



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 11	Year 2024		Day 31	Month 10	Year 2025

Section A Reference and administration details

Charity name	SEND unlocked
Other names charity is known by	
Registered charity number (if any)	1192229

Charity's principal address	26 Albert Street
	HOLT
	Postcode NR25 6HY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Malcolm Jones	Chair		
2	Fern Chantelle Carter			
3	Angela Bedford			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Polly Elworthy

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	By Appointment

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	SEND unlocked trustees reviewed viability and the risks of continuing versus closing.
---	--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

FOR THE PUBLIC BENEFIT TO RELIEVE THE NEEDS OF THOSE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES, THEIR CARERS AND FAMILIES, TO ASSIST THEM IN ACCESSING THE SUPPORT THEY NEED WHETHER THAT IS FOR EDUCATION, SOCIAL CARE, MENTAL AND PHYSICAL HEALTHCARE OR ANY OTHER SUPPORT SERVICES AND TO COLLATE RESEARCH ON THE SECTOR TO PROMOTE TRANSPARENCY AND IMPROVEMENT OF SERVICE DELIVERY, BY ANY MEANS AS THE TRUSTEES DETERMINE.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

No operational activities were undertaken during the year.

The trustees have had regard to the Charity Commission's guidance on public benefit. In light of that guidance, and of the charity's financial and practical position, the trustees concluded that continuing the planned activities was no longer viable.

Work in the year has been limited to the orderly winding up of the charity.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

N/A

Summary of the main achievements of the charity during the year

This year the charity has not carried out operational or fundraising activities. After the trustees concluded that the organisation could not continue, attention has been on bringing it to a careful close. Completing accounts, records and the remaining paperwork has taken longer than we wished. The delay has been about finishing those steps properly, not about continuing the charity's work.

SEND Unlocked was created because families in this position are so often left to find their own way through education, health and social care. That was not an abstract purpose. It came from lived experience of how long, exhausting and uneven that path can be, and from a determination that other families should not have to face it without clearer information and practical support. The charity's objects were to relieve the needs of people with special educational needs and disabilities, and of their carers and families; to help them reach education, social care, health and other services; and to promote more transparent, more usable support across the sector.

What we wanted to build was simple to describe and extremely hard to deliver: a free central point of access, relevant to a family's own circumstances and area, with tools to navigate process, routes to other organisations, space to learn from people in the same position, and a way of making the system itself more visible. We believed that if the information and the pathways could be brought together, families would be less isolated and more able to obtain the help already supposed to exist.

What we found is that the battle families face is not a single process that a small organisation can tidy up. It is local, legal, clinical and administrative at once. It changes from place to place and from child to child. To do that work properly at national scale would have required substantial investment, a serious fundraising operation, and research and local knowledge across the country. We did not have that, and we could not honestly pretend that goodwill and a small team would be a substitute.

There is a further reality that affected this charity as it affects many others. A large part of the money, time and energy in a small charitable model is absorbed by the cost of existing as a charity at all: reporting, compliance, and the rising cost of employing or administering even a modest operation. Those requirements have a purpose, but they are heavy. For an organisation whose whole point was to get support to families, that overhead became decisive. Continuing would have meant spending scarce capacity on keeping the structure alive rather than on the people the structure was meant to serve. That was not a responsible course.

So the charity must close. That decision still sits heavily. The need has not gone away, and neither has the original hope of making this path less brutal for families.

What will not be wasted is what was learned. The charity will not carry that work forward. Separately from SEND Unlocked, and not as an activity of the charity, the founder is continuing in a personal capacity to design a different kind of tool, using developments in artificial intelligence that did not exist in the same way when this organisation began. That work is unpaid, independent, and outside the charity's remaining formal process. It is recorded here only so that the ending of this organisation is not mistaken for the ending of the purpose. The charity's life is over. The aim - practical help for families still fighting their way through this system - is not. The trustees' remaining task is to complete the wind-up with care and to close the charity in an orderly way.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity is being wound up and no longer holds reserves against future operations. Any remaining funds will be used to meet outstanding liabilities and then applied in accordance with the CIO constitution on dissolution.

Details of any funds materially in deficit

Unrestricted funds in deficit by £11,861 at 31 October 2025.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Looking Ahead:

Over the next few months, our focus will be on diligently processing all required documentation and administrative tasks necessary for the closure of the organisation. This includes handling legal filings, settling financial accounts, and ensuring all procedural steps are meticulously followed to officially wind down operations.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Malcolm Jones

Position (eg Secretary, Chair, etc)

Chair

Date

31 August 2026

SEND Unlocked

Statement of Financial Activities

Year ended 31st October 2025

		2025		2024	
	Note	Unrestricted funds £	Restricted funds £	Unrestricted Total funds £	Restricted Total funds £
Income and endowments					
Donations and legacies	4	0		700	
Total income					
Expenditure					
Charitable activities	5	0		435	
Total expenditure		0		435	
Net (expenditure)/income and net movement in funds		0		265	
Reconciliation of funds					
Total funds brought forward		(11,861)		28	
Total funds carried forward		(11,861)		293	

The statement of financial activities includes all gains and losses recognised in the year. The charity ceased operational activity during the prior period and is being wound up. These figures do not represent continuing operations.

The notes on pages 3 to 8 form part of these financial statements.

