

Charity registration number: 1189519

Prison Service Charity Fund

Annual Report and Financial Statements

for the Year Ended 31 December 2020

Kingham Accountants Limited
Chartered Accountants
161 College Street
St Helens
WA10 1TY

Prison Service Charity Fund
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Prison Service Charity Fund
Reference and Administrative Details

Charity name	Prison Service Charity Fund	
Charity registration number	1189519	
Principal office	8 The Lynxway Liverpool Merseyside L12 3HR	
Registered office	8 The Lynxway Liverpool Merseyside L12 3HR	
Trustees	Mr J White	(appointment 1 January 2020)
	Mr K Wingfield	(appointment 1 January 2020)
	Mr P McFall	(appointment 1 January 2020)
	Mr R Howard	(appointment 1 January 2020)
	Mr M Flynn	(appointment 1 January 2020)
	Ms Bolton	(appointment 1 January 2020)
	Mr Blinstone	(appointment 1 January 2020)
Auditor	Kingham Accountants Limited 161 College Street St Helens WA10 1TY	

Prison Service Charity Fund

Trustees' Report

STRUCTURE, GOVERNANCE, MANAGEMENT

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

The fund is a registered charity established in 1989 by a trust deed as an association directed by a voluntary elected Committee from within the Prison Service. It has no connection with any department of the Home Office and they play no part in the management of the association.

RISK MANAGEMENT

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

The fund is a voluntary organisation, which was established in 1989 by members of the Prison Service. It is an independent association supported by staff within the Prison Service with the aim of providing assistance, either directly or in conjunction with other fund raising efforts, to any member of the general public who needs assistance, particular medical attention or equipment, and who is being sponsored by staff at their local Prison Service Establishment. The Trustees consider that these objectives, and the activities we have undertaken to achieve them during the year, comply fully with the Charity Commission's guidance on public benefit as required by the Charities Act 2006.

FINANCIAL REVIEW

Investment powers and restrictions

The funds are not restricted to any specific purpose; all money is held in a common unrestricted fund available to meet the objectives of the charity. Any moneys not immediately required are invested in such investments and securities as may be thought fit subject only to any constraints imposed or required by law including appropriate Charities Acts.

Approved by the Trustees on 17 May 2021 and signed on their behalf by:

.....

Mr R Howard
Trustee

Prison Service Charity Fund

Trustees' Responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection fraud and other irregularities.

Independent Auditors' Report to the Trustees of Prison Service Charity Fund

We have audited the financial statements of Prison Service Charity Fund for the year ended 31 December 2020, set out on pages 6 to 12. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the trustees those matters we are required to state to trustees in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 3, the trustees are responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Independent Auditors' Report to the Trustees of
Prison Service Charity Fund**

..... *continued*

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

.....
Kingham Accountants Limited
Chartered Accountants

161 College Street
St Helens
WA10 1TY

17 May 2021

Kingham Accountants Limited is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Prison Service Charity Fund
Statement of Financial Activities for the Year Ended 31 December 2020

		Unrestricted Funds	Total Funds 2020
	Note	£	£
Incoming resources			
Incoming resources from generated funds			
Voluntary income	2	1,102,728	1,102,728
Investment income	3	9,153	9,153
Total incoming resources		<u>1,111,881</u>	<u>1,111,881</u>
Resources expended			
Costs of generating funds			
Costs of generating voluntary income	4	75,408	75,408
Total resources expended		<u>75,408</u>	<u>75,408</u>
Reconciliation of funds			
Total funds carried forward		<u><u>1,036,473</u></u>	<u><u>1,036,473</u></u>

All incoming resources and resources expended derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

The notes on pages 8 to 12 form an integral part of these financial statements.

Prison Service Charity Fund
Balance Sheet as at 31 December 2020

		2020	
	Note	£	£
Fixed assets			
Tangible assets	7		1,099
Investments	8		939,038
			<u>940,137</u>
Current assets			
Cash at bank and in hand		97,866	
Creditors: Amounts falling due within one year	9	<u>(1,530)</u>	
Net current assets			<u>96,336</u>
Net assets			<u><u>1,036,473</u></u>
The funds of the charity:			
Unrestricted funds			
Unrestricted income funds			<u>1,036,473</u>
Total charity funds			<u><u>1,036,473</u></u>

Approved by the Board on 17 May 2021 and signed on its behalf by:

.....

