



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: Period start date 01.05 2022
To: Period end date 30.04.2023

Charity name: Sapphire Partnership

Charity registration number: 1198889

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To promote social inclusion for the public benefit among people with additional needs (<i>*see definition below</i>) between the age of 18 to 35 who are socially excluded from society or parts of society as a result of their additional needs by:</p> <ul style="list-style-type: none">• Encouraging independence and building social skills and self-development• Facilitating a safe forum for family members of young adults with additional needs to use their personal experiences to share and offer opportunities to learn and develop.• Promoting a holistic approach to support young adults with additional needs and their families <p>*Definition: "Additional Needs" relates to any young adult with developmental, physical, learning, behavioural or sensory challenges who can have their needs easily met as they work towards their independence.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The service on offer at Sapphire Partnership provides support to young adults aged 18-35 with additional needs within the Greater Manchester area, giving priority to those living in the Bolton borough.</p> <p>Sapphire provides an 'adult' environment for young people who really want to develop or increase their confidence and</p>

		<p>ability to live independently. We enable them to take responsibility for their own lives, recognise the choices they can make, support the decisions they choose, build resilience, incorporate healthy lifestyle choices, and increase their emotional intelligence by introducing mindfulness strategies.</p> <p>By providing an environment where they feel a sense of belonging and by creating an atmosphere where they can talk and feel they are listened to has reduced some of the anxiety and isolation they feel. By applying a consistent approach, we provide routine and clear structure to the day. Attending Sapphire has provided them with routine, familiarity, security, and friendships. We provide the following activities to facilitate a range of interventions:-</p> <p>Taster sessions in various life skills activities e.g., cooking, cleaning, washing and the importance of personal hygiene. Community based activities such as a shopping to buy food, clothes, paying bills, accessing local dentist, doctors, and leisure facilities.</p> <p>Creative and experiential activity sessions to develop teamwork, problem solving, decision making, confidence and communication skills.</p> <p>Discreet time to ensure the individuals using the service can reflect on their personal progress or identify future needs. Participate in events that support their understanding of fundraising, enabling them to plan, make decisions and develop organisational skills.</p> <p>Take part in community-based activities including volunteering, to foster their independence and value the contribution they can make to local communities and the wider society.</p> <p>Take part in a range of visits to experience various environments, cultures and meet new people, thereby increase the development of their life skills, personal initiative, and confidence.</p> <p>We also promote the opportunity for parents to come together to support each other</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have regard to the Charity Commission guidance and are clear that Sapphire Partnership is beneficial to a sufficiently wide section of the public and is not run for any particular personal benefit or gain. The trustees confirm they refer to the direction contained in the general guidance</p>

		on Public Benefit when reviewing the charity's aims and objectives. They are mindful of the core purposes of the charity, which is reflected in all of the decision-making processes, policies, practices, and procedures undertaken by Sapphire Partnership. These processes are reviewed annually.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable Sapphire Partnership does not make any grants
Policy on social investment including program related investment	Para 1.38	Not applicable Sapphire Partnership does not make any social investments
Contribution made by volunteers	Para 1.38	Sapphire Partnership recognises that volunteers can play a vital role within our organisation and that their contribution supports the delivery of the services. They are encouraged to share their views and they have the opportunity to voice their opinions on their experience of volunteering with us. We recognise and value their feedback and ensure that their contributions are fed into the continued development of the organisation. We have ensured that there are good working relationships between paid staff and all volunteers, and that the volunteers are well supported. They receive a full induction and undertake minimum essential core training as part of the job role .More specific development training opportunities are identified through supervision and as part of the performance management framework All volunteers are bound by the same requirements for Data privacy and confidentiality as the paid staff at Sapphire Partnership. Volunteers have a named supervisor as a point of contact who provides the on-the-job training and support. We have provided a clear pathway for volunteers to move into paid employment when they feel ready to make that progression.
Other		Not applicable

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During our initial year of operating as a as a CIO we have:</p> <ul style="list-style-type: none"> - continued to build up the number of young adults who benefit from attending the service. - strengthened the governance by recruiting new trustees to the board - adopted the seven principles within the Charity Code of Practice for effective Governance - introduced a performance management framework linked to the business plan with specific targets set against job roles - Introduced a new structure that provides greater accountability and line management processes - established excellent relationships with partner agencies including statutory providers, the voluntary and community and local businesses. - maximised the potential benefit that these relationships can have on the positive outcomes for the young adults we support making sure we remain focused on our vision. - introduced an impact measuring tool that provides us with baseline information for each individual young adult and gives a set of personalised measures that can be developed overtime.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>The main achievements for this year are</p> <ul style="list-style-type: none"> 34 young people have attended the programme 1 young adult has moved into part time employment 4 young adults have secured volunteer placements 2 volunteers have part time permanent contracts with Sapphire Partnership
Performance of fundraising activities against objectives set	Para 1.41	<p>We continually seek to secure additional funds via bidding for external grants, and we have increased the external income for the charity. The total funding raised this year is £31,627</p> <p>To enhance the awareness of community involvement we encourage the young adults to identify fundraising ideas so they can contribute to the overall effectiveness of the charity and develop a range of skills associated with these activities. We are</p>

		<p>presently fundraising to be able to raise funds to put towards the cost of a minibus. Over the year we have taken part in the following activities.</p> <p>Danceathon, sponsored cycle, sponsored walk and taking part in the Easy fundraiser scheme.</p> <p>Total raised = £2875.51</p> <p>This amount of additional funding raised by the young adults/family and friends is an achievement, particularly at a time when these families are facing unprecedented challenges with the cost-of-living crisis and emerging from the Covid pandemic.</p>
Investment performance against objectives	Para 1.41	Sapphire Partnership does not make any investments.
Other		Not applicable

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The trustees are presented with the financial position at every meeting and the chair of trustees has overall oversight of the budget. They meet regularly with the CEO to provide strategic direction, scrutiny, and quality assurance for the budget and spend against budget. Sapphire Partnership is continuing to show growth and has remained affordable for the young adults to be able to attend a provision that is continuing to develop the independent life skills needed to make the transition into adulthood.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	During this initial delivery as a CIO Sapphire Partnership has managed to build up enough reserve funds to cover a full month core expenditure cost. Our target is to increase this to be in a position to mitigate a 2-month potential financial risk period.
Amount of reserves held	Para 1.22	Total reserves in bank account stands at £23,077.60 N.B. This figure includes the donation and fundraising figure of £2875.51
Reasons for holding zero reserves	Para 1.22	Not Applicable
Details of fund materially in deficit	Para 1.24	Not Applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not Applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income from daily costs to the individual which is usually funded through their Personal Budget or Direct payment agreed through a social care assessment = £141,100.00 Donations and Fundraising = £2875.51 Grants awarded = £31,627.00
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not Applicable
A description of the principal risks facing the charity	Para 1.46	The charity has developed a robust risk register of potential challenges that could negatively impact on the charity. It addresses what we have already in place

		to mitigate the risks and identifies opportunities to control the risks. There are clear roles of responsibility, and the register is monitored by the board of trustees.
Other		Not applicable

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Memorandum and Articles of association
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	We have used our social media platforms to promote the opportunity to be part of the Sapphire Partnership Board of Trustees and invited individuals who associate with our vision to apply. individuals are invited in to visit and to meet the young adults and staff before they make a formal application Applications are presented to the board for consideration and agreed or rejected based on the suitability of their contribution to the aims and objectives of the charity. An enhanced DBS check is carried out.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have used the information provided by the Charities Commission in the welcome pack for trustees as the basis of an induction pack that explains the Terms of Reference for the role. All trustees are required to have read the Sapphire Partnership Policies and procedures. These are reviewed annually and ratified at quarterly trustee meetings. We are members of the local VCSE organisation who provide relevant training opportunities and regular bulletin updates from the Charities Commission
The charity's organisational structure and any wider network with which the charity works	Para 1.51	To strengthen the accountability and responsibility within the organisation the Board of Trustees recommended that the structure become more streamlined by creating the CEO post. The CEO has been delegated the day-to-day responsibility for the leadership and management of the charity. The main responsibilities of this post are to work closely with the Board of Trustees and the leadership team to develop and strengthen the strategic development of the charity as outlined in the business plan. It also requires the individual to establish and maintain appropriate partnerships with other relevant agencies within the statutory, voluntary and business sectors, to ensure a co-ordinated holistic approach to the delivery of services delivered at Sapphire Partnership.

		<p>The 2 posts reporting to the CEO are the Admin and Finance Officer and the Programme Manager.</p> <p>Support Mentors, specialists, and Volunteers report to the Programme Manager.</p> <p>All posts are aligned to a Performance Management framework. The benchmark for salaries was agreed and is aligned with similar sized organisations. Future pay awards will be linked to targets set at annual Performance Management reviews.</p> <p>As a CIO, this process is open to scrutiny and accountability by the effective oversight of the Board of Trustees through regular meetings and onsite visits.</p>
Relationship with any related parties	Para 1.51	Not applicable
Other		Not applicable

Reference and Administrative details

Charity name	Sapphire Partnership
Other name the charity uses	
Registered charity number	1198889
Charity's principal address	St George's House, 2, St George's Road Bolton BL1 2DD

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	Paul Hodgkinson	Chair	Whole year	
2	Lynda Williams	Vice Chair	Whole year	
3	Charlotte Woodcock		Whole Year	
4	Gareth Oliver		15.03.2023	
5	Lynsay Gemmell		15.03.2023	
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
Sapphire partnership does not have any Directors		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Sapphire Partnership does not have any property		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Not applicable		

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

Other optional information


Not applicable

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Paul Hodgkinson

Position (eg Secretary,
Chair, etc)

Chair

Date

14th September 2023



Receipts and payments accounts

CC16a

For the period
from

01.05.2022

To

30.04.23

Section A Receipts and payments

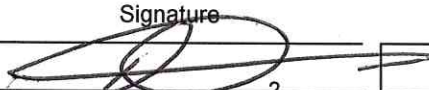
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Daily service charge	141,100.00	-	-	141,100.00	-
Donations/Fundraising	2,875.51	-	-	2,875.51	-
Grants	975.00	30,652.00	-	31,627.00	-
Unapplied Cash Payment	975.00	-	-	975.00	-
Uncategorised Income	1.01	-	-	1.01	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	145,926.52	30,652.00	-	176,578.52	-
A2 Asset and investment sales, (see table).					
n/a	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	145,926.52	30,652.00	-	176,578.52	-
A3 Payments					
Accountancy Fees	723.60	-	-	723.60	-
Activity Specialists	23.50	5,531.93	-	5,555.43	-
Community Activities	223.62	-	-	223.62	-
Enrichment Activities	1,605.85	3,792.79	-	5,398.64	-
Equipment Expensed	901.15	591.95	-	1,493.10	-
Hygiene/personal care	14.80	-	-	14.80	-
HMRC	3,648.80	-	-	3,648.80	-
Insurance	727.70	-	-	727.70	-
Kitchen Supplies	264.69	-	-	264.69	-
Marketing	530.52	173.10	-	703.62	-
Payroll	89,298.42	-	-	89,298.42	-
Pension Contributions	656.30	-	-	656.30	-
Postage	23.39	-	-	23.39	-
Printing	634.78	-	-	634.78	-
Rent & Service Charge	19,803.96	-	-	19,803.96	-
Repairs & Maintenance	212.88	-	-	212.88	-
Resources	529.40	681.07	-	1,210.47	-
Salaries & Wages	3,505.97	451.55	-	3,957.52	-
Software & IT	1,038.65	-	-	1,038.65	-
Staff training & welfare	724.14	-	-	724.14	-
Stationery	247.87	-	-	247.87	-
Sundry expenses	298.56	-	-	298.56	-
Telephone, Mobile & Internet	929.14	-	-	929.14	-
Travel & subsistence	742.48	-	-	742.48	-
	-	-	-	-	-
Sub total	127,310.17	11,222.39	-	138,532.56	-
A4 Asset and investment purchases. (see table)					
n/a	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	127,310.17	11,222.39	-	138,532.56	-
Net of receipts/(payments)	18,616.35	19,429.61	-	38,045.96	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,461.25	6,252.09	-	10,713.34	-
Cash funds this year end	23,077.60	25,681.70	-	48,759.30	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account 1 (Reserves & Fundraising)	14,386.32		-
	Bank Account 2	8,619.08	25,681.70	-
	Petty Cash	72.20		-
	Total cash funds (agree balances with receipts and payments account(s))	23,077.60	25,681.70	-
		OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	n/a	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	n/a		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Laptop x3		1,498.99	1,424.00
	Dining room table & chairs		2,156.97	2,049.00
	Fridge		100.00	95.00
	Freezer		130.00	130.00
	Oven		258.36	245.00
	Microwave		80.00	76.00
	Storage Cupboard		130.00	123.00
	Television		300.00	285.00
	Game console		299.00	299.00
	Washing Machine		165.00	157.00
	Dryer		187.00	178.00
	Wheelchair		332.00	332.00
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	HMRC		1,330	
	Nest Pensions		135	
	Independent Examination Fee		450	
			-	

Signed by one or two trustees on behalf of all the trustees

CCXX R2 accounts (SS)

Signature	Print Name	Date of approval
	Paul Hodgkinson	04/09/2023

Independent examiner's report to the trustees of Sapphire Partnership ('the Charity')

I report to the Trustees on my examination of the accounts of the Charity for the year ended 30 April 2023.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Act; or
2. The accounts do not accord with those records.

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.

Teresa Fennell

Teresa Fennell, ACMA

It Doesn't Have to Cost the Earth Ltd

47 St Dunstons Close, Worcester, WR5 2AJ

Date: 14th September 2023