SEND Unlocked

Balance Sheet

As at 31st October 2025

	Note	2025	2024
		funds £	Total funds £
Current assets			
Debtors	9	0	0
Cash at bank and in hand		293	293
		<u>293</u>	<u>293</u>
Creditors: Amounts falling due within one year	10	<u>(12,154)</u>	<u>(12,154)</u>
Net current assets		(11,861)	(11,861)
Total assets less current liabilities		<u>(11,861)</u>	<u>(11,861)</u>
Net assets		<u>(11,861)</u>	<u>(11,861)</u>
Funds of the charity			
Unrestricted funds		<u>(11,861)</u>	<u>(11,861)</u>
Total charity funds	12	<u>(11,861)</u>	<u>(11,861)</u>

These financial statements were approved by the board of trustees and authorised for issue on....31/08/2026, and are signed on behalf of the board by:

The notes on pages 3 to 8 form part of these financial statements.



Mr M Jones (Chair)
Trustee

SEND Unlocked

Notes to financial statements

Year ended 31st October 2025

1. General information

The charity is a Charitable Incorporated Organisation (CIO). The address of the principal office is 26 Albert Street, Holt, Norfolk, NR25 6HY.

2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

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 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 issued 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.

3. Accounting policies Basis of preparation

The financial statements have been prepared on a break-up basis under the historical cost convention, as the charity is being wound up.

The financial statements are prepared in sterling, which is the functional currency of the entity, and rounded to the nearest £.

The financial statements cover the period 1 November 2024 to 31 October 2025. Comparatives: 1 November 2023 to 31 October 2024.

Going concern

The trustees have concluded that the charity is no longer a going concern and must close. At 31 October 2025 liabilities exceeded cash. After the year end, remaining creditors have been or are being settled by write-off or by the founder personally.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

SEND Unlocked

Notes to financial statements *(continued)*

Year ended 31st October 2025

3. Accounting policies *(continued)*

Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income received by way of donations, legacies, grants and gifts is included in full in the Statement of Financial Activities when receivable.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Debtors and creditors receivable or payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Cash at bank

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less.

SEND Unlocked

Notes to financial statements *(continued)*

Year ended 31st October 2025

3. Accounting policies *(continued)*

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Donations			
Donations	-		-
Donated services	-		-
Gift aid	-		-
Gifts			
Gifts	-	-	-
Grants			
Grants	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>
	Unrestricted Funds £	Restricted Fund £	Total Funds 2024 £
Donations			
Donations	700		700
Donated services	0		0
Gift aid	0		0
Gifts			
Gifts			
Grants			
Grants			
	<u>700</u>	<u>-</u>	<u>700</u>
	<u>700</u>	<u>-</u>	<u>700</u>

SEND Unlocked

Notes to financial statements *(continued)*

Year ended 31st October 2025

5. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Wages and salaries			
Computer costs			
Telephone and broadband			
Payroll charges			
Travel and subsistence			
Advertising and promotion			
Printing, postage and stationery			
IT development fees			
PayPal charges			
Sundry expenses			
Governance costs			
	<u>0</u>	<u></u>	<u>0</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Wages and salaries	60		60
Computer costs	137		137
Telephone and broadband			
Payroll charges	-		-
Travel and subsistence			
Advertising and promotion			
Printing, postage and stationery	138		138
IT development fees			
PayPal charges			
Sundry expenses			
Governance costs	99		99
	<u>435</u>	<u></u>	<u>435</u>

Analysis of governance costs

	Total Funds 2025 £	Total Funds 2024 £
Independent examination	<u>0</u>	<u>0</u>

6. Independent examination fees

	2025 £	2024 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>0</u>	<u>0</u>

SEND Unlocked

Notes to financial statements *(continued)*

Year ended 31st October 2025

7. Staff Costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2025 £	2024 £
Wages and salaries	0	0
Social security costs	0	0
Employer contributions to pension plans	0	0
	<u>0</u>	<u>0</u>

The average head count of employees during the year was 0 (2024 : Nil)

No employee received employee benefits of more than £60,000 during the year (2024 : Nil)

Key Management Personnel

The total amount paid to key management personnel in the year amounted to £0

8. Trustee remuneration and expenses

No trustee has received remuneration or expenses during the period.

9. Debtors

	2025 £	2024 £
Prepayments and accrued income	<u>0</u>	<u>0</u>

10. Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade Creditors	9101	9101
Accruals and deferred income	0	0
Social security and other taxes	3,053	3,053
	<u>12,154</u>	<u>12,154</u>

11. Pensions and other post retirements benefits

Defined contributions plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £0 (2024 : £Nil)

SEND Unlocked

Notes to financial statements *(continued)*

Year ended 31st October 2025

12.

Analysis of charitable funds

Unrestricted funds					
	At 1 November 2024 (11,861)	Income 0	Expenditure 0	Transfers -	At 31 October 2025 (11,861)
General Funds					
	At 1 November 2023 28	Income 700	Expenditure 435	Transfers -	At 31 October 2024 293
General Funds					
Restricted Funds					
	At 1 November 2024 -	Income -	Expenditure -	Transfers -	At 31 October 2025 -

Opening funds at 1 November 2024 have been restated to include creditors of £12,154 already owed at 31 October 2024.

13. **Analysis of net assets between funds**

	Unrestricted Funds	Total Funds 2025 £
Current assets	293	293
Creditors less than 1 year	(12,154)	(12,154)
	<u>(11,861)</u>	<u>(11,861)</u>
	Unrestricted Funds	Total Funds 2024 £
Current assets	£ 293	£ 293
Creditors less than 1 year	(12,154)	(12,154)
	<u>(11,861)</u>	<u>(11,861)</u>

14. **Related Parties**

No trustee received remuneration. After 31 October 2025 the founder personally settled, or arranged write-off of, charity creditors outstanding at the year end. Those settlements are events after the reporting date and are not included in these figures.