

HOLDING ON LETTING GO
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

HOLDING ON LETTING GO

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HOLDING ON LETTING GO

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2023

Trustees	M Gallagher, Chair K Trevelyan A Turner J Morris (resigned 1 October 2022) B Downton S Bolland J Bowles A Swinn (resigned 1 May 2023)
Charity registered number	1191016
Principal office	Wisdom Hospice High Bank Rochester Kent ME1 2NU
Chief executive officer	C Ford
Accountants	Magee Gammon Corporate Limited Chartered Accountants Henwood House Henwood Ashford Kent TN24 8DH

HOLDING ON LETTING GO

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report together with the financial statements of the Charity for the year from 1 April 2022 to 31 March 2023.

Objectives and activities

a. Policies and objectives

To promote the relief in need and protect the health of bereaved children and young persons up to their 18th birthday in the Kent area by provision of support, including those affected by anticipatory grief.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Activities

Holding On Letting Go has now been operational as a CIO for three years following its conversion from an Unincorporated Charitable Trust to a CIO in August 2020. The activities, assets and liabilities of the unincorporated charity (registration number 1103835) were transferred on 14 October 2020.

Holding On Letting Go benefits the public by providing bereavement support to children, young people and their families in Kent and the South East London Boroughs of Bromley, Bexley and parts of Greenwich.

During this reporting period the Charity continued to be constrained by the tail end of the Covid-19 restrictions. Although once the restrictions started to be lifted the Charity was able to resume some face-to-face weekend work and the training of staff and volunteers and other professional staff who hold an interest in supporting bereaved families, including anticipatory grief. The Charity held in mind the continued need to test and ensure we kept our staff team, volunteers and families safe by mandatory lateral flow testing, insisting our weekend volunteers negatively tested prior to a weekend and encouraging our families to test prior to coming on a bereavement weekend. The Charity continued to develop different and creative strategies to support our children, young people and families through Zoom, on-line and telephone calls and individual resource packs. Increasingly and over time, the face-to-face, small group work and parent groups increased. The Charity has however, revised the way it operates in that it continues to organise some one-day events for smaller groups, enabling the Charity to keep an overview of the numbers of families that are referred and supported by the Charity in a timely manner.

HOLDING ON LETTING GO

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Objectives and activities (continued)

Achievements and performance

a. Main achievements of the Charity

With due regard to the lifting of the Covid-19 restrictions, the Trustees continued to meet on a monthly basis, meetings in person increased as the restrictions were lifted. The post-Covid-19 period has proved to be difficult in terms of fundraising events, and the ability to secure grants and other sources for funding, the staff team continued to be creative in terms of novel and interesting fund-raising ideas. On-line fund-raising proved to be popular with friends of Holding On Letting Go, hosting the monthly draw, Quiz and Race Nights. The Charity was further supported by individual and family events raising donations, and supporting others who ran marathons, Triathlons, and many other small scale events to raise money to enable the Charity to keep on-going.

The Charity is indebted to local businesses such as: Harrisons' Estate Agents, Sittingbourne, Savills, Sevenoaks, BAE Systems, Rochester, Waterfront Leisure, Gillingham and Truckstop, Ashford for their generous contributions and on-going support.

The Charity is grateful also to: Global's Make Some Noise, The Openwork Foundation, The BNI Charitable Foundation, Chapman Trust, Gillingham Inner Wheel, The Rotary Club of Chatham, The Dymchurch Players and the residents of Darland, Gillingham.

As a Charity we are proud of our links with other Charities in Kent and South East London. The Charity is grateful to The Friends of the Wisdom Hospice, for their continued support with office space, Trustee's meeting and Training rooms. The Charities' on-going support from Demelza Childrens' Hospice and our links to them through referrals and training is invaluable. In this reporting period, the Charity has strengthened its links with The Heart of Kent Hospice, Greenwich and Bexley Community Hospice and Abigail's Footsteps through joint working and training initiatives.

HOLDING ON LETTING GO

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance (continued)

b. Performance

The staff team has worked hard to maintain and increase the Charity's profile within the Kent and South East London areas. Work with individuals and small groups have increased within schools, especially within the Medway Towns. Training for Palliative Care staff in South East London Hospices has enabled the Hospices to support their families and young people, using a model based on Holding On, Letting Go's weekend support strategies. Similarly, work has increased to support networking among bereaved parents by introducing a pilot, face-to-face 'Bereavement Café' - with provision in place to negate any difficulties with childcare.

