunteer or skills section. Sometimes, this is because they already like or know gardening, but sometimes this is because of convenience as most DofE volunteering at a school allotment either takes place during lunchtimes or after school.
- 8) Scheduled activities led by the school or the charity (e.g. ASDAN courses, GCSE environmental science courses, 'Care of the Countryside', enrichment programmes), where participating at a school allotment is a timetabled lesson.
- 9) Spontaneous visits led by classroom teachers who visit their school allotment to utilise the project to help teach their class something relevant to what they are teaching in their indoor classroom. This only tends to happen if a school has been successful at communicating their project internally and putting projects in a room booking system.
- 10) Impact days (Noticing Nature or Learning about Agriculture) that The Papillon Project instigates and leads on the day involving hundreds of young people visiting their school allotment during over the course of one or two school days.

Ofsted reports Our impact, and not for the first time, has featured positively in an official Ofsted report. An example is from an Ofsted inspection that took place during the last academic year at City Academy Norwich. One of the Ofsted inspections was encouraged by the school to visit the school allotment which we helped to create and lead sessions alongside school staff. This certainly highlights, as an example, that our charitable work is having a positive impact on how a school is viewed by Ofsted.

Our termly magazine, *The Buddleia*, keeps our volunteers, supporters and funders up-to-date with the charity's work.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Achievements and performance - Continued

How our activities deliver public benefit

Our main activities and who we try to help are described below.

How the Charity benefits the school community

As in previous years, we continue to work closely with schools who are licensed to provide the Duke of Edinburgh (DofE) Award scheme to young people. Overall, there are still only a small number of schools this year that utilised their school allotments to help young people achieve their bronze or silver awards via the volunteering or skills section of these awards. However, participation was high in these schools (Cliff Park Ormiston Academy is a key example of this) that did engage their DofE candidates with working at their school allotment. There were approximately 40-50 young people who engaged with their school allotment through the Duke of Edinburgh Award at their school. However, successful completion of the award is up to individual young people and their school's DofE manager. Charity staff continue to complete multiple assessor reports to sign off a young person for either completing their skill or volunteering section at their school allotment.

How the Charity benefits the wider community

A key way we support schools in creating and maintaining allotments is by fostering connections with local communities. This includes partnering with local businesses, farmers, greengrocers, gardeners, and retired tradespeople, all of whom play a vital role in sustaining these projects. These connections not only help ensure the longevity of the school allotments but also inspire local residents to grow their own food, reduce chemical use in their gardens, and become more involved in their communities.

For many retired individuals, the unemployed, or those with skills and resources to share, collaborating with schools offers a meaningful way to contribute. Publicity through our events is one effective method we use to recruit more volunteers.

THE PAPILLON PROJECT

(PRIVATE COMPANY LIMITED BY GUARANTEE)

CONTENTS

Financial review

This year, the Trustees' primary aim has been to maintain sufficient funds in the charity's bank accounts to ensure financial security for our staff. While we have not been able to meet the proposed budget, the addition of new staff members has significantly boosted the charity's momentum. With their support, we are continuously applying for new grants, which will help secure the resources needed to sustain and expand our work in the coming year. Despite financial challenges, the dedication and hard work of our team give us confidence in our ability to continue making a positive impact.

Principal Funding Sources

During this year we have been fortunate in receiving funding from The Travel Chapter for materials and equipment £3,000, Norfolk Community Trust for work in new schools in North Norfolk, Community of All Hallows £5,000 towards salaries, the Clan Trust towards administration costs £5,000, Norwich Freemen £10,000 and The Bacon Foundation £10,000. Other grants received together with general donations and gifts have enabled the charity to continue to run in a secure fashion. We continue to be very grateful for support from NILE (Norwich Institute for Language Education).

Investment Policy

Currently, the Trustees feel that funds may still be needed in the short term, so are not placing any funding into long term investment.

Reserves Policy

The Trustees wish to build reserves to cover the main costs of staffing and core business costs for two years.

Plans for Future Periods

As we approach the 2024-25 academic year, we are excited to announce our plans for continuing to support the schools already involved in our DIY Programme. After reflecting on the progress we've made over the last five years, we have decided to focus on consolidating and strengthening our impact across the 32 schools currently participating.

In the coming academic year, we will not be taking on any new schools through our Transformative Programme. Instead, we are dedicating our sixth year to ensuring that every one of these schools is fully supported, and that the achievements we have made together are fully embedded and sustainable.

Our priority is to build on the strong foundations we've created, reinforcing the progress that has been made, and ensuring that all participating schools are able to continue benefiting from the tailored support, resources, and expertise we've provided. We believe that by focusing on this consolidation phase, we will be able to deliver even more meaningful and lasting impact for these schools, their staff, and their students.

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23 August 2019 and registered as a charity on 6 May 2020. The company was established under Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

THE PAPILLON PROJECT

(PRIVATE COMPANY LIMITED BY GUARANTEE)

CONTENTS

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Trustees are elected to serve for a period of three years after which they must be re-elected.

All members of the Trustees give their time voluntarily and receive no benefits from the Charity. Any expenses reclaimed from the Charity are set out in note 6 to the accounts.

Initially the Board of Trustees was formed from four individuals with an interest and experience in the Charity's aims as set out in the Articles. We are very aware of the need to have a broad but relevant set of skills within the board. Where we see a gap in our skills, individuals are approached to offer themselves for election to the Board, often from the pool of volunteers already involved in the Charity. It is very important we feel to have members of the Board with hands on experience of the work of the Charity. Where we see the need, we will be recruiting outside of the pool of volunteers by advertising. We hope this will bring fresh eyes and objectivity, as well as maintaining our legal responsibilities, for example in areas of employment, safeguarding or health and safety. At present we feel the Board represents the Charity well in terms of skills and experience, but in an effort to maintain the broad mix we have an audit of Trustee skills at our annual review. It is very important to us that the Board represents the diverse world we live in; at present we are achieving this in some aspects but will continue to be proactive in our recruitment of trustees to meet this aim.

Trustee Induction and Training

To ensure all the correct legal obligations are met and that we make it a smooth and welcoming experience for the prospective trustee, we have a Trustee Checklist. This becomes active from first contact with a prospective trustee. Each step of the process is logged, from sending information about becoming a trustee to their registration, and any legal obligations of either party. As part of the induction, it is felt essential for a trustee not familiar with the allotments to visit and speak with the volunteers, teachers and students.

Once the trustee has been appointed by the Board a 'Welcome' pack is sent which includes a number of key documents including:

- A letter of appointment
- Articles of Association
- Past minutes
- Recent financial statements
- CC3 Trustee Doc from the Charity Commission
- The Charity's complete set of policies
- Trustee Declaration form to be signed
- Trustee agreement form to be signed
- Schools' Project Lead reports

In addition, there are regular reviews of skills and training is offered where there is a need.

THE PAPILLON PROJECT

(PRIVATE COMPANY LIMITED BY GUARANTEE)

CONTENTS

Risk Management

The Trustees have conducted a review of the major risks to which the Charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to schools. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Organisational Structure

The Papillon Project has a Board of Trustees currently with four members who meet monthly and are responsible for the strategic direction and policy of the Charity. At present the Board's members come from a variety of professional backgrounds relevant to the work of the Charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Schools' Project Lead, who is responsible for ensuring that the Charity delivers the services specified and that key performance indicators are met. There are teams of volunteers responsible for helping the Trustees and Schools' Project Lead with administration, fundraising, organisation of fundraising events and on-site school allotment work.

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- 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 not appropriate to assume that the company will continue on that basis

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Trustees

Members of the Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's Independent Examiner is unaware

as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the Charity's Independent Examiner is aware of that information.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Independent Examiner

Mervyn Clarke FCCA of Baker Clarke FDV Limited was re-appointed as the charitable company's independent examiner following from his previous appointment.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The Trustees report was approved by the Board of Trustees.



Prof P R Waldron
Director and Chair of Trustees

10 March 2025

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE PAPILLON PROJECT**

I report to the trustees on my examination of the financial statements of The Papillon Project for the year ended 31 August 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Signed.....
Mervyn Clarke FCCA, Baker Clarke FDV Limited
Chartered Certified Accountants

Dated:

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	38,766	18,250	57,016	39,434	12,602	52,036
Charitable activities	4	176	-	176	681	-	681
Investments	5	1,130	-	1,130	567	-	567
Total income		40,072	18,250	58,322	40,682	12,602	53,284
Expenditure on:							
Charitable activities	6	43,797	17,850	61,647	36,969	20,680	57,649
Net (expenditure)/income for the year/ Net movement in funds		(3,725)	400	(3,325)	3,713	(8,078)	(4,365)
Fund balances at 1 September 2023		48,227	4,500	52,727	44,514	12,578	57,092
Fund balances at 31 August 2024		44,502	4,900	49,402	48,227	4,500	52,727

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

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 AUGUST 2024

	Notes	2024 £	£	2023 £	£
Current assets					
Debtors	10	2,195		-	
Cash at bank and in hand		47,330		52,727	
		<u>49,525</u>		<u>52,727</u>	
Creditors: amounts falling due within one year	11	(123)		-	
Net current assets			49,402		52,727
Net assets excluding pension liability			<u>49,402</u>		<u>52,727</u>
The funds of the charity					
Restricted income funds	12		4,900		4,500
Unrestricted funds			44,502		48,227
			<u>49,402</u>		<u>52,727</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 10 March 2025

DDavies

Dr D Davies
Director and Chair of Trustees

Company registration number 12171611 (England and Wales)

THE PAPILLON PROJECT

(PRIVATE COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

Charity information

The Papillon Project is a private company limited by guarantee incorporated in England and Wales. The registered office is 25 Station Road, Reepham, Norfolk, NR10 4LF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.3 Income

All incoming resources are included in the statement of financial activities when the Charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary 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.
- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

(Continued)

1.4 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the Charity's shop.
- Charitable expenditure comprises 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Affairs on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 6.

1.5 Tangible fixed assets

The Charity has no Fixed Assets.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

3 Donations and Grants

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Donations and gifts	12,001	14,250	26,251	11,744	800	12,544
Grants	26,765	4,000	30,765	27,690	11,802	39,492
	<u>38,766</u>	<u>18,250</u>	<u>57,016</u>	<u>39,434</u>	<u>12,602</u>	<u>52,036</u>

Donations received over £500:

Unrestricted

Fundraising Project: August 2023 Pap Lecky fundraiser £984

Richard Powell £3,950

Grants:

Unrestricted

The Pennycress Trust £2,000

Charles Littlewood Hill Trust £1,000

Norwich Freeman's Charity £10,000

Bacon Foundation £10,000

Jarrold Trust £500

Norwich Institute of Language Education £3,265

Restricted

Community of All Hallows £5,000 (Salaries)

The Travel Chapter £3,000 (equipment and materials)

Norfolk Community Trust £4,000 (new school allotments in North Norfolk)

Clan Trust £5,000 (Administration costs and schools materials)

Masonic Garden Club £900 (Great Yarmouth Area Schools)

Aylsham Show £350 (Equipment)

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

4 Charitable activities

	PapUp Shop	Public & Charitable Events	Total 2024	PapUp Shop	Public & Charitable Events	Total 2023
	2024	2024		2023	2023	
	£	£	£	£	£	£
Sale of goods	41	135	176	308	373	681
	<u>41</u>	<u>135</u>	<u>176</u>	<u>308</u>	<u>373</u>	<u>681</u>

Charitable trading income

PapUp Shop Income £41

Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.

Public Events

There were various small events throughout the year, total income £135

Total of schools' donations to further the charitable activities £3,423

5 Income from investments

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Interest receivable	1,130	567
	<u>1,130</u>	<u>567</u>

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

6 Charitable activities

	Charitable Expenditure 2024 £	Charitable Expenditure 2023 £
Staff costs	52,134	48,045
PapUp Shop	23	172
Public Events	689	1,195
Charitable Activities	5,584	4,321
	<u>58,430</u>	<u>53,733</u>
Governance Costs	3,217	3,916
	<u>61,647</u>	<u>57,649</u>
Analysis by fund		
Unrestricted funds	43,797	36,969
Restricted funds	17,850	20,680
	<u>61,647</u>	<u>57,649</u>

Governance costs include: Web/email costs £1,893 Insurance £469, DBS checks/courses £539, PP&S £135, Bank charges £48 and Misc £133.

7 Trustees

No members of the Trustees received any remuneration during the year. No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year.

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	4	3
	<u>4</u>	<u>3</u>
Employment costs	2024 £	2023 £
Wages and salaries	52,134	48,045
	<u>52,134</u>	<u>48,045</u>

There were no employees whose annual remuneration was more than £60,000.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

10 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Other debtors	2,039	-
Prepayments and accrued income	156	-
	<u>2,195</u>	<u>-</u>

11 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	123	-
	<u>123</u>	<u>-</u>

12 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 September 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
	4,500	18,250	(17,850)	4,900
	<u>4,500</u>	<u>18,250</u>	<u>(17,850)</u>	<u>4,900</u>
Previous year:				
	At 1 September 2022	Incoming resources	Resources expended	At 31 August 2023
	£	£	£	£
	12,578	12,602	(20,680)	4,500
	<u>12,578</u>	<u>12,602</u>	<u>(20,680)</u>	<u>4,500</u>

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

13 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
General funds	48,227	40,072	(43,797)	44,502
	<u>48,227</u>	<u>40,072</u>	<u>(43,797)</u>	<u>44,502</u>
Previous year:				
	At 1 September 2022	Incoming resources	Resources expended	At 31 August 2023
	£	£	£	£
General funds	44,514	40,682	(36,969)	48,227
	<u>44,514</u>	<u>40,682</u>	<u>(36,969)</u>	<u>48,227</u>

14 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 31 August 2024:			
Current assets/(liabilities)	44,502	4,900	49,402
	<u>44,502</u>	<u>4,900</u>	<u>49,402</u>
	<u>44,502</u>	<u>4,900</u>	<u>49,402</u>
	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£
At 31 August 2023:			
Current assets/(liabilities)	48,227	4,500	52,727
	<u>48,227</u>	<u>4,500</u>	<u>52,727</u>
	<u>48,227</u>	<u>4,500</u>	<u>52,727</u>









Accounts 31.8.24 - For Signature

Final Audit Report

2025-03-11

Created:	2025-03-10
By:	Michaela Shearer (MICHAELA@bakerclarke.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZBzmg9DtQH9hd0rUTtGNmIQE4GaYYWLm

"Accounts 31.8.24 - For Signature" History

-  Document created by Michaela Shearer (MICHAELA@bakerclarke.com)
2025-03-10 - 4:23:23 PM GMT- IP address: 151.2.190.154
-  Document emailed to Dr D Davies (trustees@thepapillonproject.com) for signature
2025-03-10 - 4:23:30 PM GMT
-  Document emailed to Prof P R Waldron (chair@thepapillonproject.com) for signature
2025-03-10 - 4:23:31 PM GMT
-  Email viewed by Prof P R Waldron (chair@thepapillonproject.com)
2025-03-10 - 4:30:25 PM GMT- IP address: 146.75.174.12
-  Email viewed by Dr D Davies (trustees@thepapillonproject.com)
2025-03-10 - 4:50:30 PM GMT- IP address: 109.153.80.224
-  Document e-signed by Prof P R Waldron (chair@thepapillonproject.com)
Signature Date: 2025-03-11 - 8:18:23 AM GMT - Time Source: server- IP address: 51.9.255.177
-  Document e-signed by Dr D Davies (trustees@thepapillonproject.com)
Signature Date: 2025-03-11 - 9:51:09 AM GMT - Time Source: server- IP address: 109.153.80.224
-  Agreement completed.
2025-03-11 - 9:51:09 AM GMT

Charity registration number 1189383

Company registration number 12171611 (England and Wales)

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Directors	Prof P R Waldron Dr D Davies Mr T Greenwood Mrs S Seery
Charity number	1189383
Company number	12171611
Trading Address	The HUB City Academy Norwich 299 Bluebell Road Norwich NR4 7LP
Registered office	25 Station Road Reepham Norfolk NR10 4LF
Independent examiner	Mervyn Clarke FCCA Baker Clarke FDV Limited Swiss House Beckingham Street Tolleshunt Major Essex CM9 8LZ
Bankers	Triodos Bank Deanery Road Bristol BS1 5AS Co-Operative Bank PO Box 250 Skelmersdale WN8 6WT
Solicitors	Birketts LLP Kingfisher House 1 Gilders Way Norwich

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

	Page
Trustees Report	1 - 13
Independent examiner's report	14
Statement of financial activities	15
Balance sheet	16
Notes to the financial statements	17 - 24

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

The trustees present their annual report and financial statements for the year ended 31 August 2024.

