

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	

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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.

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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.

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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 be 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,

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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 Lecky 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.

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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.

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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.

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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.

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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 FIDV Limited
Chartered Certified Accountants

Dated: 26 January 2024

THE PAPILLON PROJECT
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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 £
	Notes						
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		40,682	12,602	53,284	43,607	30,031	73,638
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		44,514	12,578	57,092	33,139	-	33,139
Fund balances at 31 August 2023		48,227	4,500	52,727	44,514	12,578	57,092

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
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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 Lecky £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>853</u>

11 Analysis of net assets between funds

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