Links with Demelza Childrens' Hospice, The Heart of Kent Hospice and Abigail's Footsteps are valuable in terms of strengthening links between Charities and exchanging information and relevant referrals.

Holding On Letting Go have been supported by Abigail's Footsteps to run workshop days for families affected by stillbirth and neonatal death. This collaboration started in 2019 as a pilot and, due to its successful outcomes, continued through the current reporting period

The Weekend Groups are back to monthly events with one or two groups running over the course of a weekend to help alleviate the back-log of referrals that had accumulated throughout the Covid-19 period.

The legacy of the Covid-19 Pandemic saw an overall decrease in the Charity's number of active volunteers, with many not returning. There is still some uncertainty with long-term concerns about Long-Covid, new and aggressive variants and increasing numbers of infection rates.

Over the course of this reporting period, all staff was expected to Lateral Flow Test when meeting with prospective Clients, volunteers were required to test prior to a Weekend and parents were advised to test themselves and their children prior to attending a Weekend.

All staff and new volunteers were expected to take advantage of the vaccinations as they were rolled out and staff and volunteers became eligible to apply for the booster vaccinations.

c. Staffing

Holding On Letting Go has seen a small turnover in staff and Trustees over the reporting period.

Trustee and Treasurer, Joan Morris resigned from both roles in October 2022. We are truly grateful for all the work she put into the roles over the years. Vice-Chairman, Brain Downton has now taken on the role of Treasurer.

A part-time Admin and Finance Officer, Kelly Wilkins, was appointed in August 2022; another part time Fundraiser, Caroline Mace, was appointed in September 2022.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Financial review

a. Going concern

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

b. Reserves policy

Our reserves policy is that we maintain a minimum of 6 months running costs which we have maintained during this period. Our main costs are for staff salaries who work with the children. Administration costs are kept to a minimum so we are able to direct most of the available funds for work with the children and families. We were fortunate to have received a large legacy in the year which has been placed into a reserved fund for future projects.

Structure, governance and management

a. Constitution

Holding On Letting Go is a registered charity, number 1191016, and is constituted under a Trust deed.

b. Methods of appointment or election of Trustees

Trustees are recruited via adverts and word of mouth. Potential trustees are subject to an interview, references and DBS checks.

c. Structure, governance and management

Holding On Letting Go is run by a small but highly skilled and dedicated team, led by our CEO Caroline Ford. Our team consists of our part time CEO, full time Programme Manager, part time Children's and Families support worker, part time Parent Carer group facilitator, part time Programme Assistant and two part time Fundraisers.

HOLDING ON LETTING GO

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Statement of Trustees' responsibilities

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 & 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 its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and 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 also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 30 January 2024 and signed on their behalf by:

M Gallagher
(Chair of Trustees)

HOLDING ON LETTING GO

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

Independent examiner's report to the Trustees of Holding On Letting Go ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2023.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:

Dated: 30 January 2024

Andrew Childs FCA

Magee Gammon Corporate Limited

Chartered Accountants

Henwood House

Henwood

Ashford

Kent

TN24 8DH

HOLDING ON LETTING GO

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	26,547	20,000	46,547	182,236
Charitable activities	4	275	-	275	2,710
Other trading activities	5	53,865	-	53,865	71,751
Investments	6	237	-	237	24
Total income		80,924	20,000	100,924	256,721
Expenditure on:					
Raising funds	7	5,518	371	5,889	4,792
Charitable activities	8	174,789	19,368	194,157	195,521
Total expenditure		180,307	19,739	200,046	200,313
Net (expenditure)/income		(99,383)	261	(99,122)	56,408
Transfers between funds	19	32,157	(32,157)	-	-
Net movement in funds		(67,226)	(31,896)	(99,122)	56,408
Reconciliation of funds:					
Total funds brought forward		106,155	128,599	234,754	178,346
Net movement in funds		(67,226)	(31,896)	(99,122)	56,408
Total funds carried forward		38,929	96,703	135,632	234,754

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

The notes on pages 10 to 29 form part of these financial statements.