Trustees

Prof P Waldron (Chair)
Dr D Davies (Treasurer)
Mrs S Seery
Mr T Greenwood

Trustees in post at 31 August 2024:

Prof P Waldron (Chair), Dr D Davies (Treasurer), Mrs S Seery, Mr T Greenwood

Senior Management Team

Mr M Willer - Schools' Project Lead

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Purposes and Aims

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are: restricted specifically only for the public benefit to advance the education of the public, in particular but not exclusively young people under the age of 25 years, in environmental awareness and sustainable living, in particular but not exclusively through the establishment and development of school allotment projects.

Ensuring our work delivers our aims

We review our aims, objectives and activities regularly. These reviews look at what we achieved and the outcomes of our work. The reviews look at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The reviews also help us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The focus of our work

It is the vision of The Papillon Project that children and young people in secondary schools across Norfolk along with their teachers, support staff, parents and members of their schools' wider community will be inspired to lead more sustainable, ethical and healthier lives and to be more aware and respectful of the environment.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

The creation of School Allotments

This is our fifth year of operation. We delivered our Transformative Programme this year to three new schools in the Great Yarmouth area and created three new school allotments at Cliff Park Ormiston Academy, East Norfolk Sixth Form and Caister Academy. We also had two new schools, Wymondham High Academy and Hobart School join our DIY Programme too. In total, The Papillon Project supported 34 schools during the 2023-24 academic year.

With the exception of the intensive and regular support that the Transformative Programme provides, various levels of support were given to schools that followed the DIY Programme throughout the 2023-24 academic year.

Support was provided for the vast majority of these schools by local volunteers on a regular (weekly) basis with Papillon Project staff visiting less frequently (every three-weeks) depending on how much a school needed support. How much support a school was given throughout 2023-24 was therefore determined by our internal 'traffic light' system which would therefore determine which seasonal rota (autumn; winter; spring; summer) a school would be on and, indeed, for how long.

The frequency of support for schools is based on the following colour-coded system:

- **Red:** Indicates serious concerns, such as a school not using the allotment or struggling with upkeep. This requires **weekly visits for about six weeks** to prevent project failure.
- **Amber:** Indicates a school needs extra support to maintain momentum (e.g., falling behind in the growing season, changes in staff, or lack of local volunteers). This results in **weekly visits for a few weeks**.
- **Green:** Indicates the school is performing well with sufficient local support and regular participation. This requires **one visit every three weeks**.

Extra support could be given to significantly increase additional participation. If a school had an influx of additional young people coming to participate at large project, and to such an extent that school staff and charity volunteers are unable to independently manage themselves, charity staff would be sent to help lead sessions on a regular (weekly) basis. This could range from Duke of Edinburgh volunteers to facilitating entire year group programmes. Charity staff attendance makes the impossible, possible. This extra support would only be encouraged and offered at a **green** school who already successfully follow the charity's DIY programme.

Heading into the next academic year (2024-25), 25 of schools are **green**, 7 are **amber** and 2 are **red**.

The work that charity staff carried out at all of these schools was incredibly varied from simultaneously helping with the general upkeep of projects, to running sessions as part of their visit to a project, to checking in with volunteers and link teachers, to solely help projects with maintenance during school holidays.

All charity staff are required to have at least one meeting with every headteacher, from each school, once a year, and ideally twice, between September and February (end and beginning of the growing season).

Charity Staff

The Papillon Project, like the previous academic year, employed four staff to form the Charity's 'Schools' Team'. This group consists of a Schools' Project Lead (SPL), two Deputy Schools' Project Leads (DSPL) and an Assistant Schools' Project Lead (ASPL) who continues to complete their apprenticeship with us and in collaboration with New Suffolk College. The Schools' Team have continued to visit schools throughout the academic year using four main operational 'seasonal' rotas (autumn; winter; spring; summer) to guide school staff throughout the academic year.

We are pleased to continue employing Poppy Kirby as our Assistant Schools' Project Lead, who is currently completing a Level 2 apprenticeship in horticulture. Our partnership with Apprenticeship Norfolk and New Suffolk College remains strong, with both organizations providing exceptional support. In recognition of her achievements, Poppy was awarded **Horticulture, Landscape & Environmental Apprentice of the Year** and named **Runner-Up Apprentice of the Year** by New Suffolk College in February 2024. Additionally, she received a **Highly Commended award for her 'Contribution to Green Apprenticeships in Norfolk'** from Apprenticeship Norfolk.

Poppy's appearance in a series of short films continues to be used by Apprenticeship Norfolk to promote apprenticeships in Norfolk. This therefore continues help promote The Papillon Project as a credible organisation and highlighted how we are well set up to take on an apprentice. As we have found this year, having an apprentice remains a brilliant way to extend our charitable work and help more young people by providing them with an employment opportunity.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

We've been extremely fortunate to have Alice Metcalfe, our outgoing Schools' Project Assistant, working with The Papillon Project this academic year. Alice has been a wonderful addition to the Schools' Team and started her internship, via the University of Birmingham, with us back in September where she worked alongside other charity staff in schools. Here she was able to get a very good sense of our charitable work in schools and, since Spring, has worked on an academic study which has certainly helped to confirm that our charitable work is, without question, making a big impact on the lives of young people. Alice conducted a survey with over hundred young people which, undoubtedly, shows that young people are benefiting from their 'allotment experience'.

The Papillon Support Team comprises key individuals who are unpaid volunteers and includes members of the Events Committee, who meet monthly and plan events during the year, an Administrator, Marketing volunteers and others who support the Charity.

Volunteers are absolutely essential to the success of our charitable work, both in schools and at public events. During the 2023-24 period, we were fortunate to have around fifty dedicated volunteers, who primarily supported our efforts in schools, with some also assisting at events or contributing in both areas. Interest in volunteering has remained steady, with many individuals either signing up through our website or expressing interest in person. While a small number of volunteers will not be continuing into the next academic year, our volunteer retention remains strong. However, there continues to be a pressing need for additional local support, particularly in schools across West and East Norfolk, where volunteer numbers are still lower than required, as was the case last academic year.

During the 2023-24 academic year, approximately **60 volunteers** gave up **8250 hours** of their time to support our charitable work.

We also continue to work with our three charity Patrons: Sir Nicholas Bacon OBE DL; Richard Powell OBE and David Holmgren. Our Patrons continue to help promote the work of the charity and open up new opportunities and connections to support us.

Safeguarding

For the academic year 2023-24, The Papillon Project's safeguarding team consisted of the following members:

- Matt Willer (SPL): Designated Safeguarding Lead;
- Harriet Watson (DSPL): Alternative Designated Safeguarding Lead;
- Graeme Tolley (DSPL): Alternative Designated Safeguarding Lead;
- Tom Greenwood (Trustee): Trustee with safeguarding responsibilities.

There was only one recorded safeguarding concern made by a volunteer at Aylsham High School dated 07/09/23. The volunteer correctly followed our safeguarding procedure and the concern/disclosure was reported to both the school and to us. No further action was required. Tom Greenwood, Trustee with safeguarding responsibilities (TSR) was also immediately notified. Only the DSL and the TSR continue to have access to the charity's safeguarding email account (safeguarding@thepapillonproject.com).

If there is a safeguarding concern involving a member of The Papillon Project's safeguarding team, a disclosure can be made to Peter Waldron, Chair of Trustees. The decision to recruit any new volunteers is the responsibility of the SPL or a DSPL who follow the charity's clear safe-recruitment procedure. The training provision that staff completed was done externally via the Norfolk Safeguarding Partnership, including PREVENT training (via Home Office), but all staff and volunteers (including Trustees), completed the charity's internal safeguarding training course, completed our online 'Showing a Safeguarding Understanding' (SASU) form and read *Keeping Children Safe in Education* (September 2022). However, the majority of volunteers completed an individual school's safeguarding training course. These volunteers were then asked to complete a Prior Safeguarding Training Confirmation form. All staff, Trustees and volunteers' details were entered onto The Papillon Project's Single Central Record (SCR).

Additional Allotment Activities.

Our additional charitable work consists of the following components which operate alongside the core of the charity's work to enrich the 'allotment experience' for young people and help make this experience more doable and more inspirational for link teachers too:

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Additional Allotment Activities - Continued

- **The Butterfly Effect** (schools' support network). Our schools' support network, 'The Butterfly Effect', was used multiple times this year as a way of connecting schools together and by sharing all-important resources. Charity staff, who are collectively connected to every school, act as the 'telephone exchange' encouraging sharing to take place such as seed and plant swaps along with other resources that were exchanged or donated too. This helps to save the Charity money, but more importantly, it shows cooperation and kindness between schools and helps to prevent projects running entirely in isolation. There is certainly more scope to develop this component of the charity's core charitable work in schools, but it's a question of time for charity staff, and indeed school staff, to enable a more active support network throughout Norfolk.
- The **YES Award** (Young Environmental Stewardship) is an award that The Papillon Project has created to celebrate any young person who goes above and beyond to help inspire their school to be more environmentally friendly and sustainable. Nominations come from either school staff or charity staff or charity volunteers. Nominations were low compared to last year, but twenty young people were awarded the YES Award by the Charity.
- **International Exchange Programme.** Despite our best efforts, the International Exchange Programme (IEP) team, has not been able to source enough new material during the recent (2023-24) academic year from schools that we are connected to from around the world. As a result, we will be recommending that International Exchange Programme be suspended until further notice. It could be a project that we rekindle in the years to come. However, material that has been collected over the years will be used in the creation of our new impact days which will be planned come July 2025.
- **Noticing Nature Programme** Papillon Project staff delivered 'Noticing Nature' impact days in three schools in July this year King's Lynn Academy, Alysham High School and Thorpe St Andrews School. Collectively, our specifically designed mindfulness activities (a. sensory map; b. finding patterns; c. allotment tours) were delivered to approximately 800 young people. There was interest from other schools, but the decision to deliver the impact days to these schools was based on the size of the project (which needs to be large enough to cater for groups of 30 students every hour) and also schools where it was agreed by Papillon Project staff that delivering an impact day would create greater awareness of the existence of a school's allotment and therefore boost future participation.

Papillon Project staff reflected that July continues to be the ideal month of the academic year to deliver Noticing Nature impact days. We have received very positive feedback from link teachers who observed the impact days themselves and charity staff felt strongly that the vast majority of young people positively engaged with activities. We also discovered that the impact days made it possible for entire year groups to visit their school allotment which, in most cases, was for the very first time. The Noticing Nature impact days significantly helped to promote school allotments to huge audiences and encourage future participation too.

- **SALT (School Allotment Leadership Training)** We successfully ran all four School Allotment Leadership Training (SALT) courses in this academic year and in different schools from last year (City Academy Norwich, Reepham High School & College and Old Buckenham High School and also included a virtual SALT course that was provided for adults working with young people and gardening outside of Norfolk. We had a total of 25 adults attend these courses which consisted of an equal mix of serving charity volunteers, link teachers and other interested adults who work with young people.
- **Online Resources** Our online resources, which can be found via the Charity's website, continue to be a way that we can extend our knowledge, experience and enthusiasm. There is scope to create more online resources about relevant topics that we hope will support adults involved with school gardening. Since September 2023 to August 2024, there were 668 visits to this specific page, compared to 398 in the same time frame, academic year. This gives a very good indication that our online resources continue to be viewed, downloaded and therefore of interest to people. This webpage also contains past editions of *The Kaleidoscope* and other published articles linked to The Papillon Project.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Additional Allotment Activities - Continued

- **The Kaleidoscope** Linked to our online resources is our biannual schools focused magazine: *The Kaleidoscope*. This publication is purposely created before the growing season in the spring (May) and also at the end of the growing season in early autumn (by October half-term) and can be viewed via the charity's website. Each *Kaleidoscope* contains helpful seasonal advice to schools who are gardening with young people and has also continued guest articles written by well-known gardening figures such as Frances Tophill from BBC Gardeners' World. *The Kaleidoscope* also serves to celebrate inspirational examples of school allotments from around Norfolk and also gives an opportunity, via 'Volunteer Voices' for charity volunteers to share their experiences too. *The Kaleidoscope* is communicated directly to all link teachers, headteachers and volunteers and also via social media too. Analysis from our website page shows that since in May 2023, when *The Kaleidoscope* was made available on our website, we had 798 visitors to this specific page. Accessing the online version of *The Kaleidoscope* is always through the website which is clearly communicated when promoted on social media. The content of every edition of *The Kaleidoscope* is guided by the SPL but created and edited physically by volunteer editors.
- Our **Cocoon Boxes**. Our 'Cocoon Boxes' were created and distributed to all 20 schools that requested them this academic year. Like every year, these 'Cocoon Boxes' were donated to schools after the Easter break to inspire and encourage schools to get going with the growing season. Secondary schools are very busy places, so the 'Cocoon Boxes' help to guarantee a positive start to the growing season as link teachers often find it difficult to find time to think about pre-growing season preparation. Cocoon Boxes also serve as a resource for volunteers who work at schools on a regular basis and include a collection of plug plants (which the charity grows) seeds and a second-hand gardening book. The physical box or container is always something that is upcycled to set a good example. This year, like last year it was cardboard fruit and vegetable boxes, but also donated buckets full of donated compost too. Cocoon Boxes were created by charity staff during the February half-term and distributed to all schools that requested one during early March.
- **The Butterfly Boost**. The Schools' Team developed the idea this academic year to support schools further into the growing season and understanding that the cocoon boxes *only* helped to get the growing season underway, more help was needed for schools to make 2024 more successful for growing. The notion was to get a small group of schools, that were local to each other (Aylsham High School; Reepham High School & College; Litcham School and Dereham Neatherd High School), to grow a significant number of different plants that could be shared and planted out after the May half-term. All schools involved in this pilot responded and engaged positively to this 'Butterfly Boost' pilot which was a success and will be expanded to all schools during the 2024-25 academic year.

We also successfully engaged with other organisations such as The Sainsbury Laboratory and the Salle Estate (walled garden) who grew plants and donated them for Papillon Project staff to then gift to schools who we felt needed them. This was also a success in helping other schools through the latter part of the growing season (after May half-term) who were not part of the school focused pilot.

- **Public Events**. In 2023/2024 we were once again invited to participate in various public events:
 - **Science Festival at East Norfolk Sixth Form** - Wednesday 21 February;
 - **The Great Big Earth Week, Quakers Meeting House, Norwich** - Saturday 8th June;
 - **The Royal Norfolk Show** - Wednesday 28th to Thursday 29th June;
 - **Norwich Green Care Festival at The Walled Garden in Little Plumstead** - Sunday 28th July;
 - **The Aylsham Show** - Monday 26th August;
 - **Celebrating Nature: St Edmund Church, Acle** - Sunday 8th September.
- We celebrated five years of charitable work at Raveningham Gardens' beautiful walled gardens following an invitation from Sir Nicholas and Lady Bacon.
- Our **Pap Up Shop**, making and selling recycled items, is popular at public events. We accept donated old tools for our **Tool Bank** which our volunteers repair and restore to be given to schools who request them.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Additional Allotment Activities - Continued

- **Public talks and presentations**

Another vital way we continue to share the work of The Papillon Project is through delivering talks and presentations across Norfolk. These are often requested by organizations, particularly those focused on gardening or environmental causes, but are also strategically planned as part of our outreach efforts to raise awareness in specific areas of the county. These talks play a key role in our charity's 'growing help' model, which aims to recruit volunteers and build community support. The majority of presentations this academic year were delivered by the Schools' Project Lead, with all funds raised from these talks being generously donated back to The Papillon Project, helping to further our mission and extend our impact in local communities.

- **Communications overview.** External communications, and how the charity is represented publicly, remains a key component of how we express our charitable work. Our own communications continue to be expressed through the following mediums:

- **Social media:** This medium is used on a daily basis to share updates about our work in schools sharing key developments and successes and to celebrate the efforts of young people. It's currently the most effective way of communicating our charitable work. Social media is also used to show the scale of our operations across the county as we always link/tag schools into any social media posts that we create. We occasionally use social media to join in with key events (e.g. 'hashtagallotmentsweek' or 'hashtag earthday') which can also help to promote the charity. We also use social media to broadcast news about public events that we are either leading ourselves or events that we attend with other organisations (e.g. Royal Norfolk Show). When we post a feature on one social media platform, this same feature is also communicated on all our other social media platforms. A list, along with a current number of followers (including some high-profile individuals, such as Charles Dowding, who follow us and occasionally publicly support us via their own social media channels) is listed below:

September 2023:
Twitter: 1,340 followers
Instagram: 1,318 followers
Facebook: 722 followers
LinkedIn: 100 followers

September 2024:
Twitter: 1,401 followers
Instagram: 1,542 followers
Facebook: 836 followers
LinkedIn: 232 followers

- **Our website:** This continues to be the charity's 'online show room' which people use to learn more about what we do as a charity. The website is updated regularly with pictures and key information about our charitable work in schools and also important milestones via notable recognitions and also our events. Along with occasional correspondence via social media, our website continues to be the main door from which interest, questions and offers of help flow through. All correspondences, via the website, are directed to the charity's main email account: info@thepapillonproject.com.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Environmental Benefits

We create allotments using organic methods and simple, sustainable technologies. Many of the materials we use for construction are upcycled items that would otherwise end up in landfill, such as wooden pallets and old baths. This approach challenges perceptions of "rubbish" by transforming discarded items into something useful and valuable. Through these allotments, many schools have also started to reconsider the value of their peripheral spaces and the impact they can have on local wildlife. As a result, there has been a noticeable increase in biodiversity, with more birds, insects, and other wildlife appearing. While we believe research in this area would be beneficial, we currently lack a volunteer to coordinate this effort.

