

GUIDEPOSTS TRUST LIMITED

England & Wales · Charity number 272619

Details

Status Registered

Legal form Charitable company

Company number [01282361](#)

Registered 1977-01-12

Register [View on the Charity Commission register](#)

Contact

Address Guideposts Trust
Unit E
Two Rivers Industrial Estate
Station Lane
Witney
OX28 4BH

Phone 01993893560

Email info@guideposts.org.uk

Website www.guideposts.org.uk

Activities

Objects: TO PROMOTE THE WELFARE OF THOSE PERSONS WHO ARE SICK AND/OR WITH MENTAL HEALTH AND/OR LEARNING DIFFICULTIES, INCLUDING THE ELDERLY, ENCOURAGING THE RAISING OF STANDARDS OF CARE AND GROWTH OF RESOURCES TO ENABLE THESE STANDARDS OF CARE TO BE MET AND MAINTAINED. (FOR FURTHER DETAILS SEE MEMORANDUM OF ASSOCIATION).

Activities: Guideposts services are provided in England, mainly in Oxfordshire, Hertfordshire and Gloucestershire, and focus on improving the health and wellbeing of people with learning disabilities and autism, mental health challenges, children and young people, older people including those with dementia and their carers. Delivered via local hubs, community outreach, online and telephone.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups

Geography

- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£2,888,052	£2,677,306	£2,677,505	85
2024-03-31	£2,449,938	£2,332,051	£2,083,199	88
2023-03-31	£2,490,644	£2,190,136	£1,965,312	86
2022-03-31	£1,903,452	£1,925,329	£1,578,803	73
2021-03-31	£1,760,302	£2,143,147	£1,411,841	71

Trustees

Name	Role	Appointed
Rosemary Diana Billingham	Chair	2017-02-15
Alexander James Curtis		2018-08-08
Andrew Paul Morris		2025-01-01
Deborah Barbara Cohen		2020-11-25
James Robert Bradshaw		2018-11-20
Jane Caroline Pritchard		2025-05-01
Mariam Ahmed		2021-03-24
Melissa Jane Noton		2022-09-02

GUIDEPOSTS TRUST LIMITED

England & Wales - Charity number 272619

Accounts



Guideposts Trust Limited

Company Number: 01282361

Charity Number: 272619

Accounts

for the year ended

31st March 2025

Wenn Townsend

Chartered Accountants

Oxford



Guideposts Trust Limited

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Guideposts Trust Limited

Reference and Administrative Information

31st March 2025

Charity number	272619
Company number	01282361
Address	Unit E Two Rivers Industrial Estate Station Lane Witney Oxon OX28 4BH
Bankers	HSBC Bank plc Witney Branch 24 Market Square Witney Oxfordshire OX28 6BG
Auditors	Wenn Townsend Chartered Accountants 30 St Giles' Oxford OX1 3LE
Company Secretary	Nicole Rolston (resigned 08/05/2024)
Directors/Trustees	Diana Billingham James Bradshaw Alex Curtis Jane Pritchard (appointed 05/05/2025) Andrew Morris (appointed 01/01/2025) Deborah Cohen Mariam Ahmed Melissa Noton
Senior Management Team	Kathryn Courtenay-Evans (Chief Executive Officer) Hala Daraz (Head of Finance) Marie-Eva James (Fundraising and Development Lead) Karen Patio (Head of People and Wellbeing) Audrey Irons (Head of Services)

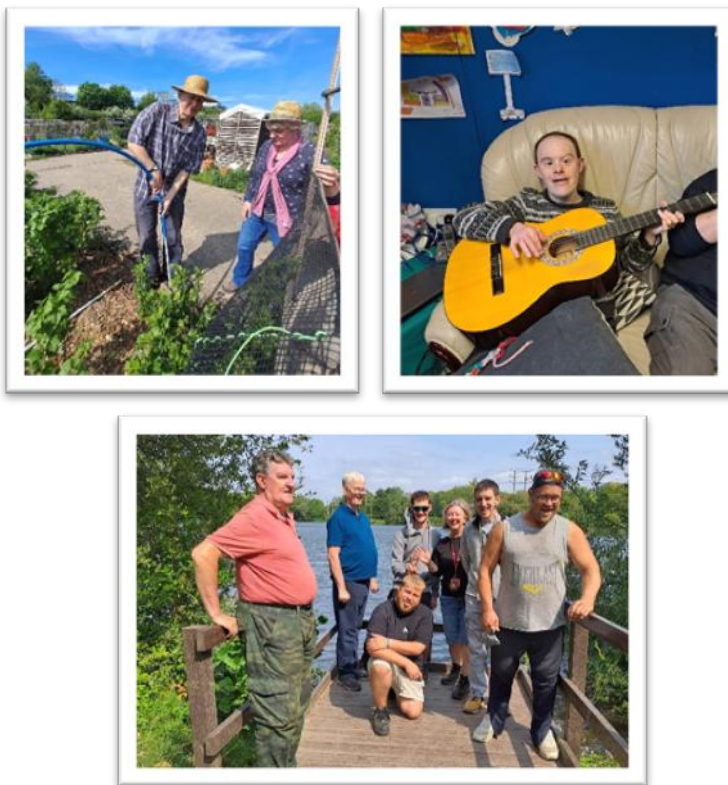


Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2025

Introduction

Guideposts Trust ('Guideposts') is a UK based charity working with people in local communities for over 50 years to help them access the support, opportunities and skills they need to overcome social inequalities, improve their wellbeing and change their lives.



"At Guideposts Trust, we support people with enduring mental health conditions, learning disabilities, and dementia to overcome social barriers and inequalities to lead a more independent, fulfilling life. Sadly, we know that the people we support all too often fall between the cracks; their needs are not seen as so critical to qualify for support from health or social services, and yet, without this, they can fall into crisis. Accessibility, stigma, anxiety, care requirements, and finances heighten this and make many aspects of 'normal' life inaccessible to the people we support. For more than fifty years, we have been working hard to support our community to overcome these obstacles. Over that time, we have adapted and evolved to both the needs of our beneficiaries and changes in society, but our ethos has stayed the same – to help those in need make sense of their situation, maintain their independence, achieve their aspirations, and develop connections to avoid isolation. Now, it's time for us as a charity to look ahead to the future, taking Guideposts Trust to the next level and delivering the absolute maximum impact for the people that we support."



*Kathryn Courtenay-Evans,
Chief Executive Officer*



Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2025

An overview of our history and heritage

In 1965, Raymond Cripps, a journalist and publisher in Witney, Oxfordshire, introduced the UK to Guideposts, a US magazine. Partnering with local printer Cliff Upex, the magazine quickly gained a strong readership and highlighted a pressing need: community housing and care for people unnecessarily confined to psychiatric hospitals, and hospitals for those with learning disabilities. Cliff found that hundreds of people could be discharged if suitable accommodations existed. Despite the 1959 Care Act advocating care in the community, no support provisions were in place in the UK at the time. To address this, Guideposts Trust was formed in 1972. The charity believed that those who had spent much of their lives in hospitals needed training to adjust to living independently. Once training and appropriate accommodation were secured, volunteers were recruited to provide ongoing support and friendship, enabling many to transition safely into community life. In response to a decision made by the Housing Corporation to separate the Trust's charitable work from its housing association, Guideposts established community hubs to provide support to those in need. The first hub, launched in 1992, supported individuals with complex mental health issues. A second hub opened in 1993 for people with learning disabilities. These hubs are still in existence today, offering support services tailored to local needs, and maintaining the charity's core mission. Beyond mental health and learning disabilities specifically, Guideposts also recognised the need for improved dementia care and launched the ground-breaking Teaching Nursing Home. This facility, developed after a successful appeal, featured a 30-bedroom home designed to be a National Centre of Excellence. It conducted research into care practices and provided specialised training for doctors, nurses, and care staff on dementia. The associated Care Research Centre developed a replicable care model, funded by the Department of Health, leading to the creation of the Guideposts Dementia Care Development Pack – the first ever comprehensive audit, training, and consultancy tool for care providers in the country. Today, we build on our extensive expertise and heritage in supporting those with dementia, learning difficulties and longstanding mental health challenges through activities such as community support groups and clubs for carers and those that they care for, and specialised projects like the Forest School for children with disabilities and special educational needs, promoting outdoor activities and interaction with nature. As we look ahead to the next 50 years and what it could hold for our charity, we remain committed to the belief that no one in society should be left behind, regardless of their needs.

Our Impact

We have circa 90 staff working across 20+ locations. These employees deliver 360 sessions a month for the community that we serve, reaching 1000+ people through 10,900+ hours of support per month. This is only the beginning of what we hope to achieve.

We run a range of services that are focused on helping people to achieve their potential regardless of their circumstances. We connect people together so that they can experience the joy that comes from friendship, activity, learning, purpose and occupation. We love what we do, and we love seeing people flourish.

Many of the people we support come from the most disadvantaged groups in our society, including children and adults with additional needs and disabilities, people with mental health problems, older people with dementia and other neuro-degenerative conditions, and the families or carers of all these groups. We believe that all people should be equally valued and have an equal chance to live the best life possible, that is why we do what we do.

Together we are the Guideposts community, helping each other to achieve better wellbeing.



Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2025

Our **mission** is to provide services that enable people living with mental health challenges, learning disabilities or dementia to live a happy, connected and emotionally fulfilling life, ensuring that no one is left behind. We seek to achieve excellence in our work and lead the way in the research and delivery of best practice here.

In terms of our **impact**, we have 95 staff working across 12 locations. These employees deliver 200 sessions a month for the community that we serve, reaching 840 people through 8,500 hours of support per month. This is only the beginning of what we hope to achieve.

Our **vision** for the future is to help build a society where everyone has an equal chance to live the best life possible, regardless of their circumstances and the challenges that they might have across mental health, learning difficulties or dementia. We want to banish stigma across these areas and democratise access to support and services for those who are in need.

Our work – now and in the future:

The charitable funding we receive helps us to run crucial services, such as:

CONNECT Groups: - Friendships groups and specialist sessions

CONNECT Groups:

We run local group sessions which help people connect with their communities. These sessions bring people together into a fun and friendly environment that leaves them feeling supported, part of their community and less isolated.

Now: We run local group sessions which help people connect with their communities, in addition to a rapidly growing number of online sessions. These sessions bring people together into a fun and friendly environment that leaves them feeling supported, part of their community and less isolated.

Future: With additional funding, we will expand these hubs into other parts of the country and create educational centres to develop citizens for their life in the community.



Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2025

Guideposts Hubs - Activity Day opportunities for those with additional needs.

Guideposts Hubs:

Our Hubs work with people with complex needs on a weekly basis, over a long time period. We currently operate 6 different hubs focused on supporting those with learning disabilities, mental health problems and dementia.

Now: These Hubs work with people with complex needs on a weekly basis, over a long time period. We currently operate 6 different hubs focused on supporting those with learning disabilities, mental health problems and dementia.

Future: By securing further finances, we will create a CONNECT offering in every village and town in the countries that we serve.

1:1 and Coaching:

Our 1:1 befriending and coaching services support people at home and over the phone with complex emotional needs and isolation.

Guideposts Complex Needs service – tele-mental health service, providing coaching for people with complex needs. Our 1:1 befriending and coaching services support people at home and over the phone with complex emotional needs and isolation.

Now - We support 100 people with enduring mental ill health in Gloucestershire and over 200 in Hertfordshire. Our complex needs services are phone-based support for people with complex mental ill health. Our trained coaches help them to keep well – reduce incidents of crisis and accelerate recovery. Running this service takes pressure off the NHS and holds people safely in the community.



Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2025

Future - By growing our donor income and commissioning and private networks, we will expand into more adjacent NHS areas, and offer a coaching service across England NHS areas.

Our values At Guideposts Trust, we are...

People-centred: We care passionately about our community and put people at the heart of everything we do.
Inclusive: We believe everyone should have an equal chance to live the best life possible, regardless of their circumstances.

Collaborative: We work in partnership with others to achieve shared goals and maximum impact.
Innovative: We are nimble, embrace change and seek new ways to improve our services to meet the needs of our beneficiaries.

Accountable: We are transparent and responsible for our actions and decisions, always striving to deliver high-quality services that make a difference.

We have been serving our communities for over fifty years, and in that time, we have adapted to the needs of our communities and the changes in our society. Some of our services are paid for from local authorities, but many of the programmes we run are funded from grants or donations from the public.

As a Charity we rely on these donations to keep helping people. We really appreciate every donation made and ensure that it is spent very wisely to provide our community with the help they need.

We are working towards a future where our whole community has an equal chance to find acceptance, a sense of belonging, positive relationships, meaningful occupation, good education, enriching work and a safe home, but until that happens, we are there to help.

What our users say:



“ I wasn't going out and meeting people before joining Friendship 4 All. I am so much more confident when out and about now. I do more things on my own. ”
 (Friendship4 All member, 2025)

99%

User satisfaction in 24/25



“ I enjoy being busy, meeting new people, learning new things. I always laugh here and feel happy. [I have] So many friends now. And everyone is really lovely here and have a kind heart. ”
 (Hub member, 2025)

98%

User satisfaction in 24/25





Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2025

The Trustees are pleased to present their report with the audited accounts for the year to 31st March 2025.

1 Reference and Administrative Detail

Guideposts Trust Limited is a registered charity and company limited by guarantee incorporated in England and Wales.

The Trustees who served during the year and up to the date of signing are listed below:

- Diana Billingham
- Melissa Noton
- James Bradshaw
- Deborah Cohen
- Mariam Ahmed
- Alex Curtis
- Andy Morris
- Jane Pritchard

The company's Articles of Association require the Trustees to retire by rotation after a three-year term. Kathryn Courtenay-Evans, CEO, has been delegated responsibility for the day-to-day management of The Trust.

2 Structure, Governance and Management

Guideposts Trust is constituted under its Memorandum and Articles of Association dated 19 October 1976. The Articles of Association provide that Guideposts Trust may have up to 25 Trustees. At 31 March 2025, there were eight members of the board.

No member of the Board of Trustees has received any remuneration in respect of his or her services to the Trust except for reimbursement of expenses incurred in providing such services.

During 2024/25 the board met 9 times, in person and online including interim meetings and the AGM.

A number of sub-committees of the board have been reviewed to strengthen the overall governance of the charity. At least two members of the board sit on each sub-committee. The sub-committees meet as follows: Finance and Remuneration – at least twice per year; Safeguarding on an as need basis and a quarterly review, Strategy by service – on a quarterly basis.

Public Benefit

The Trustees have regard of the Charity Commission public benefit guidance. Guideposts Trust demonstrates its public benefit through the provision of community-based services that are operated by its staff. We adopt a collaborative and complementary approach to ensure that vulnerable individuals – often with a range of complex needs and expectations - do not fall through gaps in geographic or specialisation boundaries. We are tackling the causes of loneliness and social isolation, by providing community connectivity, information and advice, group activities, therapies and work-based opportunities.



Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2025

Reserves Policy

The Trustees have set a Minimum Level of unrestricted reserves (defined as unrestricted net current assets plus net realisable value of land and buildings) that will be sufficient to cover the costs of up to 12 months management and administration, statutory redundancy and other winding-up costs in the event of Guideposts ceasing to exist. The Minimum Level is £300,000 to review which was updated at the 2024 AGM.

The Trustees will maintain this Minimum Level at all times and will not take any decision or carry out any development that might impinge upon the Minimum Level without due consideration.

The priority for 2025/26 will be to maintain and monitor liquid reserves, especially in consideration of inflationary cost pressure implications.

Unrestricted net current assets were £2,231,950 (2024: £2,071,695 restated) at the balance sheet date. The Trustees have considered carefully going concern; most particularly meeting short term cash flow needs.

Retained services performed at a surplus of £210,746 in the current year compared to £157,261 (restated) in the prior year.

The charity is continually reviewing its cost base and reducing costs where possible. The support of the charity's bank in renewing existing facilities and to secure a bounce back loan has enabled it to meet all operational liabilities without the need to liquidate or make additional borrowings against fixed assets.

The Trustees feel that it is appropriate to prepare the accounts on a going concern basis.

3 Objectives and Activities

The objects of the Charity are to provide a range of welfare services in the community for people with a learning disability, people with or recovering from mental health problems, for people with dementia and those who care for them.