HOLDING ON LETTING GO

BALANCE SHEET AS AT 31 MARCH 2023

	Note	2023 £	2022 £
Fixed assets			
Intangible assets	13	2,850	3,930
Tangible assets	14	2,559	3,435
		<u>5,409</u>	<u>7,365</u>
Current assets			
Stocks	15	1,500	1,500
Debtors	16	1,189	1,675
Cash at bank and in hand		132,376	230,166
		<u>135,065</u>	<u>233,341</u>
Creditors: amounts falling due within one year	17	(4,842)	(5,952)
Net current assets		<u>130,223</u>	<u>227,389</u>
Total net assets		<u><u>135,632</u></u>	<u><u>234,754</u></u>
Charity funds			
Restricted funds	19	96,703	128,599
Unrestricted funds	19	38,929	106,155
Total funds		<u><u>135,632</u></u>	<u><u>234,754</u></u>

The financial statements were approved and authorised for issue by the Trustees on 30 January 2024 and signed on their behalf by:

M Gallagher
 (Chair of Trustees)

The notes on pages 10 to 29 form part of these financial statements.

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1. General information

Holding On Letting Go is a registered charity (company number CE023706), (charity number 1191016) in England and Wales and is incorporated under the Charities Act as a Charitable Incorporated Organisation (CIO). The registered office is High Bank, Rochester, Kent, ME1 2NU.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Holding On Letting Go meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

2. Accounting policies (continued)

2.2 Income

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

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

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

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the Charity's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

2. Accounting policies (continued)

2.3 Expenditure

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

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

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

All expenditure is inclusive of irrecoverable VAT.

2.4 Government grants

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

2.5 Interest receivable

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

2.6 Intangible assets and amortisation

Intangible assets costing £250 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Website	- 20 %
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HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £250 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

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

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

Depreciation is provided on the following basis:

Office equipment	-	20%
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2.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.9 Debtors

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

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

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

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

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

2.12 Financial instruments

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

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

2. Accounting policies (continued)

2.13 Pensions

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

2.14 Fund accounting

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

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

3. Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations	24,747	-	24,747
Grants	1,800	20,000	21,800
	<u>26,547</u>	<u>20,000</u>	<u>46,547</u>
	<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Donations	16,286	-	16,286
Legacies	72	112,957	113,029
Grants	11,000	40,745	51,745
Government grants	1,176	-	1,176
	<u>28,534</u>	<u>153,702</u>	<u>182,236</u>

4. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £
Training and support days	275	275
	<u>275</u>	<u>275</u>
	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Training and support days	2,710	2,710
	<u>2,710</u>	<u>2,710</u>

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

5. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2023 £	Total funds 2023 £
Fundraising	49,829	49,829
HOLG Draw	4,036	4,036
	<u>53,865</u>	<u>53,865</u>
	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Fundraising	70,634	70,634
HOLG Draw	1,117	1,117
	<u>71,751</u>	<u>71,751</u>

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

6. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £
Bank interest	237	237
	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Bank interest	24	24

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

7. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Fundraising costs	5,518	371	5,889
		<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Fundraising costs		4,792	4,792

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

8. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Direct costs	174,789	19,368	194,157
	<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total 2022 £</i>
Direct costs	133,552	61,969	195,521

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

9. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Total funds 2023 £
Direct costs	194,157	194,157
	<u><u>194,157</u></u>	<u><u>194,157</u></u>

	Activities undertaken directly 2022 £	Total funds 2022 £
Direct costs	195,521	195,521
	<u><u>195,521</u></u>	<u><u>195,521</u></u>

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

9. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2023 £	<i>Total funds 2022 £</i>
Staff costs	134,433	<i>134,647</i>
Depreciation	1,956	<i>1,819</i>
Travel, meetings and hire	13,508	<i>13,315</i>
Printing, postage & stationery	3,981	<i>4,306</i>
Rent	2,746	<i>846</i>
Telephone	1,288	<i>1,519</i>
Storage	4,968	<i>4,073</i>
Supervision and training	2,389	<i>1,968</i>
Website and IT	9,412	<i>15,061</i>
Weekend expenses	3,476	<i>3,599</i>
Equipment and materials	4,642	<i>5,652</i>
Professional fees	297	<i>268</i>
Bank charges	391	<i>297</i>
Sundries	4,046	<i>2,094</i>
Music therapy	505	<i>550</i>
Insurance	1,664	<i>1,787</i>
Other staff and volunteer costs	2,305	<i>1,980</i>
Governance costs	2,150	<i>1,740</i>
	194,157	<i>195,521</i>

10. Independent examiner's remuneration

	2023 £	<i>2022 £</i>
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	960	<i>780</i>
Fees payable to the Charity's independent examiner in respect of:		
All other services not included above	-	<i>960</i>

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

11. Staff costs

	2023 £	2022 £
Wages and salaries	127,423	127,200
Social security costs	4,609	5,077
Contribution to defined contribution pension schemes	2,401	2,370
	<u>134,433</u>	<u>134,647</u>

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

	2023 No.	2022 No.
Staff	<u>8</u>	<u>7</u>

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

12. Trustees' remuneration and expenses

During the period, no Trustees received any remuneration or other benefits (2022 - none).