Every aspect of our charity's work is mindful of its environmental impact. We teach students about composting, water conservation, and sustainability, and we ensure that our fundraising merchandise reflects these values. For example, we have a parent volunteer with expertise in building water pumps using simple technologies, and another volunteer with an interest in alternative building methods. Our range of merchandise is made by volunteers using upcycled or sustainable materials, offering a hands-on way for the local community to engage with our work and learn practical sustainability practices.

Looking to the future, our goal is to create a formal environmental policy that will ensure these sustainable practices continue to be integrated into all aspects of our charity's work.

The HUB

We have established our Charity Base in a suite of rooms generously provided by one of the schools we work with, at no cost to us. This reflects the school's genuine appreciation of the work we are doing. The space is a significant opportunity for the charity, offering a dedicated office where our Schools' Project Lead can meet with contacts, hold meetings, conduct training, and manage administrative tasks.

Looking ahead, we plan to use this space to strengthen our connection with the local community, particularly young people. We aim to offer advice and support on topics such as growing food and sustainability, fostering greater engagement and learning in these areas.

Achievements and performance

An assessment of the impact of our charitable work. It's impossible to measure precisely the impact, and the number of young lives that we have impacted, but it's certain, as a direct result of our efforts, that we, as was the case during the previous academic year (2022-23) have positively impacted the lives of over 1000 young people of all ages and abilities during the 2023-24 academic year. This figure is produced on the approximate number of young people who we know, at an operational level, are participating in their school allotment and also from the multiple, whole year group, impact days that we delivered towards the latter part of the academic year.

How do we know if young people are gaining that all-important positive experience? We receive regular feedback, often orally, from our link teachers, and sometimes headteachers and also parents (via social media), that their young people are enjoying participating in allotment-based activities. Some of this feedback will be communicated formally in but another brilliant way to highlight, and indeed celebrate, the positive impact of the charity's work this academic year is through an academic study that was organised and led by an undergraduate student from the University of Birmingham, Alice Metcalfe. Alice, with the support of charity staff, surveyed 119 young people from across multiple Norfolk schools. The results of the survey were as followed:

- 90% agreed that the allotment has provided a space for them to experience nature.
- 91% agreed that their mood improves after visiting the allotment
- 72% agreed that visiting the allotment has made them feel more positive about school.
- 89% felt proud of their work at the allotment.

It's certainly very clear that these results strongly suggest that the school allotments that we help to create and development are indeed a positive place for young people and one that highlights how the 'allotment experience' is helping young people to connect with nature, to feel better about themselves and their time at school. These results also strongly suggest that spending time at school allotments helps to boost self-esteem. It's certain therefore that the majority of young people are enjoying themselves and gaining that all-important positive experience.

THE PAPILLON PROJECT

(PRIVATE COMPANY LIMITED BY GUARANTEE)

CONTENTS

Achievements and performance - Continued

However, despite the positive experiences that are being gained, it was clear from Alice's research project that young people's general understanding of horticultural, especially terminology, needs to be improved. Papillon Project staff are confident that young people are learning a great deal about growing food, but it would be sensible to check what young people really understand more regularly in future.

Why do young people get involved? It's never always clear why a young person decides to participate in activities based at their school allotment, but we know for sure that it can be for one or more of the reasons below. This is based on what we learn, at an operational level, from the young people themselves and when we ask them "what made you decide to get involved?". This is also based on what we know the schools themselves do to engage young people with the projects that we support.

- 1) Genuine love of gardening, the outdoors and the environment itself often because their parents or grandparents do it.
- 2) Their friend(s) attend, so they decide to also participate.
- 3) School is boring and it gives them something to do that interests them.
- 4) Eco-anxiety and the very real fear and concern that young people's future has been compromised as the environmental crisis such as climate change are causing irreversible damage resulting disasters such as ecological collapse of habitats and major food shortages. Learning to grow food, at a school allotment, we know can give some young people hope.
- 5) Mental health and wellbeing issues not linked to eco-anxiety
- 6) School is impossible or extremely difficult. We often see young people attending a school allotment during the lunch break, not necessarily to garden, but to enjoy a peaceful and safe place to have their lunch with other young people; to boost their confidence so to speak. Our charity staff and volunteers who greatly help young people who feel this way to feel safe, welcome and valued. Aiding social education, and helping to improve 'talkability' with adults, something that happens every day at a school allotment.
- 7) Duke of Edinburgh Award (DofE): there were a good number of young people, approximately 50, who engaged with their school allotment because they wanted to completed their volunteer or skills section. Sometimes, this is because they already like or know gardening, but sometimes this is because of convenience as most DofE volunteering at a school allotment either takes place during lunchtimes or after school.
- 8) Scheduled activities led by the school or the charity (e.g. ASDAN courses, GCSE environmental science courses, 'Care of the Countryside', enrichment programmes), where participating at a school allotment is a timetabled lesson.
- 9) Spontaneous visits led by classroom teachers who visit their school allotment to utilise the project to help teach their class something relevant to what they are teaching in their indoor classroom. This only tends to happen if a school has been successful at communicating their project internally and putting projects in a room booking system.
- 10) Impact days (Noticing Nature or Learning about Agriculture) that The Papillon Project instigates and leads on the day involving hundreds of young people visiting their school allotment during over the course of one or two school days.

Ofsted reports Our impact, and not for the first time, has featured positively in an official Ofsted report. An example is from an Ofsted inspection that took place during the last academic year at City Academy Norwich. One of the Ofsted inspections was encouraged by the school to visit the school allotment which we helped to create and lead sessions alongside school staff. This certainly highlights, as an example, that our charitable work is having a positive impact on how a school is viewed by Ofsted.

Our termly magazine, *The Buddleia*, keeps our volunteers, supporters and funders up-to-date with the charity's work.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Achievements and performance - Continued

How our activities deliver public benefit

Our main activities and who we try to help are described below.

How the Charity benefits the school community

As in previous years, we continue to work closely with schools who are licensed to provide the Duke of Edinburgh (DofE) Award scheme to young people. Overall, there are still only a small number of schools this year that utilised their school allotments to help young people achieve their bronze or silver awards via the volunteering or skills section of these awards. However, participation was high in these schools (Cliff Park Ormiston Academy is a key example of this) that did engage their DofE candidates with working at their school allotment. There were approximately 40-50 young people who engaged with their school allotment through the Duke of Edinburgh Award at their school. However, successful completion of the award is up to individual young people and their school's DofE manager. Charity staff continue to complete multiple assessor reports to sign off a young person for either completing their skill or volunteering section at their school allotment.

How the Charity benefits the wider community

A key way we support schools in creating and maintaining allotments is by fostering connections with local communities. This includes partnering with local businesses, farmers, greengrocers, gardeners, and retired tradespeople, all of whom play a vital role in sustaining these projects. These connections not only help ensure the longevity of the school allotments but also inspire local residents to grow their own food, reduce chemical use in their gardens, and become more involved in their communities.

For many retired individuals, the unemployed, or those with skills and resources to share, collaborating with schools offers a meaningful way to contribute. Publicity through our events is one effective method we use to recruit more volunteers.

THE PAPILLON PROJECT

(PRIVATE COMPANY LIMITED BY GUARANTEE)

CONTENTS

Financial review

This year, the Trustees' primary aim has been to maintain sufficient funds in the charity's bank accounts to ensure financial security for our staff. While we have not been able to meet the proposed budget, the addition of new staff members has significantly boosted the charity's momentum. With their support, we are continuously applying for new grants, which will help secure the resources needed to sustain and expand our work in the coming year. Despite financial challenges, the dedication and hard work of our team give us confidence in our ability to continue making a positive impact.

Principal Funding Sources

During this year we have been fortunate in receiving funding from The Travel Chapter for materials and equipment £3,000, Norfolk Community Trust for work in new schools in North Norfolk, Community of All Hallows £5,000 towards salaries, the Clan Trust towards administration costs £5,000, Norwich Freeman £10,000 and The Bacon Foundation £10,000. Other grants received together with general donations and gifts have enabled the charity to continue to run in a secure fashion. We continue to be very grateful for support from NILE (Norwich Institute for Language Education).

Investment Policy

Currently, the Trustees feel that funds may still be needed in the short term, so are not placing any funding into long term investment.

Reserves Policy

The Trustees wish to build reserves to cover the main costs of staffing and core business costs for two years.

Plans for Future Periods

As we approach the 2024-25 academic year, we are excited to announce our plans for continuing to support the schools already involved in our DIY Programme. After reflecting on the progress we've made over the last five years, we have decided to focus on consolidating and strengthening our impact across the 32 schools currently participating.

In the coming academic year, we will not be taking on any new schools through our Transformative Programme. Instead, we are dedicating our sixth year to ensuring that every one of these schools is fully supported, and that the achievements we have made together are fully embedded and sustainable.

Our priority is to build on the strong foundations we've created, reinforcing the progress that has been made, and ensuring that all participating schools are able to continue benefiting from the tailored support, resources, and expertise we've provided. We believe that by focusing on this consolidation phase, we will be able to deliver even more meaningful and lasting impact for these schools, their staff, and their students.

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23 August 2019 and registered as a charity on 6 May 2020. The company was established under Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

THE PAPILLON PROJECT

(PRIVATE COMPANY LIMITED BY GUARANTEE)

CONTENTS

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Trustees are elected to serve for a period of three years after which they must be re-elected.

All members of the Trustees give their time voluntarily and receive no benefits from the Charity. Any expenses reclaimed from the Charity are set out in note 6 to the accounts.

Initially the Board of Trustees was formed from four individuals with an interest and experience in the Charity's aims as set out in the Articles. We are very aware of the need to have a broad but relevant set of skills within the board. Where we see a gap in our skills, individuals are approached to offer themselves for election to the Board, often from the pool of volunteers already involved in the Charity. It is very important we feel to have members of the Board with hands on experience of the work of the Charity. Where we see the need, we will be recruiting outside of the pool of volunteers by advertising. We hope this will bring fresh eyes and objectivity, as well as maintaining our legal responsibilities, for example in areas of employment, safeguarding or health and safety. At present we feel the Board represents the Charity well in terms of skills and experience, but in an effort to maintain the broad mix we have an audit of Trustee skills at our annual review. It is very important to us that the Board represents the diverse world we live in; at present we are achieving this in some aspects but will continue to be proactive in our recruitment of trustees to meet this aim.

Trustee Induction and Training

To ensure all the correct legal obligations are met and that we make it a smooth and welcoming experience for the prospective trustee, we have a Trustee Checklist. This becomes active from first contact with a prospective trustee. Each step of the process is logged, from sending information about becoming a trustee to their registration, and any legal obligations of either party. As part of the induction, it is felt essential for a trustee not familiar with the allotments to visit and speak with the volunteers, teachers and students.

Once the trustee has been appointed by the Board a 'Welcome' pack is sent which includes a number of key documents including:

- A letter of appointment
- Articles of Association
- Past minutes
- Recent financial statements
- CC3 Trustee Doc from the Charity Commission
- The Charity's complete set of policies
- Trustee Declaration form to be signed
- Trustee agreement form to be signed
- Schools' Project Lead reports

In addition, there are regular reviews of skills and training is offered where there is a need.

THE PAPILLON PROJECT

(PRIVATE COMPANY LIMITED BY GUARANTEE)

CONTENTS

Risk Management

The Trustees have conducted a review of the major risks to which the Charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to schools. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Organisational Structure

The Papillon Project has a Board of Trustees currently with four members who meet monthly and are responsible for the strategic direction and policy of the Charity. At present the Board's members come from a variety of professional backgrounds relevant to the work of the Charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Schools' Project Lead, who is responsible for ensuring that the Charity delivers the services specified and that key performance indicators are met. There are teams of volunteers responsible for helping the Trustees and Schools' Project Lead with administration, fundraising, organisation of fundraising events and on-site school allotment work.

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- 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 not appropriate to assume that the company will continue on that basis

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Trustees

Members of the Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's Independent Examiner is unaware

as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the Charity's Independent Examiner is aware of that information.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Independent Examiner

Mervyn Clarke FCCA of Baker Clarke FDV Limited was re-appointed as the charitable company's independent examiner following from his previous appointment.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The Trustees report was approved by the Board of Trustees.



Prof P R Waldron
Director and Chair of Trustees

10 March 2025

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE PAPILLON PROJECT**

I report to the trustees on my examination of the financial statements of The Papillon Project for the year ended 31 August 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Signed.....
Mervyn Clarke FCCA, Baker Clarke FDV Limited
Chartered Certified Accountants

Dated:

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	38,766	18,250	57,016	39,434	12,602	52,036
Charitable activities	4	176	-	176	681	-	681
Investments	5	1,130	-	1,130	567	-	567
Total income		<u>40,072</u>	<u>18,250</u>	<u>58,322</u>	<u>40,682</u>	<u>12,602</u>	<u>53,284</u>
Expenditure on:							
Charitable activities	6	43,797	17,850	61,647	36,969	20,680	57,649
Net (expenditure)/income for the year/ Net movement in funds		(3,725)	400	(3,325)	3,713	(8,078)	(4,365)
Fund balances at 1 September 2023		<u>48,227</u>	<u>4,500</u>	<u>52,727</u>	<u>44,514</u>	<u>12,578</u>	<u>57,092</u>
Fund balances at 31 August 2024		<u><u>44,502</u></u>	<u><u>4,900</u></u>	<u><u>49,402</u></u>	<u><u>48,227</u></u>	<u><u>4,500</u></u>	<u><u>52,727</u></u>

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

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 AUGUST 2024

	Notes	2024 £	£	2023 £	£
Current assets					
Debtors	10	2,195		-	
Cash at bank and in hand		47,330		52,727	
		<u>49,525</u>		<u>52,727</u>	
Creditors: amounts falling due within one year	11	(123)		-	
Net current assets			49,402		52,727
Net assets excluding pension liability			<u>49,402</u>		<u>52,727</u>
The funds of the charity					
Restricted income funds	12		4,900		4,500
Unrestricted funds			44,502		48,227
			<u>49,402</u>		<u>52,727</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 10 March 2025

DDavies

Dr D Davies
Director and Chair of Trustees

Company registration number 12171611 (England and Wales)

THE PAPILLON PROJECT

(PRIVATE COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

Charity information

The Papillon Project is a private company limited by guarantee incorporated in England and Wales. The registered office is 25 Station Road, Reepham, Norfolk, NR10 4LF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.3 Income

All incoming resources are included in the statement of financial activities when the Charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary 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.
- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

(Continued)

1.4 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the Charity's shop.
- Charitable expenditure comprises 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Affairs on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 6.

1.5 Tangible fixed assets

The Charity has no Fixed Assets.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

3 Donations and Grants

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Donations and gifts	12,001	14,250	26,251	11,744	800	12,544
Grants	26,765	4,000	30,765	27,690	11,802	39,492
	<u>38,766</u>	<u>18,250</u>	<u>57,016</u>	<u>39,434</u>	<u>12,602</u>	<u>52,036</u>

Donations received over £500:

Unrestricted

Fundraising Project: August 2023 Pap Lecky fundraiser £984

Richard Powell £3,950

Grants:

Unrestricted

The Pennycress Trust £2,000

Charles Littlewood Hill Trust £1,000

Norwich Freeman's Charity £10,000

Bacon Foundation £10,000

Jarrold Trust £500

Norwich Institute of Language Education £3,265

Restricted

Community of All Hallows £5,000 (Salaries)

The Travel Chapter £3,000 (equipment and materials)

Norfolk Community Trust £4,000 (new school allotments in North Norfolk)

Clan Trust £5,000 (Administration costs and schools materials)

Masonic Garden Club £900 (Great Yarmouth Area Schools)

Aylsham Show £350 (Equipment)

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

4 Charitable activities

	PapUp Shop	Public & Charitable Events	Total 2024	PapUp Shop	Public & Charitable Events	Total 2023
	2024	2024		2023	2023	
	£	£	£	£	£	£
Sale of goods	41	135	176	308	373	681
	<u>41</u>	<u>135</u>	<u>176</u>	<u>308</u>	<u>373</u>	<u>681</u>

Charitable trading income

PapUp Shop Income £41

Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.