Our Challenge

People living with disability or long-term conditions (and their loved ones), have the same needs as everyone else but their circumstances often mean they don't not have the chance to meet those emotional, social, spiritual and physical needs. Unfortunately, our clients' complex health conditions can conspire to isolate them and their families from their communities and from the information and support which could change their circumstances. They often fall between the gaps of statutory provision and the limited support that "single-issue" charities can offer. This can place them at risk of isolation and the medical and social effects of loneliness. Guideposts wants to be there for people who need support to achieve their innate human needs and realise their potential. We do this by providing access to support, training and community opportunities.

Our Services

Guideposts' physical services are provided in three counties in England (Oxfordshire, Hertfordshire & Gloucestershire) and focus on improving people's health and wellbeing as follows:



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Trustees' Report for the year ended 31st March 2025

Mental Health services	Learning disabilities and Autism services
• Recovery planning • Therapeutic activities • Emotional wellbeing coaching • Complex emotional needs coaching • Leisure & Friendship • Peer support • Carer support	• Meaningful day activities • Therapeutic activities • Training and skills with a new qualification route via ASDAN • Leisure • Friendship and relationships • Assisted day trips and new experiences
Children and Adolescent Services	Older people and dementia services
• Forest School for children with Special Educational needs, or from troubled family environments linked to a CBT approach • Bushcraft skills for young adults and transition from primary to secondary	• Day activity opportunities • Therapeutic activities • Social opportunities & Friendship • Information and advice
Carers services	
• Help and advice • Short break and respite • Friendship & Peer support opportunities • Community outings and leisure opportunities	

Around 150 volunteers usually support Guideposts' work, and we are grateful to them. Our volunteers would assist with delivering thousands of hours of support across 3 Counties providing support to individuals to participate in our friendship schemes, community opportunities, or the provision of support groups, providing back-office support, or serving on the board of Trustees.

We are also enormously grateful to all those individuals, organisations, groups and Trusts who have given so generously over the year or provided practical support.

STRATEGIC REPORT – the following items form the Strategic Report

4 Achievements and Performance for 2024/25

In 2024/25 we continued to develop our support services for people with mental health, learning disabilities, dementia and their carers'.

- In Hertfordshire, our Community Mental Health Service launched a new platform to support smooth transition for new referrals and facilitate engagement with available services. It also provides a temporary holding space for individuals awaiting access, reducing the risk of disengagement and isolation. Service users, along with carers, support staff, and referring organisations, have praised this initiative as essential for sustaining service users' recovery and reablement, benefitting everyone involved.
- With sustained NHS funding, our Complex Emotional Needs Coaching Service in Gloucestershire has expanded, offering group support alongside 1:1 coaching. Positive feedback remains strong, with 96% of participants feeling supported, listened to, safe, and respected, and equally engaged in the process.
- The year also marked the development of our learning disabilities support with the rollout of Guideposts Academy in Gloucestershire. This innovative modular training programme offers adults with learning disabilities and mental health challenges access to skills development, which in time will culminate in ASDAN GCSE-equivalent certificates, a significant addition to our day service provision.
- Our Forest School Service piloted a new CBT-informed initiative in North Oxfordshire, focusing on building children's social and emotional resilience. The programme has shown excellent early results; enhancing children's emotional well-being and equipping them with life skills to thrive.



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Trustees' Report for the year ended 31st March 2025

- Our dementia-friendly support groups continued to expand, with a 30% increase in attendance at our Connect groups across Gloucestershire and Oxfordshire. Since July 24, a new outreach strategy has strengthened collaboration with health, social care and community partners including churches. This work directly supported the relocation of one of our clubs in Gloucestershire, resulting in increased attendance and a greater outreach impact.
- The renewal of key contracts last year was essential in sustaining our vital work for people with learning disabilities in Oxfordshire and Hertfordshire. Additionally, securing a place on the Hertfordshire Talking Therapies Framework was a pivotal achievement, enabling the charity to expand its mental health support for people living in Hertfordshire.
- We have continued campaigning to make inspiring experiences possible for disadvantaged people, many of whom may otherwise never access opportunities most take for granted, such as visiting the seaside or attending a play. Through our "Never Seen Never Been" initiative, funds raised in 2024/25 supported a range of outings and trips, including a day at Weston-Super-Mare, a steam railway experience, a trip to Chessington World of Adventures, and evening visits to Christmas lights events. These activities provided memorable experiences for more than 190 members of our services.
- We secured multiple grants including multiple year grants to support of the establishment of our Guideposts Academy in Gloucestershire, the continuation and development of our CONNECT groups provision in Gloucestershire and Oxfordshire, of our Friendship4All provision in Hertfordshire and Oxfordshire and of our Therapeutic Coaching provision for people with complex Emotional needs in Gloucestershire.
- Our work continued deliver positive outcomes, helping people navigate challenges, move away from crisis, and build inclusive, purposeful lives. The 2024/25 Service Users Survey showed that 98% reported improved health and wellbeing; 82% accessed meaningful activities and developed valuable skills with our support; and 86% felt more connected and less isolated.
- The year 2024/25 also marked an exciting milestone for us - our rebrand. It was time for our brand to better reflect the energy, passion, and innovative spirit of the organisation we are today. More modern and aligned with our mission, the new brand strengthens our charity's role as navigators in people's lives, bringing us back to the name 'Guideposts Trust' and the optimism our support inspires.

How we strengthened the Charity:

- We reviewed all our IT hardware and software, stripping out unnecessary costs, bringing in a new telecoms platform and renegotiating our telecom contracts
- We have continued to invest in our staff through the implementation of a career progression framework that recognises experience and seniority. In addition, we have launched a comprehensive Staff Wellbeing Programme to support the health, resilience, and engagement of our workforce.
- We have invested in health and safety software and strengthened the safety of our built environment, progressing through an extensive programme of improvements to safeguard service provision in these areas.
- We have continued to keep expenditure on the property estate to a minimal level. The Charity either owns its premises or has negotiated highly preferential lease rates, and we have maintained the rental of our underused office in Gloucestershire, generating much-needed income.
- We have re-engaged in statutory contract tendering, securing a new contract that will strengthen our financial position in the coming years and expand our reach and profile within the mental health support field.



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Trustees' Report for the year ended 31st March 2025

Challenges

The Charity has remained resilient despite working within a challenging macro-economic environment.

Attracting and retaining staff

Like many charities we struggle to recruit and retain staff in some role due to the nature of the roles, the complex and enduring nature of our users' needs and the level of remuneration. However, the Charity strives to secure enough resources to be able to pay staff a fair wage they can live on, and this is under pressure from restrictions in the public sector funding and changes to the way people donate. We are also looking at their wellbeing and additional benefits to attract and retain.

Cost of Living

Inflationary pressures, rising mortgage rates, cost of basic food and essentials, have affected our staff and the income of those we support. This is particularly challenging in the Oxford area where one of our hubs is located. This has led to some staff leaving for more pay to make ends meet or taking on additional part time work. It has also led to some people we support reducing the number of days they are with us.

Changes to the way people view and support Charities

Our regular donors are getting older and therefore the challenge is how to reach out and make donors of the younger generation. We are actively exploring different approaches to engage supporters and highlight the impact of our work. Our *Never Seen Never Been* campaign which provides disadvantaged people with opportunities to experience activities they may otherwise never access seem to hit a cord with existing and new donors, while our focus on showcasing what our members can achieve through artistic work offers a powerful lens into their creativity and resilience. Together, these initiatives demonstrate the breadth of our efforts, from opening doors to new experiences to celebrating the talents of those we support and help us build stronger connections with donors and partners.

Remuneration of Key Management Personnel

Remuneration of Key Management Personnel is set by the Nomination and Remuneration Committee, consisting of the Chair and two co-opted trustees. Pay levels are benchmarked against sector averages and taking into account the requirements of the role. These are reviewed annually.

5 Financial Review

Guideposts entered the 2024/25 financial year with a healthy cash balance and reported an operating surplus of £210,746 for the year compared to a net cash break-even target. This was due to a combination of favourable revenue from legacy as well as a strong cost control culture.

All our local authority contracts and grants were extended through to the end of the financial year and into the 2025/26 financial year, helping us to continue to fund those services and maintaining income levels. The Learning Disabilities Friendship grant in Hertfordshire has also been extended into the 2025/26 financial year.

The grant from the Gloucestershire NHS transformation fund to develop a mental health complex emotional needs service pilot has been increased and extended into the 2025/26 financial year.

As expected, as services resumed to normal levels our operating costs increased accordingly, with additional inflationary cost pressures being passed on by suppliers, as well as the material increase in the minimum wage rate and national insurance. Our strong financial position at the end of the financial year will enable us to enter the 2025/26 financial year with confidence, with the ability to navigate through tough economic expectations, balance the gap between the inflationary of operating cost and revenue, and to invest in innovation, build our staffing teams, continue to fund developing services and secure new grants.



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Trustees' Report for the year ended 31st March 2025

Our ad hoc and regular donor base remains loyal and supportive, with steady contributions through both regular giving and campaign gifts. We also received healthy legacy receipts of £391,666 (2024 restated: £254,351). Income from individual giving fundraising (net of direct costs) totalled £580,820 (2024: £598,835). Although the average donation continues to increase year on year, our overall donor base continued to steadily decline. To address this, new initiatives have been introduced to engage fresh supporters and attract new donors, particularly through digital marketing and fundraising. The fundraising and development have been trialling new campaign approaches to strengthen our communication with donors and enhance our capacity to grow digitally fundraised income. In parallel, we have developed a wider programme of grant applications, targeting small, medium, and large grant makers, as well as multi-year opportunities to continue sustain our existing services, and lay the foundation for future project and service development. Sustained success in this area is key to our ability to attract and increase grant funding. To complement these efforts, we have implemented a refreshed branding and brand message. This update is designed to modernise our profile, strengthen our visibility, and ensure our communications resonate more effectively with both existing supporters and new audiences. By presenting a clearer, more engaging identity, we aim to reinforce donor confidence and broaden our reach.

Guideposts monitor cash closely and reforecast on a rolling monthly basis and are satisfied that there are sufficient known incoming resources to meet our obligations soon. Additional unknown future impacts of the pressures on the economy, increasing minimum wage levels and inflationary cost pressures on operations remains a risk. Cash flow management remains a critical focus.

Fixed Assets include land, valued at £98,000 and buildings carried at £348,875 at the Balance Sheet date. The buildings were revalued in the 2022/23 year to reflect fair value.

6 Plans for Future Periods

The charity will continue to develop services that meet a wide range of community needs, both in person and online. These services will be accessible throughout the week, including evenings and weekends, ensuring support is available when other provision is not. This commitment is fully in line with the impact statement shared earlier.

It will continue to develop its partnership work with NHS and Council partners to provide support for people when public sector support has run out, become too hard to get, or the pathway of support stops. Guideposts will develop its mental wellbeing services and its sub-clinical expertise to support people when they fall off the public sector conveyor belt and work to prevent them relapsing back into primary or secondary care services.

7 Principal Risks and Uncertainties

Guideposts Risk Management Strategy involves a regular review of the key risks faced by the charity, the establishment of systems and procedures to address those potential risks and mitigate any impact on the charity if they materialise. Guideposts is committed to ensuring that risk in our operations is managed and mitigated by using an integrated risk management system and instigating a proactive culture in managing risk.

Risks that concern the long-term strategic objectives of Guideposts Trust and the actions taken to manage them are as follows:

Financial: the risks to Guideposts financial position, including internal and external factors that may have an effect.

What we do:

- An annual budget is reviewed and approved by Trustees, which forms the basis for financial monitoring for the year.
- Monthly Management Accounts for operational managers are produced and reporting to the board takes place monthly at present with a more formal review at the bi-monthly board and Finance and Risk sub-committee meetings.
- Cash flow and the ability of the charity to meet its monthly obligations is seen as a specific risk at the present time. For that reason, cash flow is checked and updated daily looking ahead in detail on a 90-day



Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2025

rolling basis to identify and mitigate pinch points. Mitigation is carried out by a continual focus on credit control, a rolling programme of fundraising asks, phasing planned expenditure with expected income and cost control.

- An adaptive budgeting process encourages managers to continually look ahead, reviewing activities and the likely financial consequences. Internal financial training and support is delivered by the finance team for our new managers and budget holders.
- This is supported by internal audit processes and an annual external audit.

Growth: the risks to Guideposts' strategy for growth and development.

What we do:

- Research and implement a rolling five-year business development plan to fit in with the strategic direction for the charity as agreed by the management team and Trustees, including budgets which provide income generation targets.
- Regular meetings of the Strategy & Digital and the finance/risk sub-committees to review the growth strategy and development of services.
- Have a purposeful plan to diversify income streams so that Guideposts Trust is not dependent upon a single source of income.
- Implement a Service Delivery Strategy which forms the basis of our service delivery and the management of risk to ensure responsiveness/effectiveness in the development and implementation of projects
- Ensure effective use of staffing and resources to ensure users of our services get the best possible help and support and we deliver value for money.
- Support this by robust internal systems – Quality, Management Information & Financial – to facilitate reporting of outcomes and sound Market Intelligence to enable us to align our activities to stakeholder priorities.

Knowledge management: the risks to knowledge resources, and the production and communication of these.

What we do:

- We have implemented a knowledge management strategy which through organisational learning and enabling the sharing of knowledge will deliver improved individual performance, competitive advantage, innovation, the sharing of lessons learned, integration and continuous improvement.

Succession planning and talent management: the risks to management infrastructure and staffing framework.

What we do:

- We have implemented a Framework which will enable us to recruit, retain and develop the skill and talent needed to take us forward. This is supported by clear processes around recruitment and selection, training and development and performance management.
- Have an organisation-wide approach to the documentation, sharing and dissemination of knowledge to avoid the risk of all intellectual capital being embedded in one person and to allow opportunities for learning.
- At least an annual review of pay rates by the Nomination and Remuneration sub-committee.

Compliance: the risks associated with non-compliance of relevant legislation (for example Health and Safety, data protection, employment practices) and regulation (for example Charities Commission, working towards the Care Quality Commission).

What we do:

- Underpin all aspects of organisational activity through our Quality Management System and work towards external quality accreditations.
- Outcome monitor all activities & ensure all projects both consistently monitor performance and publicise findings to services users, key workers and other professionals and members of the public.
- Take account of the views of users of our Services and other stakeholders via our 'Tell us your views' Policy and annual service user feedback surveys.



Trustees' Report for the year ended 31st March 2025

- Implement a programme of internal audit and actively participate in external monitoring.
- Review and implement recommendations arising.

Fundraising: The risks associated with poor fundraising practice and the consequential effect on the reputation and sustainability of the charity.

What we do:

- The Charity is reliant on income given voluntarily by supporters. Supporters are at the heart of everything that we do and achieve. And, because of this, we strive to give our supporters and the people we help the best experience.
- Guideposts are signed up to the Fundraising Regulators Code of Practice in the UK and it works closely with the Fundraising Regulator and the Institute of Fundraising to help improve sector standards and ensure activity meets the expectations of supporters and the wider public.
- As a charity, talking to the public in person and communicating with existing supporters are both key in engaging people and raising vital funds for our work.
- Guideposts fundraising and marketing activities are undertaken directly by charity staff, and it doesn't use professional fundraisers or involve commercial organisations in any of fundraising work.
- All communication with supporters is conducted in such way to ensure that they and any members of the public willing to support the Charity gives what they can afford, taking particular care to ensure nobody feels under pressure to contribute.
- Supporter's personal details are stored securely. Supporter's communication preferences are recorded in their personal file, and the Charity only communicates with them in ways they have agreed to. All our marketing materials contain clear details of how to unsubscribe to any future communications. When notified (e.g. by family) of a donor receiving a cognitive impairment diagnosis, going into care, or becoming too infirm to respond to us - then we mark their file on our Donor Database as "Do Not Approach".
- The Charity is careful not to contact supporters too often. There is a limit on mailings to 4 per year to all active donors on our database (approx. 6000) and Guideposts are working hard to ensure that supporters feel even more in control of how it communicates to them. Guideposts reminds its audiences of the difference their donations are making to people's lives, all the vital services it provides and the good it does in society.
- Guideposts is constantly working on developing new ways of raising income to continue its life changing work. Although the main reason for doing this is to diversify income, it is also a belief that being more visible in communities will help to raise awareness about Guideposts and the needs of people we support. Local staff and managers regularly organise local engagement and fundraising events in communities where services are delivered.
- Although the information being distributed during events may include donation forms, the Charity never aims to recruit donors face to face on the day, letting people take the information home and decide whether they wish to make a donation. This helps minimise the risk of inadvertent pressure being placed on potentially vulnerable donors.
- A complaints log is maintained and monitored, and the Charity keeps a close eye on the pattern of complaints so improvements to services can be made. Guideposts received no complaints about its fundraising activities this year. As a social care, mental health and disability charity – all staff are highly experienced in working with vulnerable people (e.g., those with learning disability or dementia) and are attuned to the risks.



Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2025

Trustees' responsibilities

The Trustees (who are also directors of Guideposts Trust Limited for the purposes of company law) 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).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. 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 UK Accounting Standards 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 charitable company will continue in operation

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

A resolution to re-appoint Wenn Townsend will be proposed at the forthcoming Annual General Meeting.

Small company exemptions

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 28th November 2025.

Diana Billingham

On behalf of the Trustees of the Trust

Diana Billingham Chair



Guideposts Trust Limited

Independent Auditor's Report to the Members of Guideposts Trust Limited

Opinion

We have audited the financial statements of Guideposts Trust Limited (the 'charitable company') for the year ended 31st March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, (including Financial Reporting Standard 102 applicable in the United Kingdom and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice)).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2025, and of the charitable company's income and expenditure, 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 Companies Act 2006.

Basis for Opinion

We conducted our audit in accordance with International Standards on auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under these standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' report, other than the financial statements and our auditors report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connections with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement of this other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- The strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not detected material misstatements in the strategic report and the directors report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or



Guideposts Trust Limited

Independent Auditor's Report to the Members of Guideposts Trust Limited

- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on page 15, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such in internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing as applicable all matters related to going concern and using the going concern basis of accounting, unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurances about whether the financial statements as whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance around actual and potential litigation and claims.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of these financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditors/responsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

A Rodzynski

Andrew Rodzynski FCA (Senior Statutory Auditor)
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles
Oxford
OX1 3LE

...19 December... 2025

Guideposts Trust Limited

Statement of Financial Activities
(Including income and expenditure) for the year ended 31st March 2025

		2025	2025	2025	Restated 2024	2024	Restated 2024
	Note	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Income from:							
<i>Donations and Legacies:</i>							
Donations, legacies and other grants	2 & 23	767,158	-	767,158	663,841	-	663,841
Raffle Income		1,274	-	1,274	523	-	523
<i>Charitable Activities:</i>							
Grants and contracts for provision of services	3	527,771	660,372	1,188,143	513,033	510,070	1,023,103
Client Fees		864,826	-	864,826	748,518	-	748,518
<i>Other Income</i>	4	66,651	-	66,651	53,327	-	53,327
Total income		<u>2,227,680</u>	<u>660,372</u>	<u>2,888,052</u>	<u>1,979,242</u>	<u>510,070</u>	<u>2,489,312</u>
Expenditure on:							
<i>Raising funds:</i>							
Raising funds – general		187,612	-	187,612	210,707	-	210,707
<i>Charitable activities:</i>							
Community Services & Projects		1,780,406	709,288	2,489,694	1,615,185	506,159	2,121,344
Total expenditure	8	<u>1,968,018</u>	<u>709,288</u>	<u>2,677,306</u>	<u>1,825,892</u>	<u>506,159</u>	<u>2,332,051</u>
Net income/(expenditure)	5 & 23	259,662	(48,916)	210,746	153,350	3,911	157,261
Transfers between funds		(86,201)	86,201	-	-	-	-
Net movement in funds		<u>173,461</u>	<u>37,285</u>	<u>210,746</u>	<u>153,350</u>	<u>3,911</u>	<u>157,261</u>
Total funds brought forward	23	2,461,451	5,308	2,466,759	2,308,101	1,397	2,309,498
Total funds carried forward		<u>2,634,912</u>	<u>42,593</u>	<u>2,677,505</u>	<u>2,461,451</u>	<u>5,308</u>	<u>2,466,759</u>

There are no gains or losses other than those recognised through the statement of financial activities.
The results above have all derived from continuing activities.

The notes on pages 21 to 35 form part of these accounts



Guideposts Trust Limited

**Balance Sheet
as at 31st March 2025**

Company Number: 1282361

	Note	2025 £	Restated 2024 £
Fixed Assets			
Tangible Assets	10	465,294	467,250
		<u>465,294</u>	<u>467,250</u>
Current Assets			
Debtors	11 & 23	726,218	502,400
Cash at bank and in hand	12	1,918,604	2,022,900
		<u>2,644,822</u>	<u>2,525,300</u>
Creditors: Amounts falling due within one year	13	(370,279)	(448,297)
Net Current Assets		<u>2,274,543</u>	<u>2,077,003</u>
Total assets less current liabilities		2,739,837	2,544,253
Creditors: Amounts falling due after one year	14	(62,332)	(77,494)
Net Assets		<u><u>2,677,505</u></u>	<u><u>2,466,759</u></u>
Reserves			
Unrestricted Funds:	21 & 23		
General Funds		2,471,121	2,297,660
Revaluation Reserve		163,791	163,791
Total Unrestricted Funds		2,634,912	2,461,451
Restricted Funds	22	42,593	5,308
Total charity funds		<u><u>2,677,505</u></u>	<u><u>2,466,759</u></u>

These accounts were approved by the Board of Trustees on 28 November 2025.

Diana Billingham (Trustee)

Diana Billingham

The notes on pages 21 to 35 form part of these accounts.



Guideposts Trust Limited

**Cash Flow Statement
for the year ended 31st March 2025**

	2025	Restated
	£	2024
		£
Reconciliation of operating result to net cash outflow from operating activities		
Surplus for the year	210,746	157,261
Interest paid/(received)	(31,311)	(36,427)
Depreciation and amortisation	7,526	12,700
Increase in debtors	(223,818)	(55,362)
Increase/(decrease) in creditors	(77,369)	184,463
Net cash inflow from operating activities	<u>(114,226)</u>	<u>262,635</u>
Cash flow from investing activities		
Interest received	47,080	36,427
Fixed asset additions	(5,570)	(29,950)
Net cash flow from investing activities	<u>41,510</u>	<u>6,477</u>
Cash flow from financing activities		
Interest paid	(15,769)	-
Repayment of capital	16 (15,811)	(12,885)
Net cash flow from financing activities	<u>(31,580)</u>	<u>(12,885)</u>
Net increase in cash and cash equivalents	(104,296)	256,227
Cash and cash equivalents at 1st April 2024	2,022,900	1,766,673
Cash and cash equivalents at 31st March 2025	<u>1,918,604</u>	<u>2,022,900</u>
Cash and cash equivalents		
Cash at bank and in hand	1,918,604	2,022,900
	<u>1,918,604</u>	<u>2,022,900</u>



Guideposts Trust Limited

Notes to the Accounts for the year ended 31st March 2025

1. Summary of significant accounting policies

a) General information and basis of preparation

(i) Guideposts Trust Limited is a registered charity and company limited by guarantee incorporated in England and Wales. In the event of the charity being wound up its liability in respect of the guarantee is limited to £1 per member of the charity. The registered address of the charity is that given on page 1 of these financial statements. Guideposts Trust Limited is a multi-disciplinary social care and mental health charity.

(ii) The accounts are prepared under this historical cost convention modified to include certain items at fair value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis and are presented in sterling, which is the functional currency of the charity, and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Tangible fixed assets and depreciation

Tangible fixed assets are stated at historical cost less depreciation, other than Freehold Land and Freehold buildings which were revalued in 2023. This represented a change in accounting policy; the charity believing that this change provides a more reliable, appropriate and accurate information about assets held by the charity. Valuations will be carried out on a regular basis to make sure that the carrying amount does not differ materially from the fair value of the asset at the end of the reporting period.

Depreciation rate values are as follows:

Freehold land	-	Nil
Freehold buildings	-	2% - 10% straight line
Fixtures and fittings	-	20% straight line
Equipment	-	15% straight line
Computer Software	-	15% straight line
Computer Hardware	-	25% straight line
Motor vehicles	-	25% straight line

Capital expenditure in excess of £1,000 is capitalised.



Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2025

1. Accounting policies (continued)

c) **Restricted funds**

The restricted funds include unspent income which has been received in response to specific appeals and grants towards services. Surplus funds at the completion of a project, if the funding body approves, or if the contract terms permit retention, are transferred to unrestricted funds, when it is clear they will not be utilised.

d) **Pension costs**

The Charity operates a group personal pension scheme. The assets of the schemes are held separately from those of the Charity in an independently administered fund. The pension cost represents contributions by the Charity to the fund, which are recognised when they become payable.

e) **Income**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised when earned (as the related goods or services are provided). Grant income included in this category provides funding to support activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Income is deferred when:

- Grants are received in advance for the accounting period to which they relate.
- If there is a performance obligation from the charity to provide services and transfer control to the customer.
- If it is probable that the charity will collect the payment for the services provided.

Where they are recognised in the accounts, gifts in kind or donated services are included at market value on the date of receipt.

f) **Leasing**

Rentals payable under operating leases are charged against income on a straight-line basis over the lease term.



Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2025**

1 Accounting policies (continued)

g) Expenditure

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

- Costs of raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with the provisions of services and include both the direct costs, support costs and governance costs relating to these activities.
- Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita staff costs by the time spent and other costs by their usage.

h) Cash at bank and in hand

Cash at bank and in hand comprises cash balances held in current accounts, deposit accounts accessible on demand, and physical cash held by the charity.

i) Debtors

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

j) Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Going concern

The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. Based on this, the budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern and therefore the accounts have been prepared on a going concern basis.

l) Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires the trustees to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The trustees consider the property valuation to be an area of uncertainty. More information is provided in note 10.



Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2025

2	Donations, legacies and other grants	Unrestricted	Restricted	Total 2025	Restated Total 2024
		£	£	£	£
	General donations	375,492	-	375,492	409,490
	Legacies	391,666	-	391,666	254,351
		<u>767,158</u>	<u>-</u>	<u>767,158</u>	<u>663,841</u>

Restricted income for donations, legacies and other grants income in the current year was £Nil compared to £Nil in 2024.

3 Contracted Services & Grants received

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Local Authorities & Other	527,771	-	527,771	513,033
BBC Children in Need	-	-	-	29,219
Hertfordshire Community Foundation	-	157,749	157,749	148,111
Adrian Swire Charitable Trust	-	11,000	11,000	-
Burford Garden Centre	-	-	-	5,000
Gloucestershire CCG	-	360,006	360,006	279,581
Dementia Connections	-	4,980	4,980	3,034
Barnwood Trust	-	48,263	48,263	18,000
The Langtree Trust	-	-	-	500
Mayfield Home Trust	-	1,013	1,013	1,646
Meech Centenary Fund	-	-	-	1,500
Mr & Mrs J. A. Pye's Charitable Settlement	-	-	-	1,500
The Doris Field Charitable Trust	-	-	-	1,000
Gloucestershire Community Foundation	-	-	-	2,500
The Benefact Trust	-	16,000	16,000	6,000
David Solomon Trust	-	-	-	500
W.G. Edwards Charitable Foundation	-	-	-	1,500
MJC Stone Charitable Trust	-	-	-	1,689
The Albion Trust	-	-	-	1,000
The Pharsalia Charitable Trust	-	-	-	5,000
PF Charitable Trust	-	2,000	2,000	2,000
GCC	-	7,500	7,500	-
Cumber Family Trust	-	2,000	2,000	-
OCF OCVA Well Together program	-	8,000	8,000	-
Tewkesbury Town	-	300	300	-
Income Released from previous financial year	-	39,217	39,217	-
Other	-	2,340	2,344	790
	<u>527,771</u>	<u>660,372</u>	<u>1,188,143</u>	<u>1,023,103</u>

Restricted income for contracted services and grants in the current year was £660,372 compared to £513,033 in 2024.



Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2025

4 Other income

	2025 £	2024 £
Miscellaneous income	8,900	5,750
Rental income	10,671	11,150
Interest received	47,080	36,427
	<u>66,651</u>	<u>53,327</u>

Restricted income for other income in the current year was £Nil compared to £Nil in 2024.

5 Net income/expenditure

	2025 £	2024 £
This is stated after charging:		
Auditors' Remuneration - audit of these financial statements	7,560	7,000
- other services	1,940	1,800
Depreciation and amortisation	12,220	12,700
Operating leases - land and buildings	37,784	36,460
Operating leases - other	5,853	6,740
Interest payable - bank loan interest	4,198	5,019
	<u></u>	<u></u>



Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2025

6 Employees

	2025 Number	2024 Number
The average number of employees during the year was:		
Project staff	72	74
Fundraising	4	5
Administration	9	9
	<u>85</u>	<u>88</u>
	£	£
Their total remuneration was:		
Wages and salaries	1,806,665	1,524,741
Social security costs	146,409	107,212
Other pensions costs	95,236	80,162
	<u>2,048,310</u>	<u>1,712,115</u>

The charity operates a group personal pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost represents contributions by the charity to the funds, which are recognised when they become payable. Contributions owing amounted to £34,837 at 31st March 2025 (2024: £23,843) respectively.

None of the Trustees received any remuneration for their office and Trustees' expenses totalled £2,291 for the year (2024: £77), paid to two Trustees (2024: one) for travel and subsistence and home office expenses. Indemnity insurance of £100 (2024 £580) was paid in respect of the Trustees.

There was one employee with emoluments between £70,000 and £80,000 in the year (2024: one). The total paid to key management personnel in the year was £314,753 (2024: £134,148).

Termination payments totalled £30,845 (2024: £nil) for one employee during the year. There was no outstanding liability for the termination payments at the balance sheet date.

7 Taxation

The trust is a registered charity in accordance with Section 505 of the Income and Corporation Taxes Act 1988. As such it is not liable to pay corporation tax on any surplus applied for charitable purposes.



Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2025

8 Analysis of Expenditure

	Staff Costs £	Support Costs £	Depreciation/ amortisation £	Other £	Total 2025 £	Total 2024 £
Charitable activities	1,884,357	286,401	7,526	311,410	2,489,694	2,121,344
Raising funds	168,694	18,918	-	-	187,612	210,707
	<u>2,035,051</u>	<u>305,319</u>	<u>7,526</u>	<u>311,410</u>	<u>2,677,306</u>	<u>2,332,051</u>

The allocation of Support Costs is shown in note 22. Other charitable activity costs represent other costs of delivering services and contracts such as, client activities, travel, training and premises costs. Other costs of raising funds include the cost of direct mail activity.

Included within charitable activities is restricted expenditure of £709,288 (2024: £506,159).

9 Allocation of support costs

The Trust allocates its support costs as shown in the table below. Support costs are allocated on the basis consistent with the use of resources.

Allocated to

	Charitable Activities £	Costs of Raising Funds £	2025 Total £	2024 Total £
General office	150,529	13,857	164,386	148,558
Information technology	83,146	5,061	88,207	66,743
Governance costs	11,805	-	11,805	10,687
Legal and other professional costs	40,921	-	40,921	19,399
	<u>286,401</u>	<u>18,918</u>	<u>305,319</u>	<u>245,387</u>

Analysis of charitable activities support costs

Community Care Services & Projects	100%
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Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2025

10 Tangible Fixed Assets

	Freehold Buildings £	Freehold Land £	Fixtures, Fittings and Equipment £	Motor Vehicles £	Total £
Cost / valuation					
At 1st April 2024	358,750	98,000	137,552	47,454	641,756
Additions	-	-	5,570	-	5,570
At 31st March 2025	358,750	98,000	143,122	47,454	647,326
Depreciation					
At 1st April 2024	9,200	-	135,352	29,954	174,506
Charge for year	675	-	1,601	5,250	7,526
At 31st March 2025	9,875	-	137,628	35,204	182,032
Net book value					
At 31st March 2025	348,875	98,000	6,169	12,250	465,294
At 31st March 2024	349,550	98,000	2,200	17,500	467,250

All assets are held for charitable purposes.

Two freehold buildings owned by the charity were revalued in October 2023. At 31 March 2025, the trustees do not consider the value to be materially different.

The basis for the 2023 revaluation was an external survey carried out by an independent valuer, Ash Chartered Surveyors, and his estimate of their value should they be placed on the open market.

The carrying amount for freehold buildings that would have been recognised at the end of the reporting period, had the assets be carried under the historical cost model is £179,010 (2024: £179,010). The gain on revaluation of £163,791 is shown within the funds analysis on the balance sheet as the revaluation reserve.

The carrying amounts of tangible fixed assets with a restricted title or pledged as security for liabilities is £446,875 (2024: £447,550)



Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2025**

11 Debtors

	2025 £	Restated 2024 £
Income debtors	81,693	121,700
Prepayments and accrued income	648,647	434,985
Due from Be Free Young Carers (note 18)	26,397	31,397
Provision for bad debts	(30,519)	(85,682)
	<u>726,218</u>	<u>502,400</u>

12 Cash at bank and in hand

Cash and current accounts	<u>1,918,604</u>	<u>2,022,900</u>
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13 Creditors: amounts falling due within one year

Bank loans	15,535	16,185
Trade creditors	62,746	20,815
Taxes and social security costs	78,021	72,537
Accruals and deferred income	213,977	338,760
	<u>370,279</u>	<u>448,297</u>

A loan from Triodos Bank is secured on two freehold properties at a current interest rate of 7%. Falling due within one year there is a balance of £10,094.

The Bounce Back loan from HSBC is unsecured at a fixed interest rate of 2.5%, with repayments due from December 2021. Falling due within one year is a balance of £5,441.

Deferred income consists of grants received in advance of the period in which expenditure can occur as per the grant funding arrangements.



Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2025

14 Creditors: amounts falling due after one year

	2025 £	2024 £
Bank loans	62,332	77,494
	<u>62,332</u>	<u>77,494</u>
Maturity of bank loan		
- between one and two years	16,287	14,347
- between two and five years	41,474	52,239
- in five years or more	4,571	10,908
	<u>62,332</u>	<u>77,494</u>

A loan from Triodos Bank is secured on two freehold properties at a current interest rate of 7%. Falling due after one year is a balance of £34,548.

The Bounce Back loan from HSBC is unsecured at a fixed interest rate of 2.5%, with repayments due from December 2021. Falling due after one year is a balance of £27,784.

15 Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases were:

	2025 £	2024 £
Land and buildings:		
Operating leases which expire:		
- within one year	27,962	16,772
- in the second to fifth years inclusive	4,583	33,250
	<u>32,545</u>	<u>50,022</u>
Equipment:		
Operating leases which expire:		
- within one year	-	5,791
- within the second to fifth years inclusive	-	-
	<u>-</u>	<u>5,791</u>



Guideposts Trust Limited

Notes to the Accounts (continued)
for the year ended 31st March 2025

16 Repayment of capital

	2025 £	2024 £
Decrease in borrowings		
Debt due within one year:		
Secured loans	(784)	2,050
Bounceback Loan	134	130
Debt due after one year:		
Secured loans	(9,721)	(9,762)
Bounceback Loan	(5,441)	(5,303)
	<u>(15,812)</u>	<u>(12,885)</u>

17 Analysis of net debt

	At 1st April 2024	Cash Flow	At 31st March 2025
Cash and cash equivalents	2,022,900	(104,296)	1,918,604
Bank loans due within one year	(16,185)	650	(15,535)
Bank loans due after one year	(77,494)	12,162	(62,332)
Net (debt) / cash	<u>1,932,221</u>	<u>(91,484)</u>	<u>1,840,737</u>

	At 1st April 2023	Cash Flow	At 31st March 2024
Cash and cash equivalents	1,766,673	256,227	2,022,900
Bank loans due within one year	(14,005)	(2,180)	(16,185)
Bank loans due after one year	(92,559)	15,065	(77,494)
Net (debt) / cash	<u>1,660,109</u>	<u>269,112</u>	<u>1,929,221</u>



**Notes to the Accounts (continued)
for the year ended 31st March 2025**

18 Associated charitable company

Be Free Young Carers

A partnership agreement was signed on 21st February 2014 which enabled the Charity to enter into a Constitutional and Service Level Agreement with Be Free Young Carers which enables the Be Free Young Carers to share the resources of the Charity. At the date of the agreement, Guideposts provided financial support to enable Be Free Young Carers to maintain services whilst a long-term strategic plan to develop and grow sustainable services to carers in the region for both organisations was researched and developed. To date the Charity has outstanding financial support totalling £26,397 to Be Free Young Carers by way of an intercompany loan. In the year ended 31st March 2020, the decision was made to provide against this loan as the extent of recoverability remains uncertain. A repayment of £5,000 was received during the year (2024: £5,000) and the provision adjusted accordingly. At 31st March 2025 the total provision against the loan was £26,397.

19 Ultimate Controlling Party

The Charity is controlled by a board of Trustees with no one person having overall control.

20 Related Parties

There were no related party transactions during the year that require disclosure other than those noted in note 6.



Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2025

21 Reserves

2025

	Restricted Funds Projects £	Revaluation Reserve £	Restated Unrestricted General Funds £	Total Funds £
Balance brought forward	5,308	163,791	2,297,660	2,466,759
Income for the year	660,372	-	2,227,680	2,888,052
Expenditure for the year	(709,288)	-	(1,968,018)	(2,677,306)
Transfers between funds	86,201	-	(86,201)	-
(Deficit)/surplus for the year	37,285	-	173,461	210,746
Balance carried forward	42,593	163,791	2,471,121	2,677,505
Analysis of net assets between funds				
Tangible fixed assets	-	163,791	301,503	465,294
Net current assets	42,593	-	2,231,950	2,274,543
Creditors falling due after one year	-	-	(62,332)	(62,332)
Total	42,593	163,791	2,471,121	2,677,505

2024

	Restricted Funds Projects £	Revaluation Reserve £	Restated Unrestricted General Funds £	Restated Total Funds £
Balance brought forward	1,397	163,791	2,144,310	2,309,498
Income for the year	510,070	-	1,979,242	2,489,312
Expenditure for the year	(506,159)	-	(1,825,892)	(2,332,051)
(Deficit)/surplus for the year	3,911	-	153,350	157,261
Balance carried forward	5,308	163,791	2,297,660	2,466,759
Analysis of net assets between funds				
Tangible fixed assets	-	163,791	303,459	467,250
Net current assets	5,308	-	2,071,695	2,077,003
Creditors falling due after one year	-	-	(77,494)	(77,494)
Total	5,308	163,791	2,297,660	2,466,759



Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2025**

21 Reserves (continued)

Unrestricted Funds

a) General Funds

These represent the reserves which are not designated for a specific purpose.

b) Revaluation Reserve

This represents the surplus on open market revaluation on two freehold office buildings owned by the Charity.

Restricted Funds

Projects

These funds represent the restricted unspent balances from several projects, which will be expended in subsequent accounting periods. Where the terms of the funding permit, unspent restricted funds are released to General Funds either when it is clear that all commitments relating to the project have been met for the period under review, for on-going projects, or at the end of the project life.

Where a project is forecast to have insufficient funding streams to fully cover its costs and if it is felt that the support of that activity would further the aims of the charity, the Trustees will decide to under pin that project from General Funds. Projects supported in this manner in the current year numbered 8, with a total value of £132,672 (9 in the previous year, with a total value of £90,736).



Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2025

22 Restricted funds

2025	At 1st April 2024 £	Income £	Expenditure £	Transfers £	At 31st March 2025 £
Friendship4All Service	1,318	171,591	(153,169)	-	19,740
Complex Emotional Needs Pilot	(6,157)	408,883	(379,873)	-	22,853
Other care service projects	10,147	79,898	(176,246)	86,201	-
Total restricted funds	5,308	660,372	(709,288)	86,201	42,593

2024	At 1st April 2023 £	Income £	Expenditure £	Transfers £	At 31st March 2024 £
Friendship4All Service	525	149,929	(149,136)	-	1,318
Complex Emotional Needs Pilot	(4,661)	279,581	(281,077)	-	(6,157)
Other care service projects	5,533	80,560	(75,946)	-	10,147
Total restricted funds	1,397	510,070	(506,159)	-	5,308

The Friendship4All Service fund is for the support of learning disability community support and befriending services.

The Complex Emotional Needs Pilot is for coaching and mental health services for clients with complex emotional needs.

The other care service projects are for the provision of support and care services for client groups related to disadvantaged children, mental health, learning disability, dementia and carer support services.

A transfer of £86,201 (2024: £nil) from unrestricted general funds to other care service projects represents the deficit in the restricted fund for the year being covered by general reserves.

23 Prior period restatement

The prior year figures for accrued income have been restated to recognise legacy income in the relevant period. In addition, the opening balances as at 1 April 2023 (i.e. the start of the comparative period) have been restated to reflect adjustments required in relation to the same matter for periods prior to 2024.

The effects of the prior year adjustment are summarised below:

Increase in legacy income recognised for the year ended 31st March 2024: £39,374

Increase in accrued income as at 31st March 2024: £39,374

Net increase in opening fund balances as at 1st April 2023: £344,186

GUIDEPOSTS TRUST LIMITED

England & Wales - Charity number 272619

Accounts

Guideposts Trust Limited

Company Number: 01282361
Charity Number: 272619

Accounts
for the year ended
31st March 2024

Wenn Townsend
Chartered Accountants
Oxford

Guideposts Trust Limited

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Guideposts Trust Limited

Reference and administrative information

31st March 2024

Charity number	272619
Company number	01282361
Address	Unit E Two Rivers Industrial Estate Station Lane Witney Oxon OX28 4BH
Bankers	HSBC Bank plc Witney Branch 24 Market Square Witney Oxfordshire OX28 6BG
Auditors	Wenn Townsend Chartered Accountants 30 St Giles' Oxford OX1 3LE
Company Secretary	Nicole Rolston
Directors/Trustees	Diana Billingham James Bradshaw Alex Curtis Matthew Jones Deborah Cohen Mariam Ahmed Melissa Noton

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

Introduction

Guideposts Trust ('Guideposts') is a UK based charity working with people in local communities for over 50 years to help them access the support, opportunities and skills they need to overcome social inequalities, improve their wellbeing and change their lives.



*Kathryn Courtenay-Evans,
Chief Executive Officer*

"At Guideposts Trust, we support people with enduring mental health conditions, learning disabilities, and dementia to overcome social barriers and inequalities to lead a more independent, fulfilling life. Sadly, we know that the people we support all too often fall between the cracks; their needs are not seen as so critical to qualify for support from health or social services, and yet, without this, they can fall into crisis. Accessibility, stigma, anxiety, care requirements, and finances heighten this and make many aspects of 'normal' life inaccessible to the people we support. For more than fifty years, we have been working hard to support our community to overcome these obstacles. Over that time, we have adapted and evolved to both the needs of our beneficiaries and changes in society, but our ethos has stayed the same – to help those in need make sense of their situation, maintain their independence, achieve their aspirations, and develop connections to avoid isolation. Now, it's time for us as a charity to look ahead to the future, taking Guideposts Trust to the next level and delivering the absolute maximum impact for the people that we support."

An overview of our history and heritage

In 1965, Raymond Cripps, a journalist and publisher in Witney, Oxfordshire, introduced the UK to Guideposts, a US magazine. Partnering with local printer Cliff Upex, the magazine quickly gained a strong readership and highlighted a pressing need: community housing and care for people unnecessarily confined to psychiatric hospitals, and hospitals for those with learning disabilities. Cliff found that hundreds of people could be discharged if suitable accommodations existed. Despite the 1959 Care Act advocating care in the community, no support provisions were in place in the UK at the time. To address this, Guideposts Trust was formed in 1972. The charity believed that those who had spent much of their lives in hospitals needed training to adjust to living independently. Once training and appropriate accommodation were secured, volunteers were recruited to provide ongoing support

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

and friendship, enabling many to transition safely into community life. In response to a decision made by the Housing Corporation to separate the Trust's charitable work from its housing association, Guideposts established community hubs to provide support to those in need. The first hub, launched in 1992, supported individuals with complex mental health issues. A second hub opened in 1993 for people with learning disabilities.

These hubs are still in existence today, offering support services tailored to local needs, and maintaining the charity's core mission. Beyond mental health and learning disabilities specifically, Guideposts also recognised the need for improved dementia care and launched the ground-breaking Teaching Nursing Home. This facility, developed after a successful appeal, featured a 30-bedroom home designed to be a National Centre of Excellence. It conducted research into care practices and provided specialised training for doctors, nurses, and care staff on dementia. The associated Care Research Centre developed a replicable care model, funded by the Department of Health, leading to the creation of the Guideposts Dementia Care Development Pack – the first ever comprehensive audit, training, and consultancy tool for care providers in the country. Today, we build on our extensive expertise and heritage in supporting those with dementia, learning difficulties and longstanding mental health challenges through activities such as community support groups and clubs for carers and those that they care for, and specialised projects like the Forest School for children with disabilities and special educational needs, promoting outdoor activities and interaction with nature. As we look ahead to the next 50 years and what it could hold for our charity, we remain committed to the belief that no one in society should be left behind, regardless of their needs

Our Impact

In terms of our impact, we have 95 staff working across 12 locations. These employees deliver 200 sessions a month for the community that we serve, reaching 840 people through 8,500 hours of support per month. This is only the beginning of what we hope to achieve.

We run a range of services that are focused on helping people to achieve their potential regardless of their circumstances. We connect people together so that they can experience the joy that comes from friendship, activity, learning, purpose and occupation. We love what we do, and we love seeing people flourish.

Many of the people we support come from the most disadvantaged groups in our society, including children and adults with additional needs and disabilities, people with mental health problems, older people with dementia and other neuro-degenerative conditions, and the families or carers of all these groups. We believe that all people should be equally valued and have an equal chance to live the best life possible, that is why we do what we do.

Together we are the Guideposts community, helping each other to achieve better wellbeing.

Our **mission** is to provide services that enable people living with mental health challenges, learning disabilities or dementia to live a happy, connected and emotionally fulfilling life, ensuring that no one is left behind. We seek to achieve excellence in our work and lead the way in the research and delivery of best practice here.

In terms of our **impact**, we have 95 staff working across 12 locations. These employees deliver 200 sessions a month for the community that we serve, reaching 840 people through 8,500 hours of support per month. This is only the beginning of what we hope to achieve.

Our **vision** for the future is to help build a society where everyone has an equal chance to live the best life possible, regardless of their circumstances and the challenges that they might have across mental health, learning difficulties or dementia. We want to banish stigma across these areas and democratise access to support and services for those who are in need.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

Our work – now and in the future:

The charitable funding we receive helps us to run crucial services, such as:

CONNECT Groups: - Friendships groups and specialist sessions

CONNECT Groups:

We run local group sessions which help people connect with their communities. These sessions bring people together into a fun and friendly environment that leaves them feeling supported, part of their community and less isolated.

Now: We run local group sessions which help people connect with their communities, in addition to a rapidly growing number of online sessions. These sessions bring people together into a fun and friendly environment that leaves them feeling supported, part of their community and less isolated.

Future: With additional funding, we will expand these hubs into other parts of the country and create educational centres to develop citizens for their life in the community.

Guideposts Hubs - Activity Day opportunities for those with additional needs.

Guideposts Hubs:

Our Hubs work with people with complex needs on a weekly basis, over a long time period. We currently operate 6 different hubs focused on supporting those with learning disabilities, mental health problems and dementia.

Now: These Hubs work with people with complex needs on a weekly basis, over a long time period. We currently operate 6 different hubs focused on supporting those with learning disabilities, mental health problems and dementia.

Future: By securing further finances, we will create a CONNECT offering in every village and town in the countries that we serve.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

Guideposts Complex Needs service – tele-mental health service, providing coaching for people with complex needs. Our 1:1 befriending and coaching services support people at home and over the phone with complex emotional needs and isolation.

1:1 and Coaching:

Our 1:1 befriending and coaching services support people at home and over the phone with complex emotional needs and isolation.

Now - We support 250 people with enduring mental ill health in Gloucestershire and over 200 in Hertfordshire. Our complex needs services are phone-based support for people with complex mental ill health. Our trained coaches help them to keep well – reduce incidents of crisis and accelerate recovery. Running this service takes pressure off the NHS and holds people safely in the community.

Future - By growing our donor income and commissioning and private networks, we will expand into more adjacent NHS areas and offer a coaching service across England NHS areas.

Our values At Guideposts Trust, we are...

People-centred: We care passionately about our community and put people at the heart of everything we do.
Inclusive: We believe everyone should have an equal chance to live the best life possible, regardless of their circumstances.

Collaborative: We work in partnership with others to achieve shared goals and maximum impact.
Innovative: We are nimble, embrace change and seek new ways to improve our services to meet the needs of our beneficiaries.

Accountable: We are transparent and responsible for our actions and decisions, always striving to deliver high-quality services that make a difference

We have been serving our communities for over fifty years, and in that time, we have adapted to the needs of our communities and the changes in our society. Some of our services are paid for from local authorities, but many of the programmes we run are funded from grants or donations from the public.

As a Charity we rely on these donations to keep helping people. We really appreciate every donation made and ensure that it is spent very wisely to provide our community with the help they need.

We are working towards a future where our whole community has an equal chance to find acceptance, a sense of belonging, positive relationships, meaningful occupation, good education, enriching work and a safe home, but until that happens, we are there to help.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

What our users say:

"I have been attending Guideposts Trust's Henry Smith House for approximately 13 years and I believe it has been fundamental in my recovery and rehabilitation from a bipolar diagnosis. The skills and understanding of my illness that I have learned there have not only saved my life, but enabled me to progress and evolve with my illness. I hold it responsible for the vast majority of positives that have happened to me since my diagnosis 20 years ago. It provides a safe place for people like myself - if it didn't exist, a lot would slip in their recovery and possibly not cope at all."

- September 2023

"At Guideposts Trust, you're not overlooked, there's not someone looking over your shoulder all the time, but if you need help there's someone there. Sometimes people look at people with learning disabilities and they don't want to help them. But at Guideposts Trust, they go out of the way to help you, and treat you as a person. Without it, we wouldn't have things to do, or have a way to make friends."

- February 2023

"We haven't been coming to CONNECT for very long but we already look forward to it each week. My husband has dementia and some days are more difficult than others. We tend to stay at home, and I have found myself feeling lonely and quite overwhelmed. Over the last few years, I've felt almost as though I was losing my identity as caring took over my life. I haven't been able to see my friends much and I have felt quite low at times. Guideposts Trust's CONNECT really does us the world of good. It's the only time we really get out the house and I appreciate all the help. Dementia can be a very lonely place but this group has already helped us both so much."

- August 2022

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

The Trustees are pleased to present their report with the audited accounts for the year to 31st March 2024.

1 Reference and Administrative Detail

Guideposts Trust Limited is a registered charity and company limited by guarantee incorporated in England and Wales.

The Trustees who served during the year are listed below:

- Diana Billingham
- Melissa Noton
- James Bradshaw
- Deborah Cohen
- Mariam Ahmed
- Alex Curtis
- Peter Smith (resigned 26/07/23)
- Matthew Taylor (resigned 28/09/23)

The company's Articles of Association require the Trustees to retire by rotation after a three-year term. Kathryn Courtenay-Evans, CEO, has been delegated responsibility for the day-to-day management of The Trust.

2 Structure, Governance and Management

Guideposts Trust is constituted under its Memorandum and Articles of Association dated 19 October 1976. The Articles of Association provide that Guideposts Trust may have up to 25 Trustees. At 31 March 2024, there were six members of the board.

No member of the Board of Trustees has received any remuneration in respect of his or her services to the Trust except for reimbursement of expenses incurred in providing such services.

During 2023/24 the board met 8 times, including an AGM.

A number of sub-committees of the board have been introduced to strengthen the overall governance of the charity. At least two members of the board sit on each sub-committee. The sub-committees meet as follows: Nomination and Remuneration – at least twice per year; Finance and Risk, Strategy and Digital, Services, Service User Experience – meet on a bi-monthly basis.

Public Benefit

The Trustees have regard of the Charity Commission public benefit guidance. Guideposts Trust demonstrates its public benefit through the provision of community-based services that are operated by its staff. We adopt a collaborative and complementary approach to ensure that vulnerable individuals – often with a range of complex needs and expectations - do not fall through gaps in geographic or specialisation boundaries. We are tackling the causes of loneliness and social isolation, by providing community connectivity, information and advice, group activities, therapies and work-based opportunities.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

The Reserves Policy

The Trustees have set a Minimum Level of unrestricted reserves that will be sufficient to cover the net cash operating requirements for three months of operations. The Minimum Level is £300,000.

The Trustees will maintain this Minimum Level at all times and will not take any decision or carry out any development that might impinge upon the Minimum Level without due consideration.

The priority for 2024/25 will be to maintain and monitor liquid reserves, especially in consideration of inflationary cost pressure implications.

Unrestricted net current assets were £1,693,443 at the Balance Sheet date. The Trustees have considered carefully going concern; most particularly meeting short term cash flow needs.

Retained services performed at a surplus of £117,887 in the current year compared to £300,508 in the prior year.

The charity is continually reviewing its cost base and reducing costs where possible. The support of the charity's bank in renewing existing facilities and to secure a bounce back loan has enabled it to meet all operational liabilities without the need to liquidate or make additional borrowings against fixed assets.

The Trustees feel that it is appropriate to prepare the accounts on a going concern basis.

3 Objectives and Activities

The objects of the Charity are:

- to provide a range of welfare services in the community for people with a learning disability, people with or recovering from mental health problems and for people with dementia.

Our Challenge

People living with disability or long-term conditions (and their loved ones), have the same needs as everyone else but their circumstances often mean they don't not have the chance to meet those emotional, social, spiritual and physical needs. Unfortunately, our clients' complex health conditions can conspire to isolate them and their families from their communities and from the information and support which could change their circumstances.

They often fall between the gaps of statutory provision and the limited support that "single-issue" charities can offer. This can place them at risk of isolation and the medical and social effects of loneliness. Guideposts wants to be

there for people who need support to achieve their innate human needs and realise their potential. We do this by providing access to support, training and community opportunities.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

Our Services:

Guideposts' physical services are provided in three counties in England (Oxfordshire, Hertfordshire & Gloucestershire) and focus on improving people's health and wellbeing as follows:

- Learning disabilities and Autism services
 - Meaningful day activities
 - Therapeutic activities
 - Training and skills with a new qualification route via ASDAN
 - Leisure
 - Friendship and relationship
 - Assisted day trips, new experiences and holiday respite
- Mental Health services
 - Recovery planning
 - Therapeutic activities
 - Emotional wellbeing coaching
 - Complex emotional needs coaching
 - Leisure
 - Friendship
 - Peer support
 - Carer support
- Children and Adolescent Services
 - Forest School for children with Special Educational needs, or from troubled family environments linked to a CBT approach
 - Bushcraft skills for young adults and transition from primary to secondary
- Older people and dementia services
 - Day activity opportunities
 - Therapeutic activities
 - Social opportunities & Friendship
 - Information and advice
- Carers services
 - Help and advice
 - Short break and respite
 - Friendship & Peer support opportunities
 - Community outings and leisure opportunities

Around 150 volunteers usually support Guideposts' work, and we are grateful to them. Our volunteers would assist with delivering thousands of hours of support across 3 Counties providing support to individuals to participate in our friendship schemes, community opportunities, or the provision of support groups, providing back-office support, or serving on the board of Trustees.

We are also enormously grateful to all those individuals, organisations, groups and Trusts who have given so generously over the year or provided practical support.

STRATEGIC REPORT – the following items form the Strategic Report

4 Achievements and Performance

- Launch of our new “Never Seen Never Been” Campaign to provide Life-changing experiences for people with learning disabilities. Many people with learning disabilities go their whole life without special experiences like going to the seaside, the Zoo a pantomime; activities that most people take for granted. That's why we're campaigning to make inspiring experiences possible for everyone living with learning disabilities. Funds raised

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

in 23/24 enabled to a range of outings and Trips including a Day Trip to Brighton Pier and London Zoo, evening trip to Blenheim Christmas Lights and Chipping Norton Panto, 2x Trip to Bath for a pre-Christmas Afternoon tea, and a Trip to Cadbury world, providing memorable experiences for more than 200 people with learning disabilities.

- Multiple grants secured in support of the development of our CONNECT Services provision in Gloucestershire and Oxfordshire including a large grant to develop closer partnership work with local churches. Connecting people to their community has always been and continues to be central to Guideposts mission. Guideposts CONNECT offers a mixture of 1:1 befriending service, social and peer support groups, and connector schemes, helping people to meet up in their local area or socialise virtually from home. Our services offer a safe setting where it is possible to meet new people, get out and about in your local area, and make long-lasting connections that can continue outside the service. Demand for our service is growing all the time in both Gloucestershire and Oxfordshire. We have seen 50% increase in attendance across all our CONNECT groups and doubled the number of support hours provided through our CONNECT at home provision.
- Our Friendship4All Service receives 3rd year funding support from Hertfordshire County Council in recognition of its very good work over the previous 2 years. Our Hertfordshire based service which has been in existence for nearly 30 years supports 100+ adults with learning disabilities living in Hertfordshire to meet new people and develop meaningful friendships and social relationships through the provision of day, evening and weekend social and leisure activity groups, trips and outings.
- Launch of the Guideposts Academy specifically designed to support adults with learning disabilities to build and maintain essential life skills through a unique, modular training programme. Each training modules culminate in ASDAN GCSE-equivalent certificates, a significant step beyond traditional Day Services.
- Our Psychological Coaching Service for people with complex Emotional needs targets and secure new funding to offer group support in addition to existing 1:1 support in Gloucestershire.

Challenges:

The Charity has thrived despite working within a challenging macro-economic environment.

Attracting and retaining staff

Like many charities we struggle to recruit and retain staff in some role due to the nature of the roles, the complex and enduring nature of our users' needs and the level of remuneration. However, the Charity strives to secure enough resources to be able to pay staff a fair wage they can live on, and this is under pressure from restrictions in the public sector funding and changes to the way people donate. We are also looking at their wellbeing and additional benefits to attract and retain.

Cost of Living:

Inflationary pressures, rising mortgage rates, cost of basic food and essentials have affected our staff and the income of those we support. This is particularly challenging in the Oxford area where one of our hubs is located. This has led to some staff leaving for more pay to make ends meet or taking on additional part time work. It has also led to some people we support reducing the number of days they are with us.

Changes to the way people view and support Charities:

The way Charities raise non-restricted funds has changed and continues to evolve. We are focusing on meeting the needs of our donors often want to see the impact of their gifts through stronger communications and social media presence. Our never been never seen campaign has hit a cord with many new donors, as has our focus on art and its impact. We are building on this and looking to build new relationships and partnerships to support us.

Our regular donors are getting older and therefore the challenge is how to reach out and make donors of the younger generation. The Charity undertook a review of its fundraising activities and subsequently invested in outside help to train our staff in new fundraising skills (e.g., use of social media, increased capacity to apply for grants, a more coherent message throughout our website and written material. Increased newsletters and information about

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

the good work being done). These new skills will embed within the fundraising team and help support our programmes - most of which cannot survive without support from donations.

How we strengthened the Charity:

The Charity has reviewed all its IT hardware— stripping out unnecessary costs and bringing in a new telecoms platform.

It has invested in its staff, implemented a career progression regime to recognise experience and seniority.

It has invested in health and safety software and the safety of its built environment.

It has continued to rent out its underused office in Gloucestershire – providing much needed income.

Property leases have been renegotiated and key sites secured (such as our outdoor wellbeing centre) to safeguard our services in those areas. Spend on the property estate is minimal. The Charity either owns or negotiated very preferential rates on its leases.

Keeping and developing a talented team of staff has been really important. Managers have been key in navigating the Charity through various challenges and the outcome is improved resources, more efficiency in the way we deliver our programmes, less resources on running the Charity and more on direct support to those we are here for.

Remuneration of Key Management Personnel

Remuneration of Key Management Personnel (CEO and General Manager Finance and Operations) is set by the Nomination and Remuneration Committee, consisting of the Chair and two co-opted trustees. Pay levels are benchmarked against sector averages and taking into account the requirements of the role. These are reviewed annually.

5 Financial Review

Guideposts ended the 2023/24 financial year with a healthy cash balance in excess of £2 million and reported an operating surplus of £117,887 (prior year £300,508) for the year compared to a net cash break-even target. This was due to a combination of a growth in client fees and service-related grants, as well as a strong cost control culture. Local authorities and central government remained supportive of social care services.

All of our local authority contracts and grants were extended through to the end of the financial year and into the 2024/25 financial year, helping us to continue to fund those services and maintaining income levels. Attendance levels continue to grow as demand for services grows. The Learning Disabilities Friendship grant in Hertfordshire has also been extended into the 2024/25 financial year. The grant from the Gloucestershire NHS transformation fund to develop a mental health complex emotional needs service pilot has been increased and extended into the 2024/25 financial year.

As expected, as services resumed to normal levels our operating costs increased accordingly, with additional inflationary cost pressures being passed on by suppliers, as well as the material increase in the minimum wage rate. Our strong financial position at the end of the financial year will enable us to enter the 2024/25 financial year with confidence, with the ability to navigate through tough economic expectations, and to invest in innovation, build our staffing teams, continue to fund developing services and secure new grants.

Our regular donors continue to be loyal and supportive with strong regular and campaign donations. We once again continued to receive healthy legacy receipts of £214,997 (prior year £556,391). Income from Fundraising (net of direct costs of raising funds) came in at £598,835 (prior year £980,602), the decrease from the prior year directly related to the lower legacy receipts. Although the average donation received has increased, our donor base has been declining, particularly the number of regular donors. In an effort to curb this trend, new work has been taking place to engage new supporters and bring in new donors, focussing via digital marketing and fundraising. Our finances enabled us to continue investing in our fundraising team, enhancing our ability to communicate with donors, developing our ability to increase digitally fundraised income and expand our grant funding applications. This will enable us to bring in vital funds to adapt our work effectively and continue to support most of our service members/users. It also enables us to develop new work and lay the foundation for future project/service development, which is key to our ability to continue to attract and increase funding from grants. To do this we will match funding avenues with our growth ambitions and look to secure new partnerships for collaborations.

Guideposts monitor cash closely and reforecast on a rolling monthly basis and are satisfied that there are sufficient known incoming resources to meet our obligations in the near future. Additional unknown future impacts of the

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

pressures on the economy, increasing minimum wage levels and inflationary cost pressures on operations remains a risk. Cash flow management remains a critical focus.

Fixed Assets include land, valued at £98,000 and buildings valued at £352,000 at the Balance Sheet date. The buildings were revalued in the 2022/23 year to reflect fair value.

6 Plans for Future Periods

The Charity celebrated its 50th year of creation in 2022. Half a century after the founders created the Charity to support people to live independently and maximise their potential – despite the obstacle's life has put in their way – Guideposts is still delivering on that mission. The people and expressions of mission may have changed, but the need to support those most vulnerable in our community hasn't.

It will keep developing services to meet need in the community, online and accessible in evenings and weekends, when other support is not available in line with the impact statement shared earlier.

It will continue to develop its work with NHS and Council partners to provide support for people when public sector support has run out, become too hard to get, or the pathway of support stops. Guideposts will develop its mental wellbeing services and its sub-clinical expertise to support people when they fall off the public sector conveyor belt and work to prevent them relapsing back into primary or secondary care services.

We thank all those who support us and make our work possible – our amazing volunteers and trustees, who give so much, - our dedicated staff and our supporters and funders, without whom we would not be here. Another half century of amazing work awaits us.

7 Principal Risks and Uncertainties

Guideposts Risk Management Strategy involves a regular review of the key risks faced by the charity, the establishment of systems and procedures to address those potential risks and mitigate any impact on the charity if they materialise. Guideposts is committed to ensuring that risk in our operations is managed and mitigated by using an integrated risk management system and instigating a proactive culture in managing risk.

Risks that concern the long-term strategic objectives of Guideposts Trust and the actions taken to manage them are as follows:

Financial: the risks to Guideposts financial position, including internal and external factors that may have an effect.

What we do:

- An annual budget is reviewed and approved by Trustees, which forms the basis for financial monitoring for the year.
- Monthly Management Accounts for operational managers are produced and reporting to the board takes place monthly at present with a more formal review at the bi-monthly board and Finance and Risk sub-committee meetings.
- Cash flow and the ability of the charity to meet its monthly obligations is seen as a specific risk at the present time. For that reason, cash flow is checked and updated daily looking ahead in detail on a 90-day rolling basis to identify and mitigate pinch points. Mitigation is carried out by a continual focus on credit control, a rolling programme of fundraising asks, phasing planned expenditure with expected income and cost control.
- An adaptive budgeting process encourages managers to continually look ahead, reviewing activities and the likely financial consequences. Internal financial training and support is delivered by the finance team for our new managers and budget holders.
- This is supported by internal audit processes and an annual external audit.

Growth: the risks to Guideposts' strategy for growth and development.

What we do:

- Research and implement a rolling five-year business development plan to fit in with the strategic direction for the charity as agreed by the management team and Trustees, including budgets which provide income generation targets.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

- Regular meetings of the Strategy & Digital and the finance/risk sub-committees to review the growth strategy and development of services.
-
- Have a purposeful plan to diversify income streams so that Guideposts Trust is not dependent upon a single source of income.
- Implement a Service Delivery Strategy which forms the basis of our service delivery and the management of risk to ensure responsiveness/effectiveness in the development and implementation of projects
- Ensure effective use of staffing and resources to ensure users of our services get the best possible help and support and we deliver value for money.
- Support this by robust internal systems – Quality, Management Information & Financial – to facilitate reporting of outcomes and sound Market Intelligence to enable us to align our activities to stakeholder priorities.

Knowledge management: the risks to knowledge resources, and the production and communication of these.

What we do:

- We have implemented a knowledge management strategy which through organisational learning and enabling the sharing of knowledge will deliver improved individual performance, competitive advantage, innovation, the sharing of lessons learned, integration and continuous improvement.

Succession planning and talent management: the risks to management infrastructure and staffing framework.

What we do:

- We have implemented a Framework which will enable us to recruit, retain and develop the skill and talent needed to take us forward. This is supported by clear processes around recruitment and selection, training and development and performance management.
- Have an organisation-wide approach to the documentation, sharing and dissemination of knowledge to avoid the risk of all intellectual capital being embedded in one person and to allow opportunities for learning.
- At least an annual review of pay rates by the Nomination and Remuneration sub-committee.

Compliance: the risks associated with non-compliance of relevant legislation (for example Health and Safety, data protection, employment practices) and regulation (for example Charities Commission, Care Quality Commission).

What we do:

- Underpin all aspects of organisational activity through our Quality Management System and work towards external quality accreditations.
- Outcome monitor all activities & ensure all projects both consistently monitor performance and publicise findings to services users, key workers and other professionals and members of the public.
- Take account of the views of users of our Services and other stakeholders via our 'Tell us your views' Policy and bi-monthly meeting of the Service User Experience Panel and ensure it is widely published and accessible.
- Implement a programme of internal audit and actively participate in external monitoring.
- Review and implement recommendations arising.

Fundraising: The risks associated with poor fundraising practice and the consequential effect on the reputation and sustainability of the charity.

What we do:

- The Charity is reliant on income given voluntarily by supporters. Supporters are at the heart of everything that we do and achieve. And, because of this, we strive to give our supporters and the people we help the best experience.
- Guideposts is signed up to the Fundraising Regulators Code of Practice in the UK and it works closely with the Fundraising Regulator and the Institute of Fundraising to help improve sector standards and ensure activity meets the expectations of supporters and the wider public.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

- As a charity, talking to the public in person and communicating with existing supporters are both key in engaging people and raising vital funds for our work.
- Guideposts fundraising and marketing activities are undertaken directly by charity staff, and it doesn't use professional fundraisers or involve commercial organisations in any of fundraising work.
- All communication with supporters is conducted in such way to ensure that they and any members of the public willing to support the Charity gives what they can afford, taking particular care to ensure nobody feels under pressure to contribute.
- Supporter's personal details are stored securely. Supporter's communication preferences are recorded in their personal file and the Charity only communicates with them in ways they have agreed to. All our marketing materials contain clear details of how to unsubscribe to any future communications. When notified (e.g. by family) of a donor receiving a cognitive impairment diagnosis, going into care, or becoming too infirm to respond to us - then we mark their file on our Donor Database as "Do Not Approach".
- The Charity is careful not to contact supporters too often. There is a limit on mailings to 3/4 per year to all active donors on our database (approx. 7,700) and Guideposts are working hard to make sure that supporters feel even more in control of how it communicates to them. Guideposts reminds its audiences of the difference their donations are making to people's lives, all the vital services it provides and the good it does in society.
- Guideposts is constantly working on developing new ways of raising income to continue its life changing work. Although the main reason for doing this is to diversify income, it is also a belief that being more visible in communities will help to raise awareness about Guideposts and the needs of people we support. Local staff and managers regularly organise local engagement and fundraising events in communities where services are delivered.
- Although the information being distributed during events may include donation forms, the Charity never aims to recruit donors face to face on the day, letting people take the information home and decide whether or not they wish to make a donation. This helps minimise the risk of inadvertent pressure being placed on potentially vulnerable donors.
- A complaints log is maintained and monitored, and the Charity keeps a close eye on the pattern of complaints so improvements to services can be made. Guideposts received no complaints about its fundraising activities this year. As a social care, mental health and disability charity – all staff are highly experienced in working with vulnerable people (e.g., those with learning disability or dementia) and are attuned to the risks.

Trustees' responsibilities

The Trustees (who are also directors of Guideposts Trust Limited for the purposes of company law) 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).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. 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 UK Accounting Standards 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 charitable company will continue in operation

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2024

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

A resolution to re-appoint Wenn Townsend will be proposed at the forthcoming Annual General Meeting.

Small company exemptions

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 19 December 2024.

Diana Billingham

On behalf of the Trustees of the Trust
Diana Billingham Chair

Guideposts Trust Limited

Independent Auditor's Report to the members of Guideposts Trust Limited

Opinion

We have audited the financial statements of Guideposts Trust Limited (the 'charitable company') for the year ended 31st March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, (including Financial Reporting Standard 102 applicable in the United Kingdom and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice)).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2024, and of the charitable company's income and expenditure, 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 Companies Act 2006.

Basis for Opinion

We conducted our audit in accordance with International Standards on auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under these standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' report, other than the financial statements and our auditors report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connections with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement of this other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- The strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not detected material misstatements in the strategic report and the directors report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Guideposts Trust Limited

Independent Auditor's Report to the members of Guideposts Trust Limited

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on pages 10 and 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing as applicable all matters related to going concern and using the going concern basis of accounting, unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurances about whether the financial statements as whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance around actual and potential litigation and claims.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of these financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditors/responsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Andrew Rodzynski FCA, Senior Statutory Auditor
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles
Oxford
OX1 3LE

..... 20/12/ 2024

Guideposts Trust Limited

Statement of Financial Activities (Including income and expenditure) for the year ended 31st March 2024

	Note	2024 Unrestricted £	2024 Restricted £	2024 Total £	2023 Unrestricted £	2023 Restricted £	2023 Total £
Income from:							
<i>Donations and Legacies:</i>							
Donations, legacies and other grants	2	624,467	-	624,467	1,020,093	6,208	1,026,301
Raffle Income		523	-	523	799	-	799
<i>Charitable Activities:</i>							
Grants and contracts for provision of services	3	513,033	510,070	1,023,103	486,067	312,959	799,026
Client Fees		748,518	-	748,518	642,327	-	642,327
<i>Other Income</i>	4	53,327	-	53,327	22,191	-	22,191
Total income		<u>1,939,868</u>	<u>510,070</u>	<u>2,449,938</u>	<u>2,171,477</u>	<u>319,167</u>	<u>2,490,644</u>
Expenditure on:							
<i>Raising funds:</i>							
Raising funds – general		210,707	-	210,707	236,509	-	236,509
<i>Charitable activities:</i>							
Community Services & Projects		1,615,185	506,159	2,121,344	1,620,682	332,945	1,953,627
Total expenditure	8	<u>1,825,892</u>	<u>506,159</u>	<u>2,332,051</u>	<u>1,857,191</u>	<u>332,945</u>	<u>2,190,136</u>
Net income/(expenditure)	5	113,976	3,911	117,887	314,286	(13,778)	300,508
Other recognised gains							
Gains on revaluation of fixed assets		-	-	-	86,001	-	86,001
Net movement in funds		<u>113,976</u>	<u>3,911</u>	<u>117,887</u>	<u>400,287</u>	<u>(13,778)</u>	<u>386,509</u>
Total funds brought forward		1,963,915	1,397	1,965,312	1,563,628	15,175	1,578,803
Total funds carried forward		<u>2,077,891</u>	<u>5,308</u>	<u>2,083,199</u>	<u>1,963,915</u>	<u>1,397</u>	<u>1,965,312</u>

There are no gains or losses other than those recognised through the statement of financial activities.
The results above have all derived from continuing activities.

The notes on pages 20 to 29 form part of these accounts

Guideposts Trust Limited

Balance Sheet
as at 31st March 2024

Company Number: 1282361

	Note	2024 £	2023 £
Fixed Assets			
Tangible Assets	9	467,250	450,000
		<u>467,250</u>	<u>450,000</u>
Current Assets			
Debtors	11	118,840	102,852
Cash at bank and in hand	12	2,022,900	1,766,673
		<u>2,141,740</u>	<u>1,869,525</u>
Creditors: Amounts falling due within one year	13	(448,297)	(261,654)
Net Current Assets		<u>1,693,443</u>	<u>1,607,871</u>
Total assets less current liabilities		2,160,693	2,057,871
Creditors: Amounts falling due after one year	14	(77,494)	(92,559)
Net Assets		<u>2,083,199</u>	<u>1,965,312</u>
Reserves			
Unrestricted Funds	21	1,914,100	1,800,124
Revaluation Reserve	21	163,791	163,791
Restricted Funds	21	5,308	1,397
Total of Charity's funds		<u>2,083,199</u>	<u>1,965,312</u>

19 December

These accounts were approved by the Board of Trustees on 2024.

Diana Billingham

Diana Billingham (Trustee)

The notes on pages 20 to 29 form part of these accounts.

Guideposts Trust Limited
Cash Flow Statement
for the year ended 31st March 2024

	2024	2023
	£	£
Reconciliation of operating result to net cash outflow from operating activities		
Surplus for the year	117,887	300,508
Interest received	(36,427)	(13,657)
Depreciation and amortisation	12,700	9,200
Decrease in debtors	(15,988)	3,944
Increase/(decrease) in creditors	184,463	46,228
Net cash inflow from operating activities	<u>262,635</u>	<u>346,223</u>
Cash flow from financing activities		
Interest received	36,427	13,657
Fixed asset additions	(29,950)	-
Repayment of capital	16 (12,885)	(14,048)
Net cash flow from financing activities	<u>(6,408)</u>	<u>(391)</u>
Net increase in cash and cash equivalents	256,227	345,832
Cash and cash equivalents at 1st April 2024	1,766,673	1,420,841
Cash and cash equivalents at 31st March 2024	<u>2,022,900</u>	<u>1,766,673</u>
Cash and cash equivalents		
Cash at bank and in hand	2,022,900	1,766,673
	<u>2,022,900</u>	<u>1,766,673</u>

Guideposts Trust Limited

Notes to the Accounts for the year ended 31st March 2024

1. Summary of significant accounting policies

a) General information and basis of preparation

(i) Guideposts Trust Limited is a registered charity and company limited by guarantee incorporated in England and Wales. In the event of the charity being wound up its liability in respect of the guarantee is limited to £1 per member of the charity. The registered address of the charity is that given on page 1 of these financial statements. Guideposts Trust Limited is a multi-disciplinary social care and mental health charity.

(ii) The accounts are prepared under this historical cost convention modified to include certain items at fair value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006 and rounded to the nearest £1.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Tangible fixed assets and depreciation

Tangible fixed assets are stated at historical cost less depreciation, other than Land and Freehold buildings which were revalued in 2018. This represented a change in accounting policy; the charity believing that this change provides a more reliable, appropriate and accurate information about assets held by the charity. Valuations will be carried out on a regular basis to make sure that the carrying amount does not differ materially from the fair value of the asset at the end of the reporting period.

Depreciation rate values are as follows:

Land	-	Nil
Freehold buildings	-	2% - 10% straight line
Improvements to Leasehold Property	-	Over the lifetime of the lease
Fixtures and fittings	-	20% straight line
Equipment	-	15% straight line
Computer Software	-	15% straight line
Computer Hardware	-	25% straight line
Motor vehicles	-	25% straight line

Capital Expenditure in excess of £1,000 is capitalised.

c) Intangible Fixed Assets

Donor Database

This was developed internally and represents the cost of recruitment of donors who make a regular contribution to the charity and is expected to generate income for the charity over a number of years. The cost of the campaigns to build donor databases is amortised over the period of these projected income streams. Due to increased uncertainties related to making reliable estimates of future income streams for future periods, it was considered prudent to make an impairment charge to write down the intangible value to zero in the 2020 financial year.

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2024

1. Accounting policies (continued)

HERE Development Costs

'HERE' is an information, advice and guidance (IAG) support service for people with a long-term condition and their carers. 'HERE' forms part of the operational strategy to continuously develop and maximise on the intrinsic value that IAG has brought to the organisation over many years. The intangible asset relates to development of the current platform, product definition, delivery protocols and branding. The intangible value that IAG has brought to the organisation results in various income streams, not only from specific IAG services but also from donations, legacies and grants. Based on the value that IAG brings to the organisation, it is considered reasonable to amortise the intangible over a period of 7 years, taking into account specific IAG activity during the period. Due to specific funding ending in the previous year, and increased uncertainties related to future income streams, the intangible value was written down to zero in the 2020 financial year.

d) Restricted funds

The restricted funds include unspent income which has been received in response to specific appeals and grants towards services. Surplus funds at the completion of a project, if the funding body approves, or if the contract terms permit retention, are transferred to unrestricted funds, when it is clear they will not be utilised.

e) Pension costs

The Charity operates a group personal pension scheme. The assets of the schemes are held separately from those of the Charity in an independently administered fund. The pension cost represents contributions by the Charity to the fund, which are recognised when they become payable.

f) Income

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised when earned (as the related goods or services are provided). Grant income included in this category provides funding to support activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Income is deferred when:

- Grants are received in advance for the accounting period to which they relate.
- If unspent restricted funds are potentially reclaimable by the funding body.

Where they are recognised in the accounts, gifts in kind or donated services are included at market value on the date of receipt.

g) Leasing

Rentals payable under operating leases are charged against income on a straight-line basis over the lease term.

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2024

1 Accounting policies (continued)

h) **Expenditure**

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

- Costs of raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with the provisions of services and include both the direct costs, support costs and governance costs relating to these activities.
- Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita staff costs by the time spent and other costs by their usage.

i) **Debtors**

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

j) **Creditors**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

k) **Going concern**

The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. Based on this, the budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern and therefore the accounts have been prepared on a going concern basis.

l) **Judgements and key sources of estimation uncertainty**

The trustees are required to make assumptions on the basis on which amortisation of intangible assets is calculated. These are included as best estimates at the date of calculation but present a significant risk in potentially causing a material adjustment to the balance sheet.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2024**

2 Donations and legacies

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
General donations	409,490	-	409,490	463,702
Government and local authority grants	-	-	-	6,208
Legacies	214,977	-	214,977	556,391
	<u>624,467</u>	<u>-</u>	<u>624,467</u>	<u>1,026,301</u>

3 Contracted Services & Grants received

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Local Authorities & Other	513,033	-	513,033	486,067
BBC Children in Need	-	29,219	29,219	22,895
Hertfordshire Community Foundation	-	148,111	148,111	138,422
Adrian Swire Charitable Trust	-	-	-	7,500
Burford Garden Centre	-	5,000	5,000	-
Gloucestershire CCG	-	279,581	279,581	126,000
Big Give	-	-	-	4,574
Dementia Connections	-	3,034	3,034	5,015
Barnwood Trust	-	18,000	18,000	2,000
Hilda Farr Charitable Trust	-	-	-	1,600
The Ammco Trust	-	-	-	1,000
The Langtree Trust	-	500	500	500
Mayfield Home Trust	-	1,646	1,646	3,453
Meech Centenary Fund	-	1,500	1,500	-
Mr & Mrs J. A. Pye's Charitable Settlement	-	1,500	1,500	-
The Doris Field Charitable Trust	-	1,000	1,000	-
Gloucestershire Community Foundation	-	2,500	2,500	-
The Benefact Trust	-	6,000	6,000	-
David Solomon Trust	-	500	500	-
W.G. Edwards Charitable Foundation	-	1,500	1,500	-
MJC Stone Charitable Trust	-	1,689	1,689	-
The Albion Trust	-	1,000	1,000	-
The Pharsalia Charitable Trust	-	5,000	5,000	-
PF Charitable Trust	-	2,000	2,000	-
Other	-	790	790	-
	<u>513,033</u>	<u>510,070</u>	<u>1,023,103</u>	<u>799,026</u>

4 Other operating income

	2024	2023
	£	£
Miscellaneous income	5,750	3,494
Rental income	11,150	5,040
Interest received	36,427	13,657
	<u>53,327</u>	<u>22,191</u>

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2024

5 Net income/expenditure

	2024 £	2023 £
This is stated after charging:		
Auditors' Remuneration - audit of these financial statements	7,000	6,600
- other services	1,800	1,400
Depreciation and amortisation	12,700	9,200
Operating leases - land and buildings	36,460	35,959
Operating leases - other	6,740	6,178
Interest payable - bank loan interest	5,019	3,983
	<u> </u>	<u> </u>

6 Employees

	2024 Number	2023 Number
The average number of employees during the year was:		
Project staff	74	72
Fundraising	5	6
Administration	9	8
	<u> </u>	<u> </u>
	88	86
	<u> </u>	<u> </u>
	£	£
Their total remuneration was:		
Wages and salaries	1,524,741	1,443,512
Social security costs	107,212	102,581
Other pensions costs	80,162	77,173
	<u> </u>	<u> </u>
	1,712,115	1,623,266
	<u> </u>	<u> </u>

The charity operates a group personal pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost represents contributions by the charity to the funds, which are recognised when they become payable. Contributions owing amounted to £23,843 at 31st March 2024 (2023: £11,323) respectively.

None of the Trustees received any remuneration for their office and Trustees' expenses totalled £77 for the year (2023: £ nil). Indemnity insurance of £580 (2023 £552) was paid in respect of the Trustees.

There was one employee with emoluments between £70,000 and £80,000 in the year (2023: one). The total paid to key management personnel in the year was £134,148 (2023: £137,870).

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2024

7 Taxation

The trust is a registered charity in accordance with Section 505 of the Income and Corporation Taxes Act 1988. As such it is not liable to pay corporation tax on any surplus applied for charitable purposes.

8 Analysis of Expenditure

	Staff Costs £	Support Costs £	Depreciation/ amortisation £	Other £	Total 2024 £	Total 2023 £
Charitable activities	1,725,231	225,427	12,700	157,986	2,121,344	1,953,627
Raising funds	156,155	19,959	-	34,593	210,707	236,509
	<u>1,881,386</u>	<u>245,386</u>	<u>12,700</u>	<u>192,579</u>	<u>2,332,051</u>	<u>2,190,136</u>

The allocation of Support Costs is shown in note 22. Other charitable activity costs represent other costs of delivering services and contracts. Client activities, travel, training and premises costs. Other costs of raising funds include the cost of direct mail activity.

Included within charitable activities is restricted expenditure of £506,159 (2023: £332,945).

9 Tangible Fixed Assets

	Freehold Buildings £	Freehold Land £	Fixtures, Fittings and Equipment £	Motor Vehicles £	Total £
Cost / valuation					
At 1st April 2023	352,000	98,000	135,352	26,454	611,806
Additions	6,750	-	2,200	21,000	29,950
At 31st March 2024	<u>358,750</u>	<u>98,000</u>	<u>137,552</u>	<u>47,454</u>	<u>641,756</u>
Depreciation					
At 1st April 2023	-	-	135,352	26,454	161,806
Charge for year	9,200	-	-	3,500	12,700
At 31st March 2024	<u>9,200</u>	<u>-</u>	<u>135,352</u>	<u>29,954</u>	<u>174,506</u>
Net book value					
At 31st March 2024	<u>349,550</u>	<u>98,000</u>	<u>2,200</u>	<u>17,500</u>	<u>467,250</u>
At 31st March 2023	<u>352,000</u>	<u>98,000</u>	<u>-</u>	<u>-</u>	<u>450,000</u>

All assets are held for charitable purposes.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2024**

10 Revalued Tangible Fixed Assets

Two freehold buildings owned by the charity were revalued at 31st March 2023.

The basis for the revaluation was an external survey carried out by an independent valuer in October 2023 and his estimate of their value should they be placed on the open market.

The carrying amount for freehold buildings that would have been recognised at the end of the reporting period, had the assets be carried under the historical cost model is £179,010 (2023: £188,210). The gain on revaluation of £86,001 is shown within the funds analysis on the balance sheet as the revaluation reserve.

11 Debtors

	2024	2023
	£	£
Income debtors	121,700	112,662
Accrued income	50,876	38,881
Due from Be Free Young Carers	31,397	36,397
Prepayments	549	5,594
Provision for bad debts	(85,682)	(90,682)
	<u>118,840</u>	<u>102,852</u>

12 Cash at bank and in hand

Cash and current accounts	2,022,900	1,766,673
	<u>2,022,900</u>	<u>1,766,673</u>

13 Creditors: amounts falling due within one year

Bank loans (secured)	16,185	14,005
Trade creditors	20,815	28,151
Taxes and social security costs	72,537	42,190
Accruals and deferred income	338,760	177,308
	<u>448,297</u>	<u>261,654</u>

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2024**

14 Creditors: amounts falling due after one year

	2024 £	2023 £
Bank loans (secured)	77,494	92,559
	<u>77,494</u>	<u>92,559</u>
Maturity of bank loan (secured)		
- due in one year or less	16,185	14,005
- between one and two years	14,347	14,710
- between two and five years	52,239	49,063
- in five years or more	10,908	28,786
	<u>93,679</u>	<u>106,564</u>

A loan from Triodos Bank is secured on two freehold properties at a current interest rate of 7 %.

The Bounce Back loan from HSBC is unsecured at a fixed interest rate of 2.5%, with repayments becoming due from December 2021.

15 Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases were:

	2024 £	2023 £
Land and buildings:		
Operating leases which expire:		
- within one year	16,772	16,722
- in the second to fifth years inclusive	33,250	39,200
	<u>50,022</u>	<u>55,922</u>
Equipment:		
Operating leases which expire:		
- within one year	5,791	6,949
- within the second to fifth years inclusive	-	5,791
	<u>5,791</u>	<u>12,740</u>

Guideposts Trust Limited

Notes to the Accounts (continued)
for the year ended 31st March 2024

16 Repayment of capital

	2024 £	2023 £
Decrease in borrowings		
Debt due within one year:		
Secured loans	2,050	(540)
Bounceback Loan	130	130
Debt due after one year:		
Secured loans	(9,762)	(8,460)
Bounceback Loan	(5,303)	(5,178)
	<u>(12,885)</u>	<u>(14,048)</u>

17 Analysis of net debt

	At 1st April 2023	Cash Flow	At 31st March 2024
Cash and cash equivalents	1,766,673	256,227	2,022,900
Bank loans due within one year	(14,005)	(2,180)	(16,185)
Bank loans due after one year	(92,559)	15,065	(77,494)
Net (debt) / cash	<u>1,660,109</u>	<u>269,112</u>	<u>1,929,221</u>

	At 1st April 2022	Cash Flow	At 31st March 2023
Cash and cash equivalents	1,420,841	345,832	1,766,673
Bank loans due within one year	(14,415)	410	(14,005)
Bank loans due after one year	(106,197)	13,638	(92,559)
Net (debt) / cash	<u>1,300,229</u>	<u>359,880</u>	<u>1,660,109</u>

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2024

18 Associated charitable company

Be Free Young Carers

A partnership agreement was signed on 21st February 2014 which enabled the Charity to enter into a Constitutional and Service Level Agreement with Be Free Young Carers which enables the Be Free Young Carers to share the resources of the Charity. At the date of the agreement, Guideposts provided financial support to enable Be Free Young Carers to maintain services whilst a long-term strategic plan to develop and grow sustainable services to carers in the region for both organisations was researched and developed. To date the Charity has outstanding financial support totalling £31,397 to Be Free Young Carers by way of an intercompany loan. In the year ended 31st March 2020, the decision was made to provide against this loan as the extent of recoverability remains uncertain. A repayment of £5,000 was received during the year (2023: £5,000) and the provision adjusted accordingly. At 31st March 2024 the total provision against the loan was £31,397.

19 Ultimate Controlling Party

The Charity is controlled by a board of Trustees with no one person having overall control.

20 Related Parties

There were no related party transactions during the year.

Guideposts Trust Limited

Notes to the Accounts (continued)
for the year ended 31st March 2024

21 Reserves

2024

	Restricted Funds Projects £	Revaluation Reserve £	Unrestricted General Funds £	Total Funds £
Balance brought forward	1,397	163,791	1,800,124	1,965,312
Income for the year	510,070	-	1,939,868	2,449,938
Expenditure for the year	(506,159)	-	(1,825,892)	(2,332,051)
(Deficit)/surplus for the year	3,911	-	113,976	117,887
Balance carried forward	5,308	163,791	1,914,100	2,083,199
Analysis of net assets between funds				
Tangible fixed assets	-	163,791	303,459	467,250
Net current assets	5,308	-	1,688,135	1,693,443
Creditors falling due after one year	-	-	(77,494)	(77,494)
Total	5,308	163,791	1,914,100	2,083,199

2023

	Restricted Funds Projects £	Revaluation Reserve £	Unrestricted General Funds £	Total Funds £
Balance brought forward	15,175	77,790	1,485,838	1,578,803
Income for the year	319,167	86,001	2,171,477	2,576,649
Expenditure for the year	(332,945)	-	(1,857,191)	(2,190,136)
(Deficit)/surplus for the year	13,778	86,001	314,286	386,509
Balance carried forward	1,397	163,791	1,800,124	1,965,312
Analysis of net assets between funds				
Tangible fixed assets	-	163,791	286,209	450,000
Net current assets	1,397	-	1,606,474	1,607,871
Creditors falling due after one year	-	-	(92,559)	(92,559)
Total	1,397	163,791	1,800,124	1,965,312

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2024

21 Reserves (continued)

Unrestricted Funds

a) General Funds

These represent the reserves which are not designated for a specific purpose.

b) Revaluation Reserve

These represent the surplus on open market revaluation on two freehold offices owned by the Charity.

Restricted Funds

Projects

These funds represent the restricted unspent balances from several projects, which will be expended in subsequent accounting periods. Where the terms of the funding permit, unspent restricted funds are released to General Funds either when it is clear that all commitments relating to the project have been met for the period under review, for on-going projects, or at the end of the project life.

Where a project is forecast to have insufficient funding streams to fully cover its costs and if it is felt that the support of that activity would further the aims of the charity, the Trustees will decide to under pin that project from General Funds. Projects supported in this manner in the current year numbered 7, with a total value of £90,736 (9 in the previous year, with a total value of £157,060. This includes closure costs of services.

22 Allocation of support costs

The Trust allocates its support costs as shown in the table below. Support costs are allocated on the basis consistent with the use of resources.

Allocated to

	Charitable Activities	Costs of Raising Funds	2024 Total	2023 Total
General office	133,277	15,281	148,558	127,976
Information technology	62,364	4,379	66,743	66,743
Governance costs	10,687	-	10,687	10,312
Legal and other professional costs	19,099	300	19,399	25,959
	<u>225,427</u>	<u>19,960</u>	<u>245,387</u>	<u>230,990</u>

Analysis of charitable activities support costs

Community Care Services & Projects	100%
------------------------------------	------

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2024

23 Reserves

2024	At 1st April 2023 £	Income £	Expenditure £	At 31st March 2024 £
Friendship4All Service	525	149,929	(149,136)	1,318
Complex Emotional Needs Pilot	(4,661)	279,581	(281,077)	(6,157)
Other care service projects	5,533	80,560	(75,946)	10,147
Total restricted funds	<u>1,397</u>	<u>510,070</u>	<u>(506,159)</u>	<u>5,308</u>
2023	At 1st April 2022 £	Income £	Expenditure £	At 31st March 2023 £
Friendship4All Service	-	138,422	(137,897)	525
Complex Emotional Needs Pilot	-	126,000	(130,661)	(4,661)
Other care service projects	15,175	54,745	(64,387)	5,533
Total restricted funds	<u>15,175</u>	<u>319,167</u>	<u>(332,945)</u>	<u>1,397</u>

The Friendship4All Service fund is for the support of learning disability community support and befriending services.

The Complex Emotional Needs Pilot is for coaching and mental health services for clients with complex emotional needs. The deficit on this fund at the end of the reporting period will either be funded by income due in future periods for this project, or by the Charity's unrestricted reserves at the end of the project.

The other care service projects are for the provision of support and care services for client groups related to disadvantaged children, mental health, learning disability, dementia and carer support services.

GUIDEPOSTS TRUST LIMITED

England & Wales - Charity number 272619

Accounts

Guideposts Trust Limited

Company Number: 01282361
Charity Number: 272619

Accounts

for the year ended

31st March 2023

Wenn Townsend

Chartered Accountants

Oxford

Guideposts Trust Limited

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Guideposts Trust Limited

Reference and administrative information

31st March 2023

Charity number	272619
Company number	01282361
Address	Unit E Two Rivers Industrial Estate Station Lane Witney Oxon OX28 4BH
Bankers	HSBC Bank plc Witney Branch 24 Market Square Witney Oxfordshire OX28 6BG
Auditors	Wenn Townsend Chartered Accountants 30 St Giles' Oxford OX1 3LE
Company Secretary	Nicole Rolston
Directors/Trustees	Diana Billingham James Bradshaw Alex Curtis Matthew Jones Deborah Cohen Mariam Ahmed Melissa Noton

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2023

Introduction

"Guideposts is a people centred charity, we care passionately about the communities we serve. We exist to ensure that people can be connected to their community and feel part of society." Matthew Jones - CEO - Guideposts

Guideposts Trust ('Guideposts') is a UK based charity working with people in local communities to help them access the support, opportunities and skills they need to overcome social inequalities, improve their wellbeing and change their lives.

Purpose

We run a range of services that are focused on helping people to achieve their potential regardless of their circumstances. We connect people together so that they can experience the joy that comes from friendship, activity, learning, purpose and occupation. We love what we do and we love seeing people flourish.

Many of the people we support come from the most disadvantaged groups in our society, including children and adults with additional needs and disabilities, people with mental health problems, older people with dementia and other neuro-degenerative conditions, and the families or carers of all these groups. We believe that all people should be equally valued and have an equal chance to live the best life possible, that is why we do what we do.

Together we are the Guideposts community, helping each other to achieve better wellbeing.

Vision

Our vision is social inclusion and wellbeing for all.

Our work

The charitable funding we receive helps us to run crucial services, such as :

- Guideposts Connect - Friendships groups and specialist sessions.

We run local group sessions which help people connect with their communities, in addition to a rapidly growing number of online sessions. These sessions bring people together into a fun and friendly environment that leaves them feeling supported, part of their community and less isolated.

- Guideposts Hubs - Activity day opportunities for those with additional needs.

These Hubs work with people with complex needs on a weekly basis, over a long time period. We currently operate 6 different hubs focused on supporting those with learning disabilities, mental health problems and dementia.

- Guideposts Complex Needs service – tele-mental health service, providing coaching for people with complex needs.

We support 150 people with enduring mental ill health in Gloucestershire and over 200 in Hertfordshire. Our complex needs services is phone based support for people with complex mental ill health. Our trained coaches help them to keep well – reduce incidents of crisis and accelerate recovery. Running this service takes pressure off the NHS and holds people safely in the community.

Guideposts has around 100 staff (most are part time) looking after our community, working in 12 different locations and running over 45 sessions a month. We support just under 1000 people each month, providing over 8,500 hours of support.

We have been serving our communities for over fifty years, and in that time we have adapted to the needs of our communities and the changes in our society. Some of our services are paid for from local authorities, but many of the programmes we run are funded from grants or donations from the public.

As a Charity we rely on these donations to keep helping people. We really appreciate every donation made and ensure that it is spent very wisely to provide our community with the help they need.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2023 (continued)

We are working towards a future where our whole community has an equal chance to find acceptance, a sense of belonging, positive relationships, meaningful occupation, good education, enriching work and a safe home, but until that happens we are there to help.

The Trustees are pleased to present their report with the audited accounts for the year to 31st March 2023.

1 Reference and Administrative Detail

Guideposts Trust Limited is a registered charity and company limited by guarantee incorporated in England and Wales.

The Trustees who served during the year are listed below:

- Diana Billingham
- Maj. Peter Smith (resigned 26/07/2023)
- Alex Curtis
- Matthew Taylor (resigned 28/09/2023)
- James Bradshaw
- Deborah Cohen
- Mariam Ahmed
- Melissa Noton

The company's Articles of Association require the Trustees to retire by rotation after a three-year term. Matthew Jones, CEO, has been delegated responsibility for the day-to-day management of The Trust.

2 Structure, Governance and Management

Guideposts Trust is constituted under its Memorandum and Articles of Association dated 19 October 1976. The Articles of Association provide that Guideposts Trust may have up to 25 Trustees. At 31 March 2023, there were eight members of the board.

No member of the Board of Trustees has received any remuneration in respect of his or her services to the Trust except for reimbursement of expenses incurred in providing such services.

During 2022/23 the board met 6 times, including an AGM.

A number of sub-committees of the board have been introduced to strengthen the overall governance of the charity. At least two members of the board sit on each sub-committee. The sub-committees meet as follows: Nomination and Remuneration – at least twice per year; Finance and Risk, Strategy and Digital, Services, Service User Experience – meet on a bi-monthly basis.

Public Benefit

The Trustees have regard of the Charity Commission public benefit guidance. Guideposts Trust demonstrates its public benefit through the provision of community-based services that are operated by its staff. We adopt a collaborative and complementary approach to ensure that vulnerable individuals – often with a range of complex needs and expectations - do not fall through gaps in geographic or specialisation boundaries. We are tackling the causes of loneliness and social isolation, by providing community connectivity, information and advice, group activities, therapies and work-based opportunities.

The Reserves Policy

The Trustees have set a Minimum Level of unrestricted reserves (defined as unrestricted net current assets plus net realisable value of land and buildings) that will be sufficient to cover the costs of up to 12 months management and administration, statutory redundancy and other winding-up costs in the event of Guideposts ceasing to exist. The Minimum Level is £200,000.

The Trustees will maintain this Minimum Level at all times and will not take any decision or carry out any development that might impinge upon the Minimum Level without due consideration.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2023 (continued)

2 Structure, Governance and Management (continued)

The priority for 2023/24 will be to maintain and monitor liquid reserves, especially in consideration of inflationary cost pressure implications.

Unrestricted net current assets were £1,607,871 at the Balance Sheet date. The Trustees have considered carefully going concern; most particularly meeting short term cash flow needs.

Retained services performed at a surplus of £300,508 in the current year compared to £166,962 in the prior year.

The charity is continually reviewing its cost base and reducing costs where possible. The support of the charity's bank in renewing existing facilities and to secure a bounce back loan has enabled it to meet all operational liabilities without the need to liquidate or make additional borrowings against fixed assets.

The Trustees feel that it is appropriate to prepare the accounts on a going concern basis.

3 Objectives and Activities

The objects of the Charity are:

- to provide a range of welfare services in the community for people with a learning disability, people with or recovering from mental health problems and for people with dementia

Our Challenge

People living with disability or long-term conditions (and their loved ones), have the same needs as everyone else but their circumstances often mean they don't not have the chance to meet those emotional, social, spiritual and physical needs. Unfortunately, our clients' complex health conditions can conspire to isolate them and their families from their communities and from the information and support which could change their circumstances. They often fall between the gaps of statutory provision and the limited support that "single-issue" charities can offer. This can place them at risk of isolation and the medical and social effects of loneliness. Guideposts wants to be there for people who need support to achieve their innate human needs and realise their potential. We do this by providing access to support, training and community opportunities.

Our Services:

Guideposts' physical services are provided in three counties in England (Oxfordshire, Hertfordshire & Gloucestershire) and focus on improving people's health and wellbeing as follows:

- Learning disabilities and Autism services
 - Meaningful day activities
 - Therapeutic activities
 - Training and skills
 - Leisure
 - Friendship and relationship
 - Assisted day trips, new experiences and holiday respite
- Mental Health services
 - Recovery planning
 - Therapeutic activities
 - Emotional wellbeing coaching
 - Complex emotional needs coaching
 - Leisure
 - Friendship
 - Peer support
 - Carer support
- Children and Adolescent Services
 - Forest School for children with Special Educational needs, or from troubled family environments

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2023 (continued)

3 Objectives and Activities (continued)

- Older people and dementia services
 - Day activity opportunities
 - Therapeutic activities
 - Social opportunities & Friendship
 - Information and advice
- Carers services
 - Help and advice
 - Short break and respite
 - Friendship & Peer support opportunities
 - Community outings and leisure opportunities

Around 200 volunteers usually support Guideposts' work, and we are grateful to them. Our volunteers would assist with delivering thousands of hours of support across 3 Counties providing support to individuals to participate in our friendship schemes, community opportunities, or the provision of support groups, providing back-office support, or serving on the board of Trustees.

We are also enormously grateful to all those individuals, organisations, groups and Trusts who have given so generously over the year or provided practical support.

STRATEGIC REPORT – the following items form the Strategic Report

4 Achievements and Performance

2022/23 was the fifth year of the Charity's 5-year plan. The plan was to move from surviving to thriving. To use innovation, agility and a positive attitude to risk, in the creation of new expressions of mission. The Charity has achieved this and in doing so increased its impact at a time when demand to support the most vulnerable in society was increasing in the national lockdowns.

As well as keeping our existing services going, we have:

Expanded our reach in Chipping Norton. Using our day service for people with complex needs in Chipping Norton we have opened a youth club in the community – especially for those with additional needs, struggling to find a place of friendship and leisure.

We successfully delivered a one year pilot project – delivering tele-mental health to 75 people with complex needs. Gloucester NHS recommissioned us for another year, trebling the income and doubling the size of the service so we now work with 150 unwell people – supporting them and helping them reduce their reliance upon the NHS and build their resilience.

We grew a new service that supports people in their own homes (called Connect@Home). We are now delivering 58 hours of paid support per week in Gloucestershire and cannot grow quickly enough to meet the demand – especially from other social services who want us to keep supporting vulnerable people in their own homes and away from hospital.

We supported vulnerable people to attend days out, holidays and evening events – we have a growing programme of assisted adventures and new experiences. We delivered:

- Camping in the Oxfordshire countryside (a lot of the campers had their first experience of being under canvas)
- An assisted holiday to Butlins
- Attendance to the Guideposts 50th anniversary Ball.
- Seaside day trips.
- Assistance to attend the Witney Music Festival. We provided a raised platform near the stage for those in wheelchairs and a fully functional disabled shower and toilet facility.
- We expanded our digital membership offer and now have Sunday night bedtime stories and Fantasy football leagues.

Our new online membership programme – Better Connected – continues to provide friendship, regular activities online and a monthly magazine with news and activities and education.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2023 (continued)

4 Achievements and Performance (continued)

We had our 50th Anniversary.

To take advantage of this, we launched a fundraising campaign to fund our expanding programme of new life opportunities. Our 'Never Seen/Never been' campaign seeks to provide, for vulnerable people, their first ever holiday, concert, friendship group, cultural experience, etc.

We held a Guideposts 50th Anniversary Ball, over 150 guests ate and danced the night away. For many this was their first experience of such an event.

Challenges:

The Charity has thrived despite working within a challenging macro-economic environment.

Brexit has made an impact on the UK and its labour force.

We are competing for the same staff and volunteers as other parts of the economy that would have sourced its labour from overseas, or seasonal workers. Fortunately, the nature of our work and its meaningfulness is a key factor when people choose to work for us. However, the Charity still has to secure enough resources to be able to pay staff a wage they can live on, and this is under pressure from restrictions in the public sector funding and changes to the way people donate.

COVID:

The Charity has done well to navigate the management of this disease, but it is seeing a growing mental health crisis, blamed in part on the pandemic. This crisis has affected our current staff team, with some choosing to retire or unable to work due to health complications – exacerbated by COVID. Our workforce has been made less resilient and this has led to some staff retiring, or seeking less pressured work.

Cost of Living:

Inflationary pressures, rising mortgage rates, cost of basic food and essentials have affected our staff and the income of those we support.

This has led to some staff leaving for more pay to make ends meet, or taking on additional part time work. It has also led to some people we support reducing the number of days they are with us.

Changes to the way people view and support Charities:

The way Charities raise non-restricted funds have changed. Donors often want to see the impact of their gifts whilst still alive. The younger generation, see social movement and action to be an informal group activity and therefore question the need to have organisations, to make real change in the world.

Our regular donors are getting older and therefore the challenge is how to reach out and make donors of the younger generation. The Charity undertook a review of its fundraising activities and subsequently invested in outside help to train our staff in new fundraising skills (e.g., use of social media, increased capacity to apply for grants, a more coherent message throughout our website and written material. Increased newsletters and information about the good work being done). These new skills will embed within the fundraising team and help support our programmes - most of which cannot survive without support from donations.

How we strengthened the Charity:

The Charity has upgraded all its IT hardware and software – stripping out unnecessary costs and bringing cyber security up to date.

The Charity upgraded its IT platforms.

It has invested in its staff, implemented a career progression regime to recognise experience and seniority.

It has invested in health and safety software and the safety of its built environment.

It has rented out its underused office in Gloucestershire – providing much needed income.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2023 (continued)

4 Achievements and Performance (continued)

Property leases have been renegotiated and key sites secured (Such as our outdoor wellbeing centre) to safeguard our services in those areas. Spend on the property estate is minimal. The Charity either owns or negotiated very preferential rates on its leases.

Keeping and developing a talented team of staff has been really important. Managers have been key in navigating the Charity through various challenges and the outcome is improved resources, more efficiency in the way we deliver our programmes, less resources on running the Charity and more on direct support to those we are here for.

Remuneration of Key Management Personnel

Remuneration of Key Management Personnel (CEO and General Manager Finance and Operations) is set by the Nomination and Remuneration Committee, consisting of the Chair and two co-opted trustees. Pay levels are benchmarked against sector averages and taking into account the requirements of the role. These are reviewed annually.

5 Financial Review

Guideposts entered the 2022/23 financial year with a healthy cash balance and reported an operating surplus of £300,508 for the year compared to a net cash break-even target. This was due to a combination of favourable revenue factors as well as a strong cost control culture. Local authorities and central government were supportive of social care services, assisting with infection control costs and continuing to provide support to assist with the recovery of services post COVID-19.

All of our local authority contracts and grants were extended through to the end of the financial year and into the 2023/24 financial year, helping us to continue to fund those services and maintaining income levels. Attendance levels quickly resumed back to pre-Covid levels supporting our fee income. We secured a substantial Learning Disabilities Friendship grant in Hertfordshire for the 2022/23 and 2023/24 financial years.

We also secured a grant from Gloucestershire NHS transformation fund to develop a mental health complex emotional needs service pilot. The pilot has been successful resulting in an extension and increase of the grant into the 2023/24 financial year.

As expected, as services resumed to normal levels our operating costs increased accordingly, with additional inflationary cost pressures being passed on by suppliers, as well as the material increase in the minimum wage rate. Our strong financial position at the end of the financial year will enable us to enter the 2023 financial year with confidence, with the ability to navigate through tough economic expectations, and to invest in innovation, build our staffing teams, continue to fund developing services and secure new grants.

Our regular donors continue to be loyal and supportive with strong regular and campaign donations. We once again continued to receive healthy legacy receipts. Income from Fundraising (net of direct costs of raising funds) came in at £980,602. Although the average donation received has increased, our donor base has been declining, particularly the number of regular donors. In an effort to curb this trend, new work has been taking place to engage new supporters and bring in new donors, focussing via digital marketing and fundraising. Our finances enabled us to continue investing in our fundraising team, enhancing our ability to communicate with donors, developing our ability to increase digitally fundraised income and expand our grant funding applications. This will enable us to bring in vital funds to adapt our work effectively and continue to support most of our service members/users. It also enables us to develop new work and lay the foundation for future project/service development, which is key to our ability to continue to attract and increase funding from grants.

Guideposts monitor cash closely and reforecast on a rolling monthly basis and are satisfied that there are sufficient known incoming resources to meet our obligations in the near future. Additional unknown future impacts of the pressures on the economy, increasing minimum wage levels and inflationary cost pressures on operations remains a risk. Cash flow management remains a critical focus.

Fixed Assets include land, valued at £98,000 and buildings valued at £352,000 at the Balance Sheet date. The buildings were revalued in the year to reflect fair value.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2023 (continued)

6 Plans for Future Periods

The Charity celebrated its 50th year of creation this past year. Half a century after the founders created the Charity to support people to live independently and maximise their potential – despite the obstacles life has put in their way – Guideposts is still delivering on that mission. The people and expressions of mission may have changed, but the need to support those most vulnerable in our community hasn't.

It will keep developing services to meet need in the community, online and accessible. in evenings and weekends, when other support is not available.

It will continue to develop its work with NHS and Council partners to provide support for people when public sector support has run out, become too hard to get, or the pathway of support stops. Guideposts will develop its mental wellbeing services and its sub-clinical expertise to support people when they fall off the public sector conveyor belt and work to prevent them relapsing back into primary or secondary care services.

In celebrating our 50th anniversary we thank all those who support us and make our work possible – our amazing volunteers and trustees, who give so much, - our dedicated staff and our supporters and funders, without whom we would not be here. Another half century of amazing work awaits us.

7 Principal Risks and Uncertainties

Guideposts Risk Management Strategy involves a regular review of the key risks faced by the charity, the establishment of systems and procedures to address those potential risks and mitigate any impact on the charity if they materialise. Guideposts is committed to ensuring that risk in our operations is managed and mitigated by using an integrated risk management system and instigating a proactive culture in managing risk. The integrated approach to risk management takes cognisance of risk management standard BS31100.

Risks that concern the long-term strategic objectives of Guideposts Trust and the actions taken to manage them are as follows:

Financial: the risks to Guideposts financial position, including internal and external factors that may have an effect.

What we do:

- An annual budget is reviewed and approved by Trustees, which forms the basis for financial monitoring for the year.
- Monthly Management Accounts for operational managers are produced and reporting to the board takes place monthly at present with a more formal review at the bi-monthly board and Finance and Risk sub-committee meetings.
- Cash flow and the ability of the charity to meet its monthly obligations is seen as a specific risk at the present time. For that reason, cash flow is checked and updated daily looking ahead in detail on a 90-day rolling basis to identify and mitigate pinch points. Mitigation is carried out by a continual focus on credit control, a rolling programme of fundraising asks, phasing planned expenditure with expected income and cost control.
- An adaptive budgeting process encourages managers to continually look ahead, reviewing activities and the likely financial consequences. Internal financial training and support is delivered by the finance team for our new managers and budget holders.
- This is supported by internal audit processes and an annual external audit.

Growth: the risks to Guideposts' strategy for growth and development.

What we do:

- Research and implement a rolling five-year business development plan to fit in with the strategic direction for the charity as agreed by the management team and Trustees, including budgets which provide income generation targets.
- Bi-monthly meetings of the Strategy & Digital and the Services sub-committees to review the growth strategy and development of services.
- Have a purposeful plan to diversify income streams so that Guideposts Trust is not dependent upon a single source of income.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2023 (continued)

7 Principal Risks and Uncertainties (continued)

- Implement a Service Delivery Strategy which forms the basis of our service delivery and the management of risk to ensure responsiveness/effectiveness in the development and implementation of projects
- Ensure effective use of staffing and resources to ensure users of our services get the best possible help and support and we deliver value for money.
- Support this by robust internal systems – Quality, Management Information & Financial – to facilitate reporting of outcomes and sound Market Intelligence to enable us to align our activities to stakeholder priorities.

Knowledge management: the risks to knowledge resources, and the production and communication of these.

What we do:

- We have implemented a knowledge management strategy which through organisational learning and enabling the sharing of knowledge will deliver improved individual performance, competitive advantage, innovation, the sharing of lessons learned, integration and continuous improvement.

Succession planning and talent management: the risks to management infrastructure and staffing framework.

What we do:

- We have implemented a Staffing Framework which will enable us to recruit, retain and develop the skill and talent needed to take us forward. This is supported by clear processes around recruitment and selection, training and development and performance management.
- Have an organisation-wide approach to the documentation, sharing and dissemination of knowledge to avoid the risk of all intellectual capital being embedded in one person and to allow opportunities for learning.
- At least an annual review of pay rates by the Nomination and Remuneration sub-committee.

Compliance:

the risks associated with non-compliance of relevant legislation (for example Health and Safety, data protection, employment practices) and regulation (for example Charities Commission, Care Quality Commission