During the period ended 31 March 2023, no Trustee expenses have been incurred (2022 - none).

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

13. Intangible assets

	Website £
Cost	
At 1 April 2022	5,400
At 31 March 2023	<u>5,400</u>
Amortisation	
At 1 April 2022	1,470
Charge for the year	1,080
At 31 March 2023	<u>2,550</u>
Net book value	
At 31 March 2023	<u>2,850</u>
<i>At 31 March 2022</i>	<u>3,930</u>

14. Tangible fixed assets

	Office equipment £
Cost or valuation	
At 1 April 2022	4,380
At 31 March 2023	<u>4,380</u>
Depreciation	
At 1 April 2022	945
Charge for the year	876
At 31 March 2023	<u>1,821</u>
Net book value	
At 31 March 2023	<u>2,559</u>
<i>At 31 March 2022</i>	<u>3,435</u>

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

15. Stocks

	2023 £	2022 £
Consumables	1,500	1,500

16. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	-	452
Prepayments and accrued income	1,189	1,223
	<u>1,189</u>	<u>1,675</u>

17. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	413	1,111
Other taxation and social security	2,221	2,203
Other creditors	508	453
Accruals and deferred income	1,700	2,185
	<u>4,842</u>	<u>5,952</u>

18. Financial instruments

	2023 £	2022 £
Financial assets		
Financial assets measured at fair value through income and expenditure	132,376	230,166

Financial assets measured at fair value through income and expenditure comprise cash in hand and at bank.

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

19. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
Designated funds					
HOLG Draw	436	1,481	(861)	-	1,056
Abigail's Footsteps	56	2,570	(2,626)	-	-
Bexley Hospice	3	275	(240)	-	38
	<u>495</u>	<u>4,326</u>	<u>(3,727)</u>	<u>-</u>	<u>1,094</u>
General funds					
General Funds	<u>105,660</u>	<u>76,598</u>	<u>(176,580)</u>	<u>32,157</u>	<u>37,835</u>
Total Unrestricted funds	<u>106,155</u>	<u>80,924</u>	<u>(180,307)</u>	<u>32,157</u>	<u>38,929</u>
Restricted funds					
Suicide Weekend	635	-	(635)	-	-
Transport for Children	714	-	(311)	-	403
Openwork - Online Support	1,455	-	(1,455)	-	-
Children Facing Terminal Illness	31	-	(31)	-	-
National Lottery	4,897	-	(4,897)	-	-
Demelza	5,910	-	(5,910)	-	-
Web Design	2,000	-	(1,500)	-	500
Jenkins Legacy	112,957	-	-	(32,157)	80,800
Global	-	5,000	(5,000)	-	-
Openwork	-	15,000	-	-	15,000
	<u>128,599</u>	<u>20,000</u>	<u>(19,739)</u>	<u>(32,157)</u>	<u>96,703</u>
Total of funds	<u>234,754</u>	<u>100,924</u>	<u>(200,046)</u>	<u>-</u>	<u>135,632</u>