Public Events

There were various small events throughout the year, total income £135
 Total of schools' donations to further the charitable activities £3,423

5 Income from investments

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Interest receivable	1,130	567
	<u>1,130</u>	<u>567</u>

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

6 Charitable activities

	Charitable Expenditure 2024 £	Charitable Expenditure 2023 £
Staff costs	52,134	48,045
PapUp Shop	23	172
Public Events	689	1,195
Charitable Activities	5,584	4,321
	<u>58,430</u>	<u>53,733</u>
Governance Costs	3,217	3,916
	<u>61,647</u>	<u>57,649</u>
Analysis by fund		
Unrestricted funds	43,797	36,969
Restricted funds	17,850	20,680
	<u>61,647</u>	<u>57,649</u>

Governance costs include: Web/email costs £1,893 Insurance £469, DBS checks/courses £539, PP&S £135, Bank charges £48 and Misc £133.

7 Trustees

No members of the Trustees received any remuneration during the year. No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year.

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	4	3
	<u>4</u>	<u>3</u>
Employment costs	2024 £	2023 £
Wages and salaries	52,134	48,045
	<u>52,134</u>	<u>48,045</u>

There were no employees whose annual remuneration was more than £60,000.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

10 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Other debtors	2,039	-
Prepayments and accrued income	156	-
	<u>2,195</u>	<u>-</u>

11 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	123	-
	<u>123</u>	<u>-</u>

12 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 September 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
	4,500	18,250	(17,850)	4,900
	<u>4,500</u>	<u>18,250</u>	<u>(17,850)</u>	<u>4,900</u>
Previous year:				
	At 1 September 2022	Incoming resources	Resources expended	At 31 August 2023
	£	£	£	£
	12,578	12,602	(20,680)	4,500
	<u>12,578</u>	<u>12,602</u>	<u>(20,680)</u>	<u>4,500</u>

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

13 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
General funds	48,227	40,072	(43,797)	44,502
	<u>48,227</u>	<u>40,072</u>	<u>(43,797)</u>	<u>44,502</u>
Previous year:				
	At 1 September 2022	Incoming resources	Resources expended	At 31 August 2023
	£	£	£	£
General funds	44,514	40,682	(36,969)	48,227
	<u>44,514</u>	<u>40,682</u>	<u>(36,969)</u>	<u>48,227</u>

14 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 31 August 2024:			
Current assets/(liabilities)	44,502	4,900	49,402
	<u>44,502</u>	<u>4,900</u>	<u>49,402</u>
	<u>44,502</u>	<u>4,900</u>	<u>49,402</u>
	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£
At 31 August 2023:			
Current assets/(liabilities)	48,227	4,500	52,727
	<u>48,227</u>	<u>4,500</u>	<u>52,727</u>
	<u>48,227</u>	<u>4,500</u>	<u>52,727</u>









Accounts 31.8.24 - For Signature

Final Audit Report

2025-03-11

Created:	2025-03-10
By:	Michaela Shearer (MICHAELA@bakerclarke.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZBzmg9DtQH9hd0rUTtGNmIQE4GaYYWLm

"Accounts 31.8.24 - For Signature" History

-  Document created by Michaela Shearer (MICHAELA@bakerclarke.com)
2025-03-10 - 4:23:23 PM GMT- IP address: 151.2.190.154
-  Document emailed to Dr D Davies (trustees@thepapillonproject.com) for signature
2025-03-10 - 4:23:30 PM GMT
-  Document emailed to Prof P R Waldron (chair@thepapillonproject.com) for signature
2025-03-10 - 4:23:31 PM GMT
-  Email viewed by Prof P R Waldron (chair@thepapillonproject.com)
2025-03-10 - 4:30:25 PM GMT- IP address: 146.75.174.12
-  Email viewed by Dr D Davies (trustees@thepapillonproject.com)
2025-03-10 - 4:50:30 PM GMT- IP address: 109.153.80.224
-  Document e-signed by Prof P R Waldron (chair@thepapillonproject.com)
Signature Date: 2025-03-11 - 8:18:23 AM GMT - Time Source: server- IP address: 51.9.255.177
-  Document e-signed by Dr D Davies (trustees@thepapillonproject.com)
Signature Date: 2025-03-11 - 9:51:09 AM GMT - Time Source: server- IP address: 109.153.80.224
-  Agreement completed.
2025-03-11 - 9:51:09 AM GMT



Section A

Independent Examiner's Report

**Report to the
trustees/directors/
members of**

Charity Name
The Papillon Project

**On accounts for the year
ended**

1st September 2023

31st August 2024

Charity no.:

1189383

Company no.:

12171611

Set out on pages

1 - 2

I report to the charity trustees on my examination of the accounts of the Company for the year ended **31/08/2024**.

**Responsibilities and
basis of report**

As the charity's trustees of the Company (who are also the directors of the company 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 for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as 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.

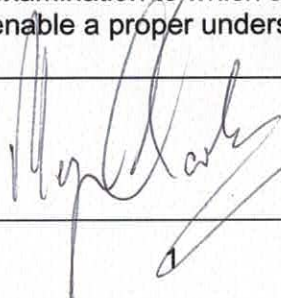
**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Signed:


F.C.C.A

Date:

12th March 2025

Name: Mervyn Clarke FCCA

Relevant professional qualification(s) or body (if any): Fellow Chartered Certified Accountant

Address: Baker Clarke FDV Ltd, Swiss House, Beckingham Street,
Tolleshunt Major, Essex
CM9 8LZ

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

THE PAPILLON PROJECT

England & Wales - Charity number 1189383

Accounts

Charity registration number 1189383

Company registration number 12171611 (England and Wales)

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Directors	Mr P R Waldron Dr D Davies Mr T Greenwood Ms S Seery	(Appointed 21 March 2023) (Appointed 21 March 2023)
Charity number	1189383	
Company number	12171611	
Trading Address	The HUB City Academy Norwich 299 Bluebell Road Norwich NR4 7LP	
Registered office	25 Station Road Reepham Norfolk NR10 4LF	
Independent examiner	Mervyn Clarke FCCA Baker Clarke FDV Limited Swiss House Beckingham Street Tolleshunt Major Essex CM9 8LZ	
Bankers	Triodos Bank Deanery Road Bristol BS1 5AS Co-Operative Bank PO Box 250 Skelmersdale WN8 6WT	
Solicitors	Birketts LLP Kingfisher House 1 Gilders Way Norwich	

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
CONTENTS**

	Page
Trustees Report	1 - 8
Independent examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12 - 17

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

The trustees present their annual report and financial statements for the year ended 31 August 2023.

Trustees

Mr P Waldron (Chair)

Dr D Davies (Treasurer)

Ms S Seery appointed 21 March 2023

Mr T Greenwood appointed 21 March 2023

Mrs D Palmer resigned 10 November 2022

Mrs G Sheward resigned 20 August 2023

Trustees in post at 31 August 2023:

Mr P Waldron (Chair), Dr D Davies (Treasurer), Ms S Seery, Mr T Greenwood

Senior Management Team

Mr M Willer - Schools' Project Lead

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Purposes and Aims

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are: restricted specifically only for the public benefit to advance the education of the public, in particular but not exclusively young people under the age of 25 years, in environmental awareness and sustainable living, in particular but not exclusively through the establishment and development of school allotment projects.

Ensuring our work delivers our aims

We review our aims, objectives and activities regularly. These reviews look at what we achieved and the outcomes of our work. The reviews look at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The reviews also help us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The focus of our work

It is the vision of The Papillon Project that children and young people in secondary schools across Norfolk along with their teachers, support staff, parents and members of their schools' wider community will be inspired to lead more sustainable, ethical and healthier lives and to be more aware and respectful of the environment.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

The creation of School Allotments

This is our fourth year of operation. Starting with one school allotment at the beginning of September 2019, by August 2022 this number had grown to 33. The trustees and charity staff made the decision to consolidate the support we have been giving to schools and not start any new allotments this academic year. One school decided not to continue with our help but the remaining 32 schools all continued to follow our DIY (Do It Yourself) programme throughout the 2022-23 year, with various levels of support from the charity.

19 of these schools have previously followed our Transformative Programme (weekly visits from charity staff helping to set up brand-new allotments) with 13 schools following our DIY Programme directly. Support was provided for the vast majority of these schools by local volunteers on a regular (weekly) basis with charity staff visiting less frequently depending on how much a school needed support. How much support a school was given throughout 2022-23 was determined by our internal 'traffic light' system which was agreed by charity staff on the eve of a new seasonal rota (e.g. autumn rota). Our criteria for the frequency of support was based on the following:

- If a school was labelled **red** this would indicate serious concerns about a project. This could range from the school not using the allotment or a school struggling to keep up with the general upkeep of their project. This would result in a weekly visit from a member of charity staff for the entirety of one seasonal rota (approximately six weeks) or a project would almost certainly fail.
- If a school was labelled as **amber** this would indicate that a school required some extra support and will lose momentum unless charity staff intervene. This could range from a school falling behind with the growing season, a change in a link teacher, lack of volunteer local support. This could result in a weekly visit for a couple of weeks.
- If a school was labelled as **green** this would indicate that a school is doing well. This could range from enough local support and regular attendance of young people to a project. This would result in a member of charity staff visiting a project once every three weeks.

Extra support could be given to significantly increase additional participation. If a school had an influx of additional young people coming to participate at large project, and to such an extent, that school staff and charity volunteers are unable to independently manage themselves, charity staff would be sent to help lead sessions on a regular (weekly) basis. This could range from Duke of Edinburgh volunteers to facilitating entire year group programmes. Charity staff attendance makes the impossible, possible. This extra support would only be encouraged and offered at a **green** school who already successfully follow the charity's DIY programme.

Using percentages as an approximate understanding, heading into the next academic year (2023-24), 84% of schools are **green**, 12% are **amber** and 4% are **red**.

The work that charity staff carried out at all of these schools was incredibly varied from simultaneously helping with the general upkeep of projects, to running sessions as part of their visit to a project, to checking in with volunteers and link teachers, to solely help projects with maintenance during school holidays.

A member of charity staff is required to have at least one meeting with every headteacher, from each school, once a year, and ideally twice, between September and February (end and beginning of the growing season).

Charity Staff

At the beginning of the year, the charity employed a Schools' Project Lead (FT) and Deputy Lead (0.5FT). In September 2022 an Assistant Schools' Project Lead (0.75FT) was employed, following a two-year apprenticeship. In June 2023, a second Deputy Schools' Lead (0.5FT) was employed in readiness for the new academic year in September, when the charity has plans to move into three East Norfolk Schools.

The charity also benefits from eight **Lead Operational Volunteers** as well as the all-important **On-site Allotment Volunteers**, of whom there are now 50. We also continue to work with our three charity Patrons: Sir Nicholas Bacon OBE DL; Richard Powell OBE and David Holmgren. Our Patrons continue to help promote the work of the charity and open up new opportunities and connections to support us.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Additional Allotment Activities.

Alongside our core charitable work, we continue to support schools with additional activities:

- **The Butterfly Effect** (school support network). As a concept, this was used multiple times during the year as a way of connecting schools together and by sharing all-important resources. Charity staff, who are collectively connected to every school, act as the 'telephone exchange' encouraging sharing to take place such as seed and plant swaps along with resources (e.g. manure/straw/wood) to be exchanged or donated. This helps to save the charity money, but more importantly, it shows cooperation and kindness between schools and helps to prevent projects running entirely in isolation.
- The **YES Award** (Young Environmental Stewardship) is an award that The Papillon Project has created to celebrate any young person who goes above and beyond to help inspire their school to be more environmentally friendly and sustainable.
- Our **International Exchange Programme** links our schools with schools around the world to broaden the horizons of young people. The charity currently has four Norfolk schools engaged with the programme, communicating directly with schools in Uganda, Antigua & Barbuda, Sri Lanka and Serbia.
- **Noticing Nature Programme.** Charity staff delivered 'Noticing Nature' impact days in three schools in July this year. Collectively, our specifically designed mindfulness activities (a. sensory map; b. finding patterns; c. what makes plants happy) was delivered to over 500 young people. There was interest from other schools, but the decision to deliver the impact days to these schools was based on the size of the project (which needs to large enough to cater for groups of 30 students every hour) and also schools where it was agreed by charity staff that delivering an impact day would create greater awareness of the existence of a school's allotment and therefore boost future participation.
- **SALT (School Allotment Leadership Training)** We successfully ran four School Allotment Leadership Training (SALT) courses, in different schools this academic year, plus a virtual SALT course that was provided for adults working with young people and gardening outside of Norfolk. SALT courses remain a brilliant opportunity for the charity to share our knowledge, experience and enthusiasm to inspire other adults working with young people.
- Our **Online Resources**, which can be found via the charity's website, will continue to be a way that we can extend our knowledge, experience and enthusiasm. Linked to our online resources is our schools' focused magazine: *The Kaleidoscope*. This publication is purposely created before the growing season in the spring (May) and also at the end of the growing season come early autumn (September) and can be viewed via the charity's website. Each *Kaleidoscope* contains helpful seasonal advice to schools who are gardening with young people in main stream secondary and tertiary education and has also continued guest articles written by well-known gardening figures such as Frances Tophill from *BBC Gardeners' World*.
- Our **Cocoon Boxes** were created and distributed to all 18 schools that requested them this academic year. Every year, these Cocoon Boxes are donated to schools after the Easter break to inspire and encourage schools to get going with the growing season. Secondary schools are very busy places, so the Cocoon Boxes help to guarantee a positive start to the growing season as link teachers often find it difficult to find time to think about pre-growing season preparation. Cocoon Boxes also serve as a resource for volunteers who work at schools on a regular basis and include a collect of plug plants (which the charity grows) seeds and a second-hand gardening book. The physical box or container is always something that is upcycled to set a good example. This year these boxes were former cardboard fruit and vegetable boxes.
- **Learning about Agriculture.** For the first time this year, we worked operationally with another charity: The Food and Farming Discovery Trust. We planned and executed two 'Learning about Agriculture' days in two inner city Norwich schools. These impact days were delivered in the same weeks as our Noticing Nature impact days during July. Approximately 450 young people participated in these two pilot impact days and we received positive feedback from staff from both schools who participated. The ultimate aim of the 'Learning About Agriculture' days was to broaden the horizons of young people of where their food comes from. This was communicated via three key workshops that young people visited:

1) Their school allotment to draw awareness to small scale and sustainable food production along with a reminder from history of their relevance of and significance of the Dig for Victory campaign during the Second World War,

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Additional Allotment Activities - Continued

- 2) a pop-up supermarket which gave young people the opportunity to explore where most of their food items come from and the food miles that are involved with getting food to our plates and
 - 3) meeting a farmer who, along with the backdrop of a tractor donated for the day(s), spoke openly about how they produce our food and the challenges that they face in doing so.
- **Public Events.** In 2022/2023 we were once again invited to participate in the Royal Norfolk Show as well as various other public events, including the Aylsham Agricultural Show, Norfolk's Healthy Environment Day. We celebrated four years of charitable work at Houghton Hall's beautiful walled gardens following an invitation from Lord and Lady Cholmondeley.
 - Our **Pap Up Shop**, making and selling recycled items, is popular at public events. We accept donated old tools for our **Tool Shop** which our volunteers repair and restore to be given to schools who request them.
 - The charity's main fundraiser in 2022/2023 was the **Pap Leeky Expedition from Norwich to Great Yarmouth: August 17th to 20th**. A team of volunteers, including some Norfolk teachers, paddled 27 miles (43.5 km) along the Norfolk Broads from Norwich to Great Yarmouth, in a raft hand-built from repurposed (upcycled) materials in order to raise funds support and awareness of the arrival of our charitable work in Great Yarmouth schools in September 2023. We also took to the waterways in Norfolk, where rising sea-levels due to climate change and global warming mean our low-lying land is at great risk of regular flooding and coastal erosion. Producing food more locally to where we live, work and learn, and hence reducing food miles, can certainly contribute to lessening our carbon footprint. We have currently (November 2023) raised over £6,500 for The Papillon Project.

Safeguarding

For the academic year 2022-23, The Papillon Project's safeguarding team consisted of the following members:

- Matt Willer (SPL): Designated Safeguarding Lead
- Harriet Watson (DSPL): Alternative Designated Safeguarding Lead
- Tom Greenwood (Trustee): Trustee with safeguarding responsibilities.