Mr R Howard
Trustee

The notes on pages 8 to 12 form an integral part of these financial statements.

Prison Service Charity Fund

Notes to the Financial Statements for the Year Ended 31 December 2020

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Charities Act 2011.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 11.

Incoming resources

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs associated with attracting voluntary income.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Fixed assets

Individual fixed assets costing £0 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Office Equipment	25% reducing balance
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Prison Service Charity Fund

Notes to the Financial Statements for the Year Ended 31 December 2020

..... continued

Investments

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

2 Voluntary income

	Unrestricted Funds £	Total Funds 2020 £
Donations and legacies		
Appeals and donations	<u>1,102,728</u>	<u>1,102,728</u>

3 Investment income

	Unrestricted Funds £	Total Funds 2020 £
Income from listed investments	9,209	9,209
Interest on cash deposits	7,968	7,968
Change in fair	<u>(8,024)</u>	<u>(8,024)</u>
	<u>9,153</u>	<u>9,153</u>

Prison Service Charity Fund

Notes to the Financial Statements for the Year Ended 31 December 2020

..... continued

4 Total resources expended

	Donations and legacies	Total
	£	£
Direct costs		
Subscriptions and donations	66,074	66,074
Depreciation of tangible fixed assets	356	356
	<u>66,430</u>	<u>66,430</u>
Support costs		
Printing, posting and stationery	4,593	4,593
Sundry and other costs	116	116
Cost of trustee meetings	30	30
Motor expenses	879	879
Accountancy fees	3,360	3,360
	<u>8,978</u>	<u>8,978</u>
	<u><u>75,408</u></u>	<u><u>75,408</u></u>

5 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

6 Net incoming resources

Net incoming resources is stated after charging:

	2020
	£
Depreciation of owned assets	<u><u>356</u></u>

Prison Service Charity Fund

Notes to the Financial Statements for the Year Ended 31 December 2020

..... continued

7 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
Additions	<u>1,455</u>
Depreciation	
Charge for the year	<u>356</u>
Net book value	
As at 31 December 2020	<u><u>1,099</u></u>

8 Investments held as fixed assets

	Listed investments £	Cash deposits £	Total £
Market value			
Revaluation	(8,024)	-	(8,024)
Additions	220,319	886,601	1,106,920
Disposals	<u>-</u>	<u>(159,858)</u>	<u>(159,858)</u>
As at 31 December 2020	<u>212,295</u>	<u>726,743</u>	<u>939,038</u>
Net book value			
As at 31 December 2020	<u><u>212,295</u></u>	<u><u>726,743</u></u>	<u><u>939,038</u></u>

All investment assets were held in the UK.

9 Creditors: Amounts falling due within one year

	2020 £
Accruals and deferred income	<u><u>1,530</u></u>

Prison Service Charity Fund

Notes to the Financial Statements for the Year Ended 31 December 2020

..... continued

10 Related parties

Controlling entity

The charity is controlled by the trustees.

11 Analysis of funds

	Incoming resources	Resources expended	At 31 December 2020
	£	£	£
General Funds			
Unrestricted income fund	<u>1,111,881</u>	<u>(75,408)</u>	<u>1,036,473</u>

12 Net assets by fund

	Unrestricted Funds	Total Funds 2020
	£	£
Tangible assets	1,099	1,099
Investments	939,038	939,038
Current assets	97,866	97,866
Creditors: Amounts falling due within one year	<u>(1,530)</u>	<u>(1,530)</u>
Net assets	<u>1,036,473</u>	<u>1,036,473</u>

Prison Service Charity Fund
Statement of financial activities by fund Year Ended 31 December 2020

	Unrestricted income fund 2020
	£
Incoming resources	
Incoming resources from generated funds	
Voluntary income	1,102,728
Investment income	9,153
Total incoming resources	<u>1,111,881</u>
Resources expended	
Costs of generating funds	
Costs of generating voluntary income	75,408
Total resources expended	<u>75,408</u>
Reconciliation of funds	
Total funds carried forward	<u><u>1,036,473</u></u>

This page does not form part of the statutory financial statements.