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

19. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 25 April 2021</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers in/out</i>	<i>Balance at 31 March 2022</i>
	£	£	£	£	£
Unrestricted funds					
Designated funds					
HOLG Draw	1,166	1,122	(924)	(929)	435
Abigail's Footsteps	-	2,485	(2,429)	-	56
Bexley Hospice	-	225	(221)	-	4
	<u>1,166</u>	<u>3,832</u>	<u>(3,574)</u>	<u>(929)</u>	<u>495</u>
General funds					
General Funds	<u>142,137</u>	<u>99,187</u>	<u>(134,770)</u>	<u>(894)</u>	<u>105,660</u>
Total Unrestricted funds	<u>143,303</u>	<u>103,019</u>	<u>(138,344)</u>	<u>(1,823)</u>	<u>106,155</u>
Restricted funds					
Children in Need	2,431	-	(2,431)	-	-
Suicide Weekend	635	-	-	-	635
Transport for Children	1,082	-	(368)	-	714
Openwork - Online Support	125	10,000	(8,670)	-	1,455
Children Facing Terminal Illness	6,822	14,120	(20,911)	-	31
Kent Community Foundation	749	-	(2,572)	1,823	-
National Lottery	4,055	5,625	(4,783)	-	4,897
Demelza	19,144	-	(13,234)	-	5,910
East Kent Fundraiser	-	7,500	(7,500)	-	-
Web Design	-	3,500	(1,500)	-	2,000
Jenkins Legacy	-	112,957	-	-	112,957
	<u>35,043</u>	<u>153,702</u>	<u>(61,969)</u>	<u>1,823</u>	<u>128,599</u>
Total of funds	<u>178,346</u>	<u>256,721</u>	<u>(200,313)</u>	<u>-</u>	<u>234,754</u>

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

20. Funds

Restricted Funds

Children in Need – This represents a grant from BBC Children in Need towards the salary costs of the Clinical Lead.

Suicide Weekend – This represents a donation from Aviva to support specialist bereavement support weekends for children bereaved through suicide.

Transport for Children - This represents a legacy an individual specifically requesting that it is used to provide transport children who would otherwise be unable to attend events.

Openwork Foundation – This represents a grant to fund remote work with children, young people and their families during the Covid pandemic.

Global's Make Some Noise – This represents a grant to provide pre-bereavement support to children, young people and their families through individual, family and group work.

Kent Community Foundation – This represents a grant from the emergency Covid fund towards the salary costs of the Programme Assistant. The overspend was covered by general funds.

National Lottery Community Fund – This represents a grant from the Covid emergency fund towards the salary costs of the Children & Families' Clinical Specialist.

Demelza Hospice Care for Children – This represents a grant from Demelza Hospice Care for Children for a joint working project between Demelza House and Holding On Letting Go.

Tesco Groundworks – This represents a Tesco Centenary grant to provide bereavement support to children young people and their families through non-residential bereavement support weekends.

Charles Lewis Foundation - This represents a grant to redesign the Charity's website.

The Peter Jenkins Legacy - This fund represents a bequest from the estate of Mr Peter Jenkins, with the funds to be used by the Charity for core objectives but not for salaries or administration costs. The transfer during the period represents core objective costs being allocated to the fund.

Openwork - This represents a grant to fund costs associated with delivering services to support children, and young people, living in a family where somebody has a terminal illness.

Designated Funds

HOLG Draw - The charity operates a prize draw to raise additional funds. Funds are set aside to settle cash prizes and surpluses will be returned to general funds on an annual basis.

The Bexley Fund - This fund has been received from the Greenwish and Bexley Hospice in order to provided funding for the training of voluteers and facilitating workshops at the Hospice.

Abigail's Footsteps Fund - This fund is in respect of payments made by Abigail's Footsteps for Stillbirth and Neonatal Loss workshop days.

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

21. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Designated funds	495	4,326	(3,727)	-	1,094
General funds	105,660	76,598	(176,580)	32,157	37,835
Restricted funds	128,599	20,000	(19,739)	(32,157)	96,703
	<u>234,754</u>	<u>100,924</u>	<u>(200,046)</u>	<u>-</u>	<u>135,632</u>

Summary of funds - prior year

	Balance at 25 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Designated funds	1,166	3,832	(3,574)	(929)	495
General funds	142,137	99,187	(134,770)	(894)	105,660
Restricted funds	35,043	153,702	(61,969)	1,823	128,599
	<u>178,346</u>	<u>256,721</u>	<u>(200,313)</u>	<u>-</u>	<u>234,754</u>

22. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	2,559	-	2,559
Intangible fixed assets	2,850	-	2,850
Current assets	38,362	96,703	135,065
Creditors due within one year	(4,842)	-	(4,842)
Total	<u>38,929</u>	<u>96,703</u>	<u>135,632</u>

HOLDING ON LETTING GO

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

22. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	3,435	-	3,435
Intangible fixed assets	3,930	-	3,930
Current assets	104,742	128,599	233,341
Creditors due within one year	(5,952)	-	(5,952)
Total	106,155	128,599	234,754

23. Pension commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. At the balance sheet date £508 (2022: £453) was payable to the fund and is included in creditors.

24. Related party transactions

There were no related party transactions during the period.