If there is a safeguarding concern involving a member of The Papillon Project's safeguarding team, a disclosure can be made to Peter Waldron, Chair of Trustees. The decision to recruit any new volunteers is the responsibility of the SPL or a DSPL who follow the charity's clear safe-recruitment procedure. The training provision that staff completed was done externally via the Norfolk Safeguarding Partnership, including PREVENT training (via Home Office), but all staff and volunteers (including Trustees), completed the charity's internal safeguarding training course, completed our online 'Showing a Safeguarding Understanding' (SASU) form and read *Keeping Children Safe in Education* (September 2022). However, the majority of volunteers completed an individual school's safeguarding training course. These volunteers were then asked to complete a Prior Safeguarding Training Confirmation form. All staff, Trustees and volunteers' details were entered onto The Papillon Project's Single Central Record (SCR).

Environmental Benefits

We create allotments using organic methods, simple technologies and materials for construction are upcycled items that would otherwise have gone into landfill, for example fly tipped tyres and old baths. This changes people's perception of 'rubbish', turning these things into something useful. By creating these allotments many schools have considered the peripheral areas of their schools and the value to wildlife. This will inevitably lead to increased biodiversity; they can see more birds, insects etc. It would be good to carry out some research in this area but at present we do not have a volunteer to coordinate this for us.

The environmental impact of every aspect of our Charity is considered, from teaching the students about composting and water conservation to the merchandise we sell to raise funds. We have a parent volunteer who has experience and knowledge of building water pumps using simple technology, another who has an interest in alternative building methods. We have developed a range of merchandise that is made by volunteers using upcycled materials or crafting using sustainable materials. This also provides another way for members of the local community and volunteers to become involved, whilst demonstrating practical ways to be sustainable.

Our aim is to create an environmental policy that will ensure these ideals are maintained in the future.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

The HUB – Charity Base

We have our Charity Base in a suite of rooms offered to us by one of the schools we work with. This is at no cost to us, and reflects the genuine gratitude and appreciation of the work we are doing. This is a very important opportunity for the Charity. It means we have an office space for the Schools' Project Lead to meet contacts, hold meetings, training and carry out administrative tasks. In the future we aim to use this space to connect with the local community, especially young people, through advice and support in aspects of growing food sustainably.

Achievements and performance

Our charitable work this year has been communicated to a much wider, and even national audience, thanks to far greater mediums than our own, such as a podcast with BBC Gardeners' World presenter Adam Frost via the BBC *Gardeners' World* magazine series *Gardening for Health*.

The Papillon Project also continued working with *BBC Radio Norfolk* who helped us to create a ten-part series about school gardening in Norfolk's secondary schools. Ten schools participated in this series which was led by BBC Radio Norfolk presenter Anna Perrott. This series helped to shine a spotlight on the impact of our charitable work in approximately one third of schools that we work with and continues to be available to listen to via BBC Sounds.

Our termly magazine, *The Buddleia*, keeps our volunteers, supporters and funders up-to-date with the charity's work.

How our activities deliver public benefit

Our main activities and who we try to help are described below.

How the Charity benefits the school community

The school community sees from the outset that we are a group of committed volunteers working hard to build them somewhere they can grow their own food. This in itself inspires and intrigues them. What usually starts as a small trickle of interest becomes a deluge as they tell their friends about this cool thing to do at lunch time. They take a great pride in their work raising their self-esteem and confidence.

The harvesting of the crops is very rewarding and many of the schools now supply their canteens and local restaurants with some of their produce. The growing of vegetables and fruit encourages a much healthier diet, but it also breaks down barriers, creating a cooperative approach, by involving the students in providing their own food, giving a sense of pride in their achievements.

The biodiversity of the school grounds can be seen to increase more birds, insects, and opportunities to bring science outside. This year has seen the beginnings of a partnership with the local university and other charities involving students' allotment plots in 'real' scientific research. Due to the pandemic this project was disappointing in that we were unable to work regularly with students and teachers, but volunteers helped complete the project.

The Allotments are seen as a whole school learning experience, a resource for all subjects from the obvious science to maths, art, and drama. There are opportunities for the whole school to be involved. This reflects the need to view sustainability and environmental awareness as fully integrated into every aspect of our lives

How the Charity benefits the wider community

One of the key ways we support schools to create and maintain allotments is through connections with their local communities. Examples of this might include connecting with local businesses that can support the school, farmers, green grocers, gardeners and retired trade people. Making connections like these improve the sustainability of these communities and inspires people to grow their own food, use fewer chemicals in their gardens. For many retired people, those who are unemployed or those with skills/resources they would like to share, connecting with the schools provides an opportunity to work with others in a valuable and meaningful way. Publicity through events is one way we help schools to find more volunteers.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Financial review

The Trustees' aim this year has been to maintain funds held in the bank accounts to provide security for our staff. The charity has not been able to meet the proposed budget, but with the addition of two new members of staff, the work of the charity has gained momentum and new grants are being applied for continually.

Principal Funding Sources

During this year we have been fortunate in receiving funding for our Apprentice (Norwich County Council £7,300), a second Deputy Schools Project Lead in order to prepare for working in Great Yarmouth Schools and general staffing (The Talent Fund £15,000, Simon Gibson Charitable Trust £5,000, Bearman £5,000). Other grants received together with general donations and gifts have enabled the charity to continue to run in a secure fashion. We continue to be very grateful for support from NILE (Norwich Institute for Language Education). A grant from Veolia for £800 has provided much needed equipment for our staff. A grant from the Norfolk Community Fund has been awarded to the charity to enable support in Broadland and North Norfolk in 2023/2024.

Investment Policy

Currently, the Trustees feel that funds may still be needed in the short term, so are not placing any funding into long term investment.

Reserves Policy

The Trustees wish to build reserves to cover the main costs of staffing and core business costs for two years.

Plans for Future Periods

The charity plans to continue helping all current schools through the DIY programme and to take on three new schools via our Transformative Programme in Great Yarmouth area in the 2023-2024 academic year. Preparations have been ongoing with meetings with the new schools' Head Teachers and Allotment Link Teachers. We plan to continue employing our Schools' Project Lead and two Deputy Project Leads and support our Apprentice through her second year. We are also hoping to support a University Student in her placement year from the University of Birmingham.

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23 August 2019 and registered as a charity on 6 May 2020. The company was established under Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Trustees are elected to serve for a period of three years after which they must be re-elected.

All members of the Trustees give their time voluntarily and receive no benefits from the Charity. Any expenses reclaimed from the Charity are set out in note 6 to the accounts.

Initially the Board of Trustees was formed from four individuals with an interest and experience in the Charity's aims as set out in the Articles. We are very aware of the need to have a broad but relevant set of skills within the board. Where we see a gap in our skills, individuals are approached to offer themselves for election to the Board, often from the pool of volunteers already involved in the Charity. It is very important we feel to have members of the Board with hands on experience of the work of the Charity. Where we see the need, we will be recruiting outside of the pool of volunteers by advertising. We hope this will bring fresh eyes and objectivity, as well as maintaining our legal responsibilities, for example in areas of employment, safeguarding or health and safety. At present we feel the Board represents the Charity well in terms of skills and experience, but in an effort to maintain the broad mix we have an audit of Trustee skills at our annual review. It is very important to us that the Board represents the diverse world we live in; at present we are achieving this in some aspects but will continue to be proactive in our recruitment of trustees to meet this aim.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Trustee Induction and Training

To ensure all the correct legal obligations are met and that we make it a smooth and welcoming experience for the prospective trustee, we have a Trustee Checklist. This becomes active from first contact with a prospective trustee. Each step of the process is logged, from sending information about becoming a trustee to their registration, and any legal obligations of either party. As part of the induction, it is felt essential for a trustee not familiar with the allotments to visit and speak with the volunteers, teachers and students.

Once the trustee has been appointed by the Board a 'Welcome' pack is sent which includes a number of key documents including:

- A letter of appointment
- Articles of Association
- Past minutes
- Recent financial statements
- CC3 Trustee Doc from the Charity Commission
- The Charity's complete set of policies
- Trustee Declaration form to be signed
- Trustee agreement form to be signed
- Schools' Project Lead reports

In addition, there are regular reviews of skills and training is offered where there is a need.

Risk Management

The Trustees have conducted a review of the major risks to which the Charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to schools. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Organisational Structure

The Papillon Project has a Board of Trustees currently with four members who meet monthly and are responsible for the strategic direction and policy of the Charity. At present the Board's members come from a variety of professional backgrounds relevant to the work of the Charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Schools' Project Lead, who is responsible for ensuring that the Charity delivers the services specified and that key performance indicators are met. There are teams of volunteers responsible for helping the Trustees and Schools' Project Lead with administration, fundraising, organisation of fundraising events and on-site school allotment work.

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- 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 not appropriate to assume that the company will continue on that basis

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) CONTENTS

Members of the Trustees

Members of the Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's Independent Examiner is unaware

as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the Charity's Independent Examiner is aware of that information.

Independent Examiner

Mervyn Clarke FCCA of Baker Clarke FDV Limited was re-appointed as the charitable company's independent examiner following from his previous appointment.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The Trustees report was approved by the Board of Trustees.



Mr P R Waldron
Director and Chair of Trustees

26 January 2024

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE PAPILLON PROJECT**

I report to the trustees on my examination of the financial statements of The Papillon Project for the year ended 31 August 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Signed.....
Mervyn Clarke FCCA, Baker Clarke FDV Limited
Chartered Certified Accountants

Dated: 26 January 2024

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2023**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income from:							
Donations and legacies	3	39,434	12,602	52,036	35,705	30,031	65,736
Charitable activities	4	681	-	681	7,888	-	7,888
Investments	5	567	-	567	14	-	14
Total income		<u>40,682</u>	<u>12,602</u>	<u>53,284</u>	<u>43,607</u>	<u>30,031</u>	<u>73,638</u>
Expenditure on:							
Charitable activities	6	36,969	20,680	57,649	32,232	17,453	49,685
Net income/(expenditure) for the year/ Net movement in funds		3,713	(8,078)	(4,365)	11,375	12,578	23,953
Fund balances at 1 September 2022		<u>44,514</u>	<u>12,578</u>	<u>57,092</u>	<u>33,139</u>	<u>-</u>	<u>33,139</u>
Fund balances at 31 August 2023		<u><u>48,227</u></u>	<u><u>4,500</u></u>	<u><u>52,727</u></u>	<u><u>44,514</u></u>	<u><u>12,578</u></u>	<u><u>57,092</u></u>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 AUGUST 2023

	Notes	2023		2022	
		£	£	£	£
Current assets					
Debtors	10	-		853	
Cash at bank and in hand		52,727		56,239	
		<u>52,727</u>		<u>57,092</u>	
Net current assets			<u>52,727</u>		<u>57,092</u>
Income funds					
Restricted funds			4,500		12,578
Unrestricted funds			48,227		44,514
			<u>52,727</u>		<u>57,092</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 26 January 2024

Dr D Davies

Dr D Davies
Trustee

Company registration number 12171611

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023**

1 Accounting policies

Charity information

The Papillon Project is a private company limited by guarantee incorporated in England and Wales. The registered office is 25 Station Road, Reepham, Norfolk, NR10 4LF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.3 Income

All incoming resources are included in the statement of financial activities when the Charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary 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.
- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance.

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

1 Accounting policies

(Continued)

1.4 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the Charity's shop.
- Charitable expenditure comprises 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Affairs on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 6.

1.5 Tangible fixed assets

The Charity has no Fixed Assets.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

1 Accounting policies **(Continued)**

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and Grants

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Donations and gifts	11,744	800	12,544	8,013	5,000	13,013
Grants	27,690	11,802	39,492	27,692	25,031	52,723
	<u>39,434</u>	<u>12,602</u>	<u>52,036</u>	<u>35,705</u>	<u>30,031</u>	<u>65,736</u>

Donations received over £500:

Unrestricted

Fundraising Project: Pap Leeky £4,408 (to 31.8.23)
Norwich Institute for Language Education £2,189
R & J Bearman £5,000
Aviva £500

Grants:

Unrestricted

The Talent Fund £15,000
Simon Gibson Charitable Trust £5,000

Restricted

Norfolk County Council £7,302
Norfolk Community Fund £4,500
Veolia £800

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023

4 Charitable activities

	PapUp Shop	Public & Charitable Events	Total 2023	PapUp Shop	Public & Charitable Events	Total 2022
	2023	2023		2022	2022	
	£	£	£	£	£	£
Sales within charitable activities	308	373	681	1,093	1,998	3,091
Other income	-	-	-	-	4,797	4,797
	<u>308</u>	<u>373</u>	<u>681</u>	<u>1,093</u>	<u>6,795</u>	<u>7,888</u>

Charitable trading income

PapUp Shop Income £308

Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.

Public Events

There were various small events throughout the year, total income £373.
 Total of schools' donations to further the charitable activities £3,236

5 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	<u>567</u>	<u>14</u>

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

6 Charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Staff costs	48,045	39,469
PapUp Shop	172	221
Public Events	1,195	1,639
Charitable Activities	4,321	4,917
	<u>53,733</u>	<u>46,246</u>
Governance Costs	3,916	3,439
	<u>57,649</u>	<u>49,685</u>
Analysis by fund		
Unrestricted funds	36,969	32,232
Restricted funds	20,680	17,453
	<u>57,649</u>	<u>49,685</u>

Governance costs include: Web/email costs £1,311, Insurance £446, DBS checks/courses £718, PP&S £435, Apprenticeship costs £949, Bank charges £44 and Misc £13.

7 Trustees

No members of the Trustees received any remuneration during the year. No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year.

8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	<u>3</u>	<u>3</u>
Employment costs	2023 £	2022 £
Wages and salaries	<u>48,045</u>	<u>39,469</u>

There were no employees whose annual remuneration was more than £60,000.

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023

9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

10 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	-	853
	<u> </u>	<u> </u>

11 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds		Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Fund balances at 31 August 2023 are represented by:						
Current assets/(liabilities)	48,227	4,500	52,727	44,514	12,578	57,092
	<u>48,227</u>	<u>4,500</u>	<u>52,727</u>	<u>44,514</u>	<u>12,578</u>	<u>57,092</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

THE PAILLON PROJECT

England & Wales - Charity number 1189383

Accounts

Charity registration number 1189383

Company registration number 12171611 (England and Wales)

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Directors	Mr P R Waldron Dr D Davies Mrs G A Sheward	(Appointed 23 June 2022)
Charity number	1189383	
Company number	12171611	
Trading Address	The HUB City Academy Norwich 299 Bluebell Road Norwich NR4 7LP	
Registered office	25 Station Road Reepham Norfolk NR10 4LF	
Independent examiner	Mervyn Clarke FCCA Baker Clarke FDV Limited Swiss House Beckingham Street Tolleshunt Major Essex CM9 8LZ	
Bankers	Triodos Bank Deanery Road Bristol BS1 5AS	
	Co-Operative Bank PO Box 250 Skelmersdale WN8 6WT	
Solicitors	Birketts LLP Kingfisher House 1 Gilders Way Norwich	

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
CONTENTS**

	Page
Trustees Report	1 - 6
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10 - 15

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 AUGUST 2022

The trustees present their annual report and financial statements for the year ended 31 August 2022.

Trustees

Mrs D Palmer
Mr P Waldron (Chair)
Dr D Davies (Treasurer)
Mr D Kennedy resigned 11 October 2021
Mrs G Sheward appointed 23 June 2022

Trustees in post at 31 August 2022:

Mr P Waldron (Chair), Dr D Davies (Treasurer), Mrs D Palmer, Mrs G Sheward.

Senior Management Team

Mr M Willer - Schools' Project Lead

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Purposes and Aims

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are: restricted specifically only for the public benefit to advance the education of the public, in particular but not exclusively young people under the age of 25 years, in environmental awareness and sustainable living, in particular but not exclusively through the establishment and development of school allotment projects.

Ensuring our work delivers our aims

We review our aims, objectives and activities regularly. These reviews look at what we achieved and the outcomes of our work. The reviews look at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The reviews also help us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The focus of our work

It is the vision of The Papillon Project that children and young people in secondary schools across Norfolk along with their teachers, support staff, parents and members of their schools' wider community will be inspired to lead more sustainable, ethical and healthier lives and to be more aware and respectful of the environment.

The creation of School Allotments

This is our third year of operation and we have succeeded in enlarging the number of schools with whom we work. Our Transformative Programme is where the vast majority of the charity's time and funding goes with approximately six weeks given to support schools who followed our DIY Programme.

Four schools initially received the Transformative Programme starting from scratch on a new allotment. Three more schools benefitted from our help after Easter, two on the Transformative Programme and an existing allotment being helped in our DIY Programme. This was enabled by funding to create the role of Deputy Schools' Project Lead. Consequently, six schools followed our Transformative Programme this year; all schools who followed this programme had regular support with creating or rebooting a school allotment throughout the academic year 2021-22.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

The creation of School Allotments - Continued

Our DIY Programme continues to be used to support schools on an occasional basis throughout an academic year. Throughout 2021-22, during set weeks and sometimes on an ad hoc basis, we have been able to support a large number of schools, some needed more support than others, with a small number not needing our support at all. Schools previously following the Transformative Programme were automatically transferred to the DIY Programme.

The execution of both the Transformative and DIY Programmes has been a very intensive experience this year, especially with COVID restrictions relaxed in schools which opened up more interest and demand for our support. However, clear and organised communication with schools (and in return their trust) and the continuation of local volunteer support across the County, have enabled us to deliver these two programmes to thirty-three Norfolk schools. Most importantly, young people have successfully engaged, and continue to be engaged, in the vast majority of these projects. Some experienced projects, and ones with a sound link teacher, have also succeeded in engaging different groups of young people who use their allotment projects for multiple purposes, and as an addition to a regular lunchtime or after school session, throughout a school week e.g. Duke of Edinburgh Award; science lessons; sixth form environmental groups; SEND groups. Ultimately, although it is difficult to give a precise number, our charity works with hundreds of young people across Norfolk who are using allotments that we have previously helped to create or have helped to reboot through one of our programmes.

Alongside our core charitable work, we continue to support schools with additional activities:

The **YES Award** (Young Environmental Stewardship) is an award that The Papillon Project has created to celebrate any young person who goes above and beyond to help inspire their school to be more environmentally friendly and sustainable;

No Straight Lines is the charity's on-going film project;

Our **International Exchange Programme** links our schools with schools around the world to broaden the horizons of young people;

SALT (School Allotment Leadership Training) courses continue to be a success and this year volunteers were invited to join teachers and teaching assistants on courses in their local areas.

In 2021/2022 we were invited to participate in the Royal Norfolk Show for the first time as well as various other public events. We continue to work closely with BBC Radio Norfolk, appearing regularly on their Saturday morning chat show. We give public talks to many gardening and social clubs.

Our Pap Up Shop, making and selling recycled items, is popular at public events. We accept donated old tools which our volunteers repair and restore to be given to schools who request them.

Our website has fifteen online articles to help schools within our network and outside to gain allotment inspiration.

Environmental Benefits

We create allotments using organic methods, simple technologies and materials for construction are upcycled items that would otherwise have gone into landfill, for example fly tipped tyres and old baths. This changes people's perception of 'rubbish', turning these things into something useful. By creating these allotments many schools have considered the peripheral areas of their schools and the value to wildlife. This will inevitably lead to increased biodiversity; they can see more birds, insects etc. It would be good to carry out some research in this area but at present we do not have a volunteer to coordinate this for us.

The environmental impact of every aspect of our Charity is considered, from teaching the students about composting and water conservation to the merchandise we sell to raise funds. We have a parent volunteer who has experience and knowledge of building water pumps using simple technology, another who has an interest in alternative building methods. We have developed a range of merchandise that is made by volunteers using upcycled materials or crafting using sustainable materials. This also provides another way for members of the local community and volunteers to become involved, whilst demonstrating practical ways to be sustainable.

Our aim is to create an environmental policy that will ensure these ideals are maintained in the future.

The HUB – Charity Base

We have our Charity Base in a suite of rooms offered to us by one of the schools we work with. This is at no cost to us, and reflects the genuine gratitude and appreciation of the work we are doing. This is a very important opportunity for the Charity. It means we have an office space for the Schools' Project Lead to meet contacts, hold meetings, training and carry out administrative tasks. In the future we aim to use this space to connect with the local community, especially young people, through advice and support in aspects of growing food sustainably.

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

FOR THE YEAR ENDED 31 AUGUST 2022

Achievements and performance

How our activities deliver public benefit

Our main activities and who we try to help are described below.

How the Charity benefits the school community

The school community sees from the outset that we are a group of committed volunteers working hard to build them somewhere they can grow their own food. This in itself inspires and intrigues them. What usually starts as a small trickle of interest becomes a deluge as they tell their friends about this cool thing to do at lunch time. They take a great pride in their work raising their self-esteem and confidence. Some of the schools keep chickens and the Head at one school commented that they had a particularly profound effect on a number of students.

The harvesting of the crops is very rewarding and many of the schools now supply their canteens and local restaurants with some of their produce. The growing of vegetables and fruit encourages a much healthier diet, but it also breaks down barriers, creating a cooperative approach, by involving the students in providing their own food, giving a sense of pride in their achievements.

The biodiversity of the school grounds can be seen to increase more birds, insects, and opportunities to bring science outside. This year has seen the beginnings of a partnership with the local university and other charities involving students' allotment plots in 'real' scientific research. Due to the pandemic this project was disappointing in that we were unable to work regularly with students and teachers, but volunteers helped complete the project.

The Allotments are seen as a whole school learning experience, a resource for all subjects from the obvious science to maths, art, and drama. There are opportunities for the whole school to be involved. This reflects the need to view sustainability and environmental awareness as fully integrated into every aspect of our lives

How the Charity benefits the wider community

One of the key ways we support schools to create and maintain allotments is through connections with their local communities. Examples of this might include connecting with local businesses that can support the school, farmers, green grocers, gardeners and retired trade people. Making connections like these improve the sustainability of these communities and inspires people to grow their own food, use fewer chemicals in their gardens. For many retired people, those who are unemployed or those with skills/resources they would like to share, connecting with the schools provides an opportunity to work with others in a valuable and meaningful way. Publicity through events is one way we help schools to find more volunteers.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

Financial review

The Trustees' aim this year has been to increase funds held in the bank accounts to provide security for our staff. Through a number of grants, sponsorship and private donations it has been possible to meet our proposed budget for the year.

Principal Funding Sources

During this year we have been fortunate in receiving funding for our Schools' Project Lead (Norwich Freemen's Charity £25,500), a Deputy Schools Project Lead (Norfolk County Council £9,000) and three Kickstart employees (Dept. Work & Pensions £16,030). Other grants received totalling over £7,000 together with general donations and gifts amounting to just over £8,000 have enabled the Charity to continue to run in a secure fashion.

Investment Policy

During this year, the Charity has opened a deposit account with Triodos Bank. At the moment, the Trustees feel that funds may still be needed in the short term, so are not placing any funding into long term investment.

Reserves Policy

The Trustees wish to build reserves to cover the main costs of staffing and core business costs for two years before expanding further.

Plans for Future Periods

The Charity plans to continue helping all current schools through the DIY programme but not to take any new schools via our Transformative Programme and DIY Programme for the 2022-23 academic year, as we feel it's important to strengthen everything that we have achieved over the last three years across Norfolk. We would, therefore, like to spend our fourth year making sure that all thirty-three schools are fully supported and to consolidate our achievements to date. We plan to continue employing our Schools' Project lead and Deputy Project Lead. We also plan to take one of our Kickstart trainees through a two-year apprenticeship in horticulture.

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23 August 2019 and registered as a charity on 6 May 2020. The company was established under Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Trustees are elected to serve for a period of three years after which they must be re-elected.

All members of the Trustees give their time voluntarily and receive no benefits from the Charity. Any expenses reclaimed from the Charity are set out in note 6 to the accounts.

Initially the Board of Trustees was formed from four individuals with an interest and experience in the Charity's aims as set out in the Articles. We are very aware of the need to have a broad but relevant set of skills within the board. Where we see a gap in our skills, individuals are approached to offer themselves for election to the Board, often from the pool of volunteers already involved in the Charity. It is very important we feel to have members of the Board with hands on experience of the work of the Charity. Where we see the need, we will be recruiting outside of the pool of volunteers by advertising. We hope this will bring fresh eyes and objectivity, as well as maintaining our legal responsibilities, for example in areas of employment, safeguarding or health and safety. At present we feel the Board represents the Charity well in terms of skills and experience, but in an effort to maintain the broad mix we have an audit of Trustee skills at our annual review. It is very important to us that the Board represents the diverse world we live in; at present we are achieving this in some aspects but will continue to be proactive in our recruitment of trustees to meet this aim.

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

Trustee Induction and Training

To ensure all the correct legal obligations are met and that we make it a smooth and welcoming experience for the prospective trustee, we have a Trustee Checklist. This becomes active from first contact with a prospective trustee. Each step of the process is logged, from sending information about becoming a trustee to their registration, and any legal obligations of either party. As part of the induction, it is felt essential for a trustee not familiar with the allotments to visit and speak with the volunteers, teachers and students.

Once the trustee has been appointed by the Board a 'Welcome' pack is sent which includes a number of key documents including:

- A letter of appointment
- Articles of Association
- Past minutes
- Recent financial statements
- CC3 Trustee Doc from the Charity Commission
- The Charity's complete set of policies
- Trustee Declaration form to be signed
- Trustee agreement form to be signed
- Schools' Project Lead reports

In addition, there are regular reviews of skills and training is offered where there is a need.

Risk Management

The Trustees have conducted a review of the major risks to which the Charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to schools. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Organisational Structure

The Papillon Project has a Board of Trustees currently with three members who meet monthly and are responsible for the strategic direction and policy of the Charity. At present the Board's members come from a variety of professional backgrounds relevant to the work of the Charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Schools' Project Lead, who is responsible for ensuring that the Charity delivers the services specified and that key performance indicators are met. There are teams of volunteers responsible for helping the Trustees and Schools' Project Lead with administration, fundraising, organisation of fundraising events and on-site school allotment work.

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- 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 not appropriate to assume that the company will continue on that basis

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

FOR THE YEAR ENDED 31 AUGUST 2022

Members of the Trustees

Members of the Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's Independent Examiner is unaware

as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the Charity's Independent Examiner is aware of that information.

Independent Examiner

Mervyn Clarke FCCA of Baker Clarke FDV Limited was appointed as the charitable company's independent examiner during the year.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The Trustees report was approved by the Board of Trustees.



Mr P R Waldron
Director and Chair of Trustees

21 March 2023

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE PAPILLON PROJECT**

I report to the trustees on my examination of the financial statements of The Papillon Project for the year ended 31 August 2022.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Signed.....
Mervyn Clarke FCCA, Baker Clarke FDV Limited
Chartered Certified Accountants

Dated: 21 March 2023

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £
Income from:					
Donations and legacies	3	35,705	30,031	65,736	33,964
Charitable activities	4	7,902	-	7,902	14,306
Total income		43,607	30,031	73,638	48,270
Expenditure on:					
Charitable activities	5	32,232	17,453	49,685	28,956
Net income for the year/ Net movement in funds		11,375	12,578	23,953	19,314
Fund balances at 1 September 2021		33,139	-	33,139	13,825
Fund balances at 31 August 2022		44,514	12,578	57,092	33,139

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 AUGUST 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Debtors	8	853		1,011	
Cash at bank and in hand		56,239		32,128	
		<u>57,092</u>		<u>33,139</u>	
Net current assets			<u>57,092</u>		<u>33,139</u>
Income funds					
Restricted funds			12,578		-
Unrestricted funds			44,514		33,139
			<u>57,092</u>		<u>33,139</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 21 March 2023

Dr D Davies

Dr D Davies
Trustee

Company registration number 12171611

THE PAPILLON PROJECT (PRIVATE COMPANY LIMITED BY GUARANTEE) NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2022

1 Accounting policies

Charity information

The Papillon Project is a private company limited by guarantee incorporated in England and Wales. The registered office is 25 Station Road, Reepham, Norfolk, NR10 4LF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.3 Income

All incoming resources are included in the statement of financial activities when the Charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary 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.
- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance.

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

1 Accounting policies

(Continued)

1.4 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the Charity's shop.
- Charitable expenditure comprises 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Affairs on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 5.

1.5 Tangible fixed assets

The Charity has no Fixed Assets.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

**THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

FOR THE YEAR ENDED 31 AUGUST 2022

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and Grants

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2022	2022	2022	2021
	£	£	£	£
Donations and gifts	8,013	5,000	13,013	13,442
Grants	27,692	25,031	52,723	20,522
	<u>35,705</u>	<u>30,031</u>	<u>65,736</u>	<u>33,964</u>

Donations received over £500:

Unrestricted

Donations in memory of the late Peter William Lambley MBE £1,165

The Brisley Bell, Dereham £710

Fundraising projects: Debbie Palmer's Walk £1,153 and Faye's Cycle £838

Restricted

The Clan Trust £5,000

Grants:

Unrestricted

Alan Boswell Group £1,000

Norwich Freeman's Charity £25,500

Norwich Institute for Language Education £1,192

Restricted

Norwich Opportunity Area (Norfolk CC) £9,000

Government DWP Grant: Kickstart Scheme £16,031

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022

4 Charitable activities

	PapUp Shop	Public & Charitable Events	Total 2022	PapUp Shop	Public & Charitable Events	Total 2021
	2022	2022		2021	2021	
	£	£	£	£	£	£
Sales within charitable activities	1,093	1,998	3,091	1,330	3,376	4,706
Other income	-	4,811	4,811	-	9,600	9,600
	<u>1,093</u>	<u>6,809</u>	<u>7,902</u>	<u>1,330</u>	<u>12,976</u>	<u>14,306</u>

PapUp Shop Income £1,093

Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.

Public Events

There was one major and various smaller events throughout the year, total income £1,998:

Including Edgefield Summer Fete income £745

Total of schools' donations to further the charitable activities £4,811

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022

5 Charitable activities

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Staff costs	39,469	23,854
PapUp Shop	221	202
Public Events	1,639	1,324
Charitable Activities	4,917	1,412
	<u>46,246</u>	<u>26,792</u>
Governance Costs	3,439	2,164
	<u>49,685</u>	<u>28,956</u>
Analysis by fund		
Unrestricted funds	32,232	28,956
Restricted funds	17,453	-
	<u>49,685</u>	<u>28,956</u>

Governance costs include: Web/email costs £1,483, Insurance £400, DBS checks £568, PP&S £589, 1st Aid courses £334, Bank charges £52, misc £13.

Salaries: 1FTE and 2PTE

6 Trustees

No members of the Trustees received any remuneration during the year. Expenses amounting to £118 for stationery and shop expenses were reimbursed to two Trustees. No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year.

7 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	3	1
	<u>3</u>	<u>1</u>
Employment costs	2022 £	2021 £
Wages and salaries	39,469	23,854
	<u>39,469</u>	<u>23,854</u>

THE PAPILLON PROJECT
(PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022

7 Employees **(Continued)**

There were no employees whose annual remuneration was more than £60,000.

8 Debtors

	2022	2021
Amounts falling due within one year:	£	£
Prepayments and accrued income	853	1,011
	<u>853</u>	<u>1,011</u>

9 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2022	2022	2022	2021
	£	£	£	£
Fund balances at 31 August 2022 are represented by:				
Current assets/(liabilities)	44,514	12,578	57,092	33,139
	<u>44,514</u>	<u>12,578</u>	<u>57,092</u>	<u>33,139</u>
	<u>44,514</u>	<u>12,578</u>	<u>57,092</u>	<u>33,139</u>

THE PAPILLON PROJECT

England & Wales - Charity number 1189383

Accounts

Charity registration number 1189383

Company registration number 12171611 (England and Wales)

THE PAPILLON PROJECT
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

THE PAPILLON PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Mr P R Waldron Dr D Davies Mrs D J Palmer	(Appointed 19 October 2020)
Charity number	1189383	
Company number	12171611	
Trading Address	The HUB City Academy Norwich 299 Bluebell Road Norwich NR4 7LP	
Registered office	25 Station Road Reepham Norfolk NR10 4LF	
Independent examiner	Mervyn Clarke FCCA Baker Clarke FDV Limited Swiss House Beckingham Street Tolleshunt Major Essex CM9 8LZ	
Bankers	Triodos Bank Deanery Road Bristol BS1 5AS Co-Operative Bank PO Box 250 Skelmersdale WN8 6WT	
Solicitors	Birketts LLP Kingfisher House 1 Gilders Way Norwich	

THE PAPILLON PROJECT

CONTENTS

	Page
Trustees Report	1 - 7
Independent examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 - 16

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 AUGUST 2021

The trustees present their annual report and financial statements for the year ended 31 August 2021.

Trustees

Mrs D Palmer (Chair)	resigned Chair 18 February 2021
Mr P Waldron (Chair)	appointed Trustee 19 October 2020 appointed Chair 18 February 2021
Dr D Davies (Treasurer)	
Miss L Dollman	resigned 11 May 2021
Mr D Kennedy	
Mrs S Green	resigned 29 August 2021

Trustees in post at 31 August 2021:

Mr P Waldron (Chair), Dr D Davies (Treasurer), Mr D Kennedy, Mrs D Palmer.

Senior Management Team

Mr M Willer - Schools' Project Lead

Objectives and activities

Purposes and Aims

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are: restricted specifically only for the public benefit to advance the education of the public, in particular but not exclusively young people under the age of 25 years, in environmental awareness and sustainable living, in particular but not exclusively through the establishment and development of school allotment projects.

Ensuring our work delivers our aims

We review our aims, objectives and activities regularly. These reviews look at what we achieved and the outcomes of our work. The reviews look at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The reviews also help us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The focus of our work

It is the vision of The Papillon Project that children and young people in secondary schools across Norfolk along with their teachers, support staff, parents and members of their schools' wider community will be inspired to lead more sustainable, ethical and healthier lives and to be more aware and respectful of the environment.

The creation of School Allotments

In this, our second full year of The Papillon Project, we have employed a full time Schools' Project Lead (SPL) to take our charitable work forward. We have also taken advantage of the Department of Work and Pension's Kickstart Scheme and have employed a young person to assist the SPL from June 2021 for six months.

Six schools received intensive and regular support from our *Transformative Programme* to successfully build from scratch their school allotments. Fourteen additional schools received occasional support via our *DIY* (Do it Yourself) Programme throughout the academic year 2020-21. These two programmes form our core charitable work with Norfolk secondary schools, which include three Pupil Referral Units.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

The creation of School Allotments - Continued

Alongside our core charitable work, many of the schools are actively engaging with our additional charitable work:

The *YES Award* (Young Environmental Stewardship) is an award that The Papillon Project has created to celebrate any young person who goes above and beyond to help inspire their school to be more environmentally friendly and sustainable.

No Straight Lines is the charity's on-going film project;

International Exchange Programme links our schools with schools around the world to broaden the horizons of young people.

These additional programmes are being led and coordinated by members of the charity's Leadership Group.

At the time of this report, there were a total of twenty schools who are registered with the charity and are actively engaging with either our core or additional charitable work or indeed both. All twenty schools are members of our support network: *The Butterfly Effect*.

As COVID-19 restrictions have eased since the Spring Term 2021, our ability to 'grow help' (volunteers) from the local community of schools has been successful. These local volunteers, all obtaining a clear DBS (enhanced) certificate along with compulsory training (including safeguarding), are absolutely paramount to the 'future proofing' of all schools that we work with. At the time of this report, there were approximately thirty school volunteers supporting our charitable work in schools.

However, due to the unpredictability of COVID-19 restrictions and unprecedented challenges on schools, our bi-annual Convergences (autumn and spring), bringing together staff, volunteers and students from all the schools, have been postponed until the next academic year.

Our first 'SALT' (School Allotment Leadership Training) course was a success and there will be four additional SALT courses for teachers and teaching assistants during the next academic year.

Environmental Benefits

We create allotments using organic methods, simple technologies and materials for construction are upcycled items that would otherwise have gone into landfill, for example fly tipped tyres and old baths. This changes people's perception of 'rubbish', turning these things into something useful. By creating these allotments many schools have considered the peripheral areas of their schools and the value to wildlife. This will inevitably lead to increased biodiversity; they can see more birds, insects etc. It would be good to carry out some research in this area but at present we do not have a volunteer to coordinate this for us.

The environmental impact of every aspect of our Charity is considered, from teaching the students about composting and water conservation to the merchandise we sell to raise funds. We have a parent volunteer who has experience and knowledge of building water pumps using simple technology, another who has an interest in alternative building methods. We have developed a range of merchandise that is made by volunteers using upcycled materials or crafting using sustainable materials. This also provides another way for members of the local community and volunteers to become involved, whilst demonstrating practical ways to be sustainable.

Our aim is to create an environmental policy that will ensure these ideals are maintained in the future.

The HUB – Charity Base

We have our Charity Base in a suite of rooms offered to us by one of the schools we work with. This is at no cost to us, and reflects the genuine gratitude and appreciation of the work we are doing. This is a very important opportunity for the Charity. It means we have an office space for the Schools' Project Lead to meet contacts, hold meetings, training and carry out administrative tasks. In the future we aim to use this space to connect with the local community, especially young people, through advice and support in aspects of growing food sustainably.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

Achievements and performance

How our activities deliver public benefit

Our main activities and who we try to help are described below.

How the Charity benefits the school community

The school community sees from the outset that we are a group of committed volunteers working hard to build them somewhere they can grow their own food. This in itself inspires and intrigues them. What usually starts as a small trickle of interest becomes a deluge as they tell their friends about this cool thing to do at lunch time. They take a great pride in their work raising their self-esteem and confidence. Some of the schools keep chickens and the Head at one school commented that they had a particularly profound effect on a number of students.

The harvesting of the crops is very rewarding and many of the schools now supply their canteens and local restaurants with some of their produce. The growing of vegetables and fruit encourages a much healthier diet, but it also breaks down barriers, creating a cooperative approach, by involving the students in providing their own food, giving a sense of pride in their achievements.

The biodiversity of the school grounds can be seen to increase more birds, insects, and opportunities to bring science outside. This year has seen the beginnings of a partnership with the local university and other charities involving students' allotment plots in 'real' scientific research. Due to the pandemic this project was disappointing in that we were unable to work regularly with students and teachers, but volunteers helped complete the project.

The Allotments are seen as a whole school learning experience, a resource for all subjects from the obvious science to maths, art, and drama. There are opportunities for the whole school to be involved. This reflects the need to view sustainability and environmental awareness as fully integrated into every aspect of our lives

How the Charity benefits the wider community

One of the key ways we support schools to create and maintain allotments is through connections with their local communities. Examples of this might include connecting with local businesses that can support the school, farmers, green grocers, gardeners and retired trade people. Making connections like these improve the sustainability of these communities and inspires people to grow their own food, use fewer chemicals in their gardens. For many retired people, those who are unemployed or those with skills/resources they would like to share, connecting with the schools provides an opportunity to work with others in a valuable and meaningful way. Publicity through events is one way we help schools to find more volunteers.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Financial review

As is the case for many new charities, this year has depended once again on receiving small donations and grants. Expenditure was associated predominately with the employment of the Schools' Project Lead. The continuation of the pandemic has had an adverse effect on the Schools' Project Lead being able to welcome children and volunteers onto schools' allotments, however development of the allotments has gone ahead as planned.

Principal Funding Sources

The Charity's main source of income this year was from donations, many from well-wishers and others from supporting charities; in particular a grant from the Normans Foundation of £10,000 gave the Charity the confidence to employ its first full time employee. Circumstances surrounding the global pandemic meant that once again many events were unable to take place throughout the year, however a Summer Fete raised a much-welcomed £2,585. The PapUp Shop, with sales of upcycled materials, raised £1,129 net income. A fundraising walk raised an amazing £8,944 in August 2021.

Investment Policy

At this time, aside from retaining a prudent amount in reserves each year, most of the Charity's funds are to be spent in the short term so there are few funds available for long term investment.

Reserves Policy

The Trustees have examined the Charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby funds held by the Charity should be between 9 and 12 months of the expenditure, in order to guarantee the employment of the Schools' Project Lead. Although the strategy is to continue to build reserves through planned operating surpluses, the Trustees are well aware that it is unlikely that this target can be reached for several years. In the short term the Trustees have considered the extent to which existing activities and expenditure could be curtailed, should such circumstances arise.

Plans for Future Periods

The Charity plans continuing the activities outlined above in the forthcoming years. New schools will be helped each year with continuing schools also being supported by the Schools' Project Lead. Grant applications to suitable charities and trusts will be prepared and presented by the Fundraising Committee, events will be organised and supported by the Events Committee. It is hoped that the PapUp Shop will continue to grow and donations encouraged from the general public. From September 2020, a School's Project Lead has been employed in a full-time position to lead the Charity moving forward with its aims and objectives. From June 2021, the Charity was accepted by the Government's DWP to employ a fully-funded unemployed young person for six months.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23 August 2019 and registered as a charity on 6 May 2020. The company was established under Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Trustees are elected to serve for a period of three years after which they must be re-elected.

All members of the Trustees give their time voluntarily and receive no benefits from the Charity. Any expenses reclaimed from the Charity are set out in note 6 to the accounts.

Initially the Board of Trustees was formed from four individuals with an interest and experience in the Charity's aims as set out in the Articles. We are very aware of the need to have a broad but relevant set of skills within the board. Where we see a gap in our skills, individuals are approached to offer themselves for election to the Board, often from the pool of volunteers already involved in the Charity. It is very important we feel to have members of the Board with hands on experience of the work of the Charity. Where we see the need, we will be recruiting outside of the pool of volunteers by advertising. We hope this will bring fresh eyes and objectivity, as well as maintaining our legal responsibilities, for example in areas of employment, safeguarding or health and safety. At present we feel the Board represents the Charity well in terms of skills and experience, but in an effort to maintain the broad mix we have an audit of Trustee skills at our annual review. It is very important to us that the Board represents the diverse world we live in; at present we are achieving this in some aspects but will continue to be proactive in our recruitment of trustees to meet this aim.

Trustee Induction and Training

To ensure all the correct legal obligations are met and that we make it a smooth and welcoming experience for the prospective trustee, we have a Trustee Checklist. This becomes active from first contact with a prospective trustee. Each step of the process is logged, from sending information about becoming a trustee to their registration, and any legal obligations of either party. As part of the induction, it is felt essential for a trustee not familiar with the allotments to visit and speak with the volunteers, teachers and students.

Once the trustee has been appointed by the Board a 'Welcome' pack is sent which includes a number of key documents including:

- A letter of appointment
- Articles of Association
- Past minutes
- Recent financial statements
- CC3 Trustee Doc from the Charity Commission
- The Charity's complete set of policies
- Trustee Declaration form to be signed
- Trustee agreement form to be signed
- Schools' Project Lead reports

In addition, there are regular reviews of skills and training is offered where there is a need.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Risk Management

The Trustees have conducted a review of the major risks to which the Charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to schools. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Organisational Structure

The Papillon Project has a Board of Trustees of, currently with three members who meet monthly and are responsible for the strategic direction and policy of the Charity. At present the Board's members come from a variety of professional backgrounds relevant to the work of the Charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the volunteer Schools' Project Lead, who is responsible for ensuring that the Charity delivers the services specified and that key performance indicators are met. There are teams of other volunteers responsible for helping the Trustees and Schools' Project Lead with administration, fundraising, organisation of fundraising events and on-site school allotment work.

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- 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 not appropriate to assume that the company will continue on that basis

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Trustees

Members of the Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's Independent Examiner is unaware

as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the Charity's Independent Examiner is aware of that information.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 AUGUST 2021*

Independent Examiner

Mervyn Clarke FCCA of Baker Clarke FDV Limited was appointed as the charitable company's independent examiner during the year.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The Trustees report was approved by the Board of Trustees.

Mr P R Waldron

Director and Chair of Trustees

12 May 2022

THE PAPILLON PROJECT

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE PAPILLON PROJECT

I report to the trustees on my examination of the financial statements of The Papillon Project for the year ended 31 August 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Signed.....
Mervyn Clarke FCCA, Baker Clarke FDV Limited
Chartered Certified Accountants

Dated: 12 May 2022

THE PAPILLON PROJECT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

		Unrestricted funds	Unrestricted funds
		2021	2020
	Notes	£	£
<u>Income from:</u>			
Donations and legacies	3	33,964	11,345
Charitable activities	4	14,306	8,124
		<hr/>	<hr/>
Total income		48,270	19,469
		<hr/>	<hr/>
<u>Expenditure on:</u>			
Charitable activities	5	28,956	5,644
		<hr/>	<hr/>
Net income for the year/ Net movement in funds		19,314	13,825
Fund balances at 1 September 2020		13,825	-
		<hr/>	<hr/>
Fund balances at 31 August 2021		33,139	13,825
		<hr/> <hr/>	<hr/> <hr/>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE PAPILLON PROJECT

BALANCE SHEET

AS AT 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	8	1,011		1,270	
Cash at bank and in hand		32,128		12,555	
		<u>33,139</u>		<u>13,825</u>	
Net current assets			33,139		13,825
			<u>33,139</u>		<u>13,825</u>
Income funds					
Unrestricted funds			33,139		13,825
			<u>33,139</u>		<u>13,825</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 12 May 2022

Dr D Davies
Trustee

Company registration number 12171611

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

Charity information

The Papillon Project is a private company limited by guarantee incorporated in England and Wales. The registered office is 25 Station Road, Reepham, Norfolk, NR10 4LF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.3 Income

All incoming resources are included in the statement of financial activities when the Charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary 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.
- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance.

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

(Continued)

1.4 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the Charity's shop.
- Charitable expenditure comprises 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Affairs on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 5.

1.5 Tangible fixed assets

The Charity has no Fixed Assets.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

3 Donations and Grants

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	13,442	9,345
Grants	20,522	2,000
	<u>33,964</u>	<u>11,345</u>

All donations and grants received were for unrestricted funds:

Donations received over £500:

Major fundraising project 'Matt's Walk' raised in total £8,944.

Grants:

Normans Foundation £10,000

Paul Bassham Charitable Trust £3,000

Persimmon Homes Ltd £1,000

Charles Littlewood Hill Trust £1,000

Clan Trust £2,000

Govt. DWP Grant: Kickstart Scheme £3,522

4 Charitable activities

	PapUp Shop	Public & Charitable Events	Total 2021	PapUp Shop	Public & Charitable Events	Total 2020
	2021	2021		2020	2020	
	£	£	£	£	£	£
Sales within charitable activities	1,330	3,376	4,706	785	3,158	3,943
Other income	-	9,600	9,600	-	4,181	4,181
	<u>1,330</u>	<u>12,976</u>	<u>14,306</u>	<u>785</u>	<u>7,339</u>	<u>8,124</u>

PapUp Shop Income £1,330

Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.

Public Events

There was one major and various smaller events throughout the year, total income £3,376:

Including Edgefield Summer Fete income £2,592

Total of schools' donations to further the charitable activities £9,585

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

5 Charitable activities

	Charitable Expenditure 2021 £	Charitable Expenditure 2020 £
Staff costs	23,854	-
PapUp Shop	202	261
Public Events	1,324	565
Charitable Activities	1,412	1,697
	<u>26,792</u>	<u>2,523</u>
Governance Costs	2,164	3,121
	<u>28,956</u>	<u>5,644</u>

PapUp Shop costs include purchase of second-hand T-Shirts and stencilling equipment: £200 (Net profit £1,129)

Public Events: (Net profit £2,052)

Charitable activities: Polytunnels and consumables for school allotments (Net income from schools £8,173)

Governance costs include: Web/email costs £758, Insurance £319, DBS checks £527, PP&S £136, Bank charges £40, misc £386

Salaries: 1FTE and 1PTE

6 Trustees

No members of the Trustees received any remuneration during the year. Expenses amounting to £225 for stationery and shop expenses were reimbursed to two Trustees. No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year.

7 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	1	-
	<u>1</u>	<u>-</u>
Employment costs	2021	2020
	£	£
Wages and salaries	23,854	-
	<u>23,854</u>	<u>-</u>

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

7 Employees

(Continued)

There were no employees whose annual remuneration was more than £60,000.

8 Debtors

	2021	2020
Amounts falling due within one year:	£	£
Prepayments and accrued income	1,011	1,270
	<u>1,011</u>	<u>1,270</u>

Charity registration number 1189383

Company registration number 12171611 (England and Wales)

THE PAPILLON PROJECT
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

THE PAPILLON PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Mr P R Waldron Dr D Davies Mrs D J Palmer	(Appointed 19 October 2020)
Charity number	1189383	
Company number	12171611	
Trading Address	The HUB City Academy Norwich 299 Bluebell Road Norwich NR4 7LP	
Registered office	25 Station Road Reepham Norfolk NR10 4LF	
Independent examiner	Mervyn Clarke FCCA Baker Clarke FDV Limited Swiss House Beckingham Street Tolleshunt Major Essex CM9 8LZ	
Bankers	Triodos Bank Deanery Road Bristol BS1 5AS Co-Operative Bank PO Box 250 Skelmersdale WN8 6WT	
Solicitors	Birketts LLP Kingfisher House 1 Gilders Way Norwich	

THE PAPILLON PROJECT

CONTENTS

	Page
Trustees Report	1 - 7
Independent examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 - 16

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 AUGUST 2021

The trustees present their annual report and financial statements for the year ended 31 August 2021.

Trustees

Mrs D Palmer (Chair)	resigned Chair 18 February 2021
Mr P Waldron (Chair)	appointed Trustee 19 October 2020 appointed Chair 18 February 2021
Dr D Davies (Treasurer)	
Miss L Dollman	resigned 11 May 2021
Mr D Kennedy	
Mrs S Green	resigned 29 August 2021

Trustees in post at 31 August 2021:

Mr P Waldron (Chair), Dr D Davies (Treasurer), Mr D Kennedy, Mrs D Palmer.

Senior Management Team

Mr M Willer - Schools' Project Lead

Objectives and activities

Purposes and Aims

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are: restricted specifically only for the public benefit to advance the education of the public, in particular but not exclusively young people under the age of 25 years, in environmental awareness and sustainable living, in particular but not exclusively through the establishment and development of school allotment projects.

Ensuring our work delivers our aims

We review our aims, objectives and activities regularly. These reviews look at what we achieved and the outcomes of our work. The reviews look at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The reviews also help us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The focus of our work

It is the vision of The Papillon Project that children and young people in secondary schools across Norfolk along with their teachers, support staff, parents and members of their schools' wider community will be inspired to lead more sustainable, ethical and healthier lives and to be more aware and respectful of the environment.

The creation of School Allotments

In this, our second full year of The Papillon Project, we have employed a full time Schools' Project Lead (SPL) to take our charitable work forward. We have also taken advantage of the Department of Work and Pension's Kickstart Scheme and have employed a young person to assist the SPL from June 2021 for six months.

Six schools received intensive and regular support from our *Transformative Programme* to successfully build from scratch their school allotments. Fourteen additional schools received occasional support via our *DIY* (Do it Yourself) Programme throughout the academic year 2020-21. These two programmes form our core charitable work with Norfolk secondary schools, which include three Pupil Referral Units.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

The creation of School Allotments - Continued

Alongside our core charitable work, many of the schools are actively engaging with our additional charitable work:

The *YES Award* (Young Environmental Stewardship) is an award that The Papillon Project has created to celebrate any young person who goes above and beyond to help inspire their school to be more environmentally friendly and sustainable.

No Straight Lines is the charity's on-going film project;

International Exchange Programme links our schools with schools around the world to broaden the horizons of young people.

These additional programmes are being led and coordinated by members of the charity's Leadership Group.

At the time of this report, there were a total of twenty schools who are registered with the charity and are actively engaging with either our core or additional charitable work or indeed both. All twenty schools are members of our support network: *The Butterfly Effect*.

As COVID-19 restrictions have eased since the Spring Term 2021, our ability to 'grow help' (volunteers) from the local community of schools has been successful. These local volunteers, all obtaining a clear DBS (enhanced) certificate along with compulsory training (including safeguarding), are absolutely paramount to the 'future proofing' of all schools that we work with. At the time of this report, there were approximately thirty school volunteers supporting our charitable work in schools.

However, due to the unpredictability of COVID-19 restrictions and unprecedented challenges on schools, our bi-annual Convergences (autumn and spring), bringing together staff, volunteers and students from all the schools, have been postponed until the next academic year.

Our first 'SALT' (School Allotment Leadership Training) course was a success and there will be four additional SALT courses for teachers and teaching assistants during the next academic year.

Environmental Benefits

We create allotments using organic methods, simple technologies and materials for construction are upcycled items that would otherwise have gone into landfill, for example fly tipped tyres and old baths. This changes people's perception of 'rubbish', turning these things into something useful. By creating these allotments many schools have considered the peripheral areas of their schools and the value to wildlife. This will inevitably lead to increased biodiversity; they can see more birds, insects etc. It would be good to carry out some research in this area but at present we do not have a volunteer to coordinate this for us.

The environmental impact of every aspect of our Charity is considered, from teaching the students about composting and water conservation to the merchandise we sell to raise funds. We have a parent volunteer who has experience and knowledge of building water pumps using simple technology, another who has an interest in alternative building methods. We have developed a range of merchandise that is made by volunteers using upcycled materials or crafting using sustainable materials. This also provides another way for members of the local community and volunteers to become involved, whilst demonstrating practical ways to be sustainable.

Our aim is to create an environmental policy that will ensure these ideals are maintained in the future.

The HUB – Charity Base

We have our Charity Base in a suite of rooms offered to us by one of the schools we work with. This is at no cost to us, and reflects the genuine gratitude and appreciation of the work we are doing. This is a very important opportunity for the Charity. It means we have an office space for the Schools' Project Lead to meet contacts, hold meetings, training and carry out administrative tasks. In the future we aim to use this space to connect with the local community, especially young people, through advice and support in aspects of growing food sustainably.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 AUGUST 2021*

Achievements and performance

How our activities deliver public benefit

Our main activities and who we try to help are described below.

How the Charity benefits the school community

The school community sees from the outset that we are a group of committed volunteers working hard to build them somewhere they can grow their own food. This in itself inspires and intrigues them. What usually starts as a small trickle of interest becomes a deluge as they tell their friends about this cool thing to do at lunch time. They take a great pride in their work raising their self-esteem and confidence. Some of the schools keep chickens and the Head at one school commented that they had a particularly profound effect on a number of students.

The harvesting of the crops is very rewarding and many of the schools now supply their canteens and local restaurants with some of their produce. The growing of vegetables and fruit encourages a much healthier diet, but it also breaks down barriers, creating a cooperative approach, by involving the students in providing their own food, giving a sense of pride in their achievements.

The biodiversity of the school grounds can be seen to increase more birds, insects, and opportunities to bring science outside. This year has seen the beginnings of a partnership with the local university and other charities involving students' allotment plots in 'real' scientific research. Due to the pandemic this project was disappointing in that we were unable to work regularly with students and teachers, but volunteers helped complete the project.

The Allotments are seen as a whole school learning experience, a resource for all subjects from the obvious science to maths, art, and drama. There are opportunities for the whole school to be involved. This reflects the need to view sustainability and environmental awareness as fully integrated into every aspect of our lives

How the Charity benefits the wider community

One of the key ways we support schools to create and maintain allotments is through connections with their local communities. Examples of this might include connecting with local businesses that can support the school, farmers, green grocers, gardeners and retired trade people. Making connections like these improve the sustainability of these communities and inspires people to grow their own food, use fewer chemicals in their gardens. For many retired people, those who are unemployed or those with skills/resources they would like to share, connecting with the schools provides an opportunity to work with others in a valuable and meaningful way. Publicity through events is one way we help schools to find more volunteers.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Financial review

As is the case for many new charities, this year has depended once again on receiving small donations and grants. Expenditure was associated predominately with the employment of the Schools' Project Lead. The continuation of the pandemic has had an adverse effect on the Schools' Project Lead being able to welcome children and volunteers onto schools' allotments, however development of the allotments has gone ahead as planned.

Principal Funding Sources

The Charity's main source of income this year was from donations, many from well-wishers and others from supporting charities; in particular a grant from the Normans Foundation of £10,000 gave the Charity the confidence to employ its first full time employee. Circumstances surrounding the global pandemic meant that once again many events were unable to take place throughout the year, however a Summer Fete raised a much-welcomed £2,585. The PapUp Shop, with sales of upcycled materials, raised £1,129 net income. A fundraising walk raised an amazing £8,944 in August 2021.

Investment Policy

At this time, aside from retaining a prudent amount in reserves each year, most of the Charity's funds are to be spent in the short term so there are few funds available for long term investment.

Reserves Policy

The Trustees have examined the Charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby funds held by the Charity should be between 9 and 12 months of the expenditure, in order to guarantee the employment of the Schools' Project Lead. Although the strategy is to continue to build reserves through planned operating surpluses, the Trustees are well aware that it is unlikely that this target can be reached for several years. In the short term the Trustees have considered the extent to which existing activities and expenditure could be curtailed, should such circumstances arise.

Plans for Future Periods

The Charity plans continuing the activities outlined above in the forthcoming years. New schools will be helped each year with continuing schools also being supported by the Schools' Project Lead. Grant applications to suitable charities and trusts will be prepared and presented by the Fundraising Committee, events will be organised and supported by the Events Committee. It is hoped that the PapUp Shop will continue to grow and donations encouraged from the general public. From September 2020, a School's Project Lead has been employed in a full-time position to lead the Charity moving forward with its aims and objectives. From June 2021, the Charity was accepted by the Government's DWP to employ a fully-funded unemployed young person for six months.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23 August 2019 and registered as a charity on 6 May 2020. The company was established under Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Trustees are elected to serve for a period of three years after which they must be re-elected.

All members of the Trustees give their time voluntarily and receive no benefits from the Charity. Any expenses reclaimed from the Charity are set out in note 6 to the accounts.

Initially the Board of Trustees was formed from four individuals with an interest and experience in the Charity's aims as set out in the Articles. We are very aware of the need to have a broad but relevant set of skills within the board. Where we see a gap in our skills, individuals are approached to offer themselves for election to the Board, often from the pool of volunteers already involved in the Charity. It is very important we feel to have members of the Board with hands on experience of the work of the Charity. Where we see the need, we will be recruiting outside of the pool of volunteers by advertising. We hope this will bring fresh eyes and objectivity, as well as maintaining our legal responsibilities, for example in areas of employment, safeguarding or health and safety. At present we feel the Board represents the Charity well in terms of skills and experience, but in an effort to maintain the broad mix we have an audit of Trustee skills at our annual review. It is very important to us that the Board represents the diverse world we live in; at present we are achieving this in some aspects but will continue to be proactive in our recruitment of trustees to meet this aim.

Trustee Induction and Training

To ensure all the correct legal obligations are met and that we make it a smooth and welcoming experience for the prospective trustee, we have a Trustee Checklist. This becomes active from first contact with a prospective trustee. Each step of the process is logged, from sending information about becoming a trustee to their registration, and any legal obligations of either party. As part of the induction, it is felt essential for a trustee not familiar with the allotments to visit and speak with the volunteers, teachers and students.

Once the trustee has been appointed by the Board a 'Welcome' pack is sent which includes a number of key documents including:

- A letter of appointment
- Articles of Association
- Past minutes
- Recent financial statements
- CC3 Trustee Doc from the Charity Commission
- The Charity's complete set of policies
- Trustee Declaration form to be signed
- Trustee agreement form to be signed
- Schools' Project Lead reports

In addition, there are regular reviews of skills and training is offered where there is a need.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Risk Management

The Trustees have conducted a review of the major risks to which the Charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to schools. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Organisational Structure

The Papillon Project has a Board of Trustees of, currently with three members who meet monthly and are responsible for the strategic direction and policy of the Charity. At present the Board's members come from a variety of professional backgrounds relevant to the work of the Charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the volunteer Schools' Project Lead, who is responsible for ensuring that the Charity delivers the services specified and that key performance indicators are met. There are teams of other volunteers responsible for helping the Trustees and Schools' Project Lead with administration, fundraising, organisation of fundraising events and on-site school allotment work.

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- 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 not appropriate to assume that the company will continue on that basis

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Trustees

Members of the Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's Independent Examiner is unaware

as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the Charity's Independent Examiner is aware of that information.

THE PAPILLON PROJECT

REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 AUGUST 2021*

Independent Examiner

Mervyn Clarke FCCA of Baker Clarke FDV Limited was appointed as the charitable company's independent examiner during the year.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The Trustees report was approved by the Board of Trustees.

Mr P R Waldron

Director and Chair of Trustees

12 May 2022

THE PAPILLON PROJECT

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE PAPILLON PROJECT

I report to the trustees on my examination of the financial statements of The Papillon Project for the year ended 31 August 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Signed.....
Mervyn Clarke FCCA, Baker Clarke FDV Limited
Chartered Certified Accountants

Dated: 12 May 2022

THE PAPILLON PROJECT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

		Unrestricted funds	Unrestricted funds
		2021	2020
	Notes	£	£
<u>Income from:</u>			
Donations and legacies	3	33,964	11,345
Charitable activities	4	14,306	8,124
		<hr/>	<hr/>
Total income		48,270	19,469
		<hr/>	<hr/>
<u>Expenditure on:</u>			
Charitable activities	5	28,956	5,644
		<hr/>	<hr/>
Net income for the year/ Net movement in funds		19,314	13,825
		<hr/>	<hr/>
Fund balances at 1 September 2020		13,825	-
		<hr/>	<hr/>
Fund balances at 31 August 2021		33,139	13,825
		<hr/> <hr/>	<hr/> <hr/>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE PAPILLON PROJECT

BALANCE SHEET

AS AT 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	8	1,011		1,270	
Cash at bank and in hand		32,128		12,555	
		<u>33,139</u>		<u>13,825</u>	
Net current assets			33,139		13,825
			<u>33,139</u>		<u>13,825</u>
Income funds					
Unrestricted funds			33,139		13,825
			<u>33,139</u>		<u>13,825</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 12 May 2022

Dr D Davies
Trustee

Company registration number 12171611

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

Charity information

The Papillon Project is a private company limited by guarantee incorporated in England and Wales. The registered office is 25 Station Road, Reepham, Norfolk, NR10 4LF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.3 Income

All incoming resources are included in the statement of financial activities when the Charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary 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.
- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance.

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

(Continued)

1.4 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the Charity's shop.
- Charitable expenditure comprises 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Affairs on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 5.

1.5 Tangible fixed assets

The Charity has no Fixed Assets.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

3 Donations and Grants

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	13,442	9,345
Grants	20,522	2,000
	<u>33,964</u>	<u>11,345</u>

All donations and grants received were for unrestricted funds:

Donations received over £500:

Major fundraising project 'Matt's Walk' raised in total £8,944.

Grants:

Normans Foundation £10,000

Paul Bassham Charitable Trust £3,000

Persimmon Homes Ltd £1,000

Charles Littlewood Hill Trust £1,000

Clan Trust £2,000

Govt. DWP Grant: Kickstart Scheme £3,522

4 Charitable activities

	PapUp Shop	Public & Charitable Events	Total 2021	PapUp Shop	Public & Charitable Events	Total 2020
	2021	2021		2020	2020	
	£	£	£	£	£	£
Sales within charitable activities	1,330	3,376	4,706	785	3,158	3,943
Other income	-	9,600	9,600	-	4,181	4,181
	<u>1,330</u>	<u>12,976</u>	<u>14,306</u>	<u>785</u>	<u>7,339</u>	<u>8,124</u>

PapUp Shop Income £1,330

Clothing and other items donated for resale through the Charity's shop are included as incoming resources within activities for generating funds when they are sold.

Public Events

There was one major and various smaller events throughout the year, total income £3,376:

Including Edgefield Summer Fete income £2,592

Total of schools' donations to further the charitable activities £9,585

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

5 Charitable activities

	Charitable Expenditure 2021 £	Charitable Expenditure 2020 £
Staff costs	23,854	-
PapUp Shop	202	261
Public Events	1,324	565
Charitable Activities	1,412	1,697
	<u>26,792</u>	<u>2,523</u>
Governance Costs	2,164	3,121
	<u>28,956</u>	<u>5,644</u>

PapUp Shop costs include purchase of second-hand T-Shirts and stencilling equipment: £200 (Net profit £1,129)

Public Events: (Net profit £2,052)

Charitable activities: Polytunnels and consumables for school allotments (Net income from schools £8,173)

Governance costs include: Web/email costs £758, Insurance £319, DBS checks £527, PP&S £136, Bank charges £40, misc £386

Salaries: 1FTE and 1PTE

6 Trustees

No members of the Trustees received any remuneration during the year. Expenses amounting to £225 for stationery and shop expenses were reimbursed to two Trustees. No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year.

7 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	1	-
	<u>1</u>	<u>-</u>
Employment costs	2021	2020
	£	£
Wages and salaries	23,854	-
	<u>23,854</u>	<u>-</u>

THE PAPILLON PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

7 Employees

(Continued)

There were no employees whose annual remuneration was more than £60,000.

8 Debtors

	2021	2020
Amounts falling due within one year:	£	£
Prepayments and accrued income	1,011	1,270
	<u>1,011</u>	<u>1,270</u>

~~October 2018~~

12th May 2022

Date:

[Handwritten Signature]

Signed:

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.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as 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.

As the charity's trustees of the Company (who are also the directors of the company 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").

I report to the charity trustees on my examination of the accounts of the Company for the year ended **31/08/2021**.

Independent examiner's statement

Responsibilities and basis of report

Set out on pages

1 - 2

On accounts for the year ended

1st September 2020

31st August 2021

Report to the trustees/directors/members of

The Papillon Project

Charity Name

Independent Examiner's Report

Section A



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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

[Empty rectangular box for disclosure details]

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

Section B Disclosure

CM9 8LZ
Tollshunt Major, Essex
Baker Clarke FDV Ltd, Swiss House, Beckingham Street,

Address:

Fellow Chartered Certified Accountant

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

Mervyn Clarke FCCA

Name: