

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**

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

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#### 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.

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## 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.

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## 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.

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#### 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.



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#### **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.

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#### **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.

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#### **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.

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#### **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.

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## **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**

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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.

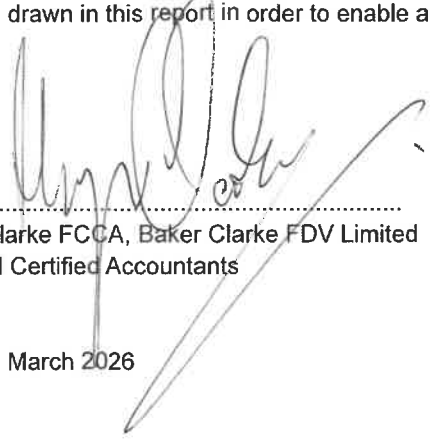
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities 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**

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

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**  
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**BALANCE SHEET**  
**AS AT 31 AUGUST 2025**

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



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**

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**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**

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**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

**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**  
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**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
	45,766	58,430
Governance Costs	3,157	3,217
	48,923	61,647
<b>Analysis by fund</b>		
Unrestricted funds	38,936	43,797
Restricted funds	9,987	17,850
	48,923	61,647

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**  
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**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:

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

<b>Employment costs</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Wages and salaries	42,230	52,134
	<u>          </u>	<u>          </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**

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

**11 Creditors: amounts falling due within one year**

	<b>Notes</b>	<b>2025</b>	<b>2024</b>
		<b>£</b>	<b>£</b>
Other taxation and social security		81	123
Deferred income	<b>12</b>	6,900	-
		<u>          </u>	<u>          </u>
		6,981	123
		<u>          </u>	<u>          </u>

**12 Deferred income**

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

Deferred income is included in the financial statements as follows:

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2025**

**12 Deferred income**

**(Continued)**

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

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

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

**THE PAPILLON PROJECT**  
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**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>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**15 Analysis of net assets between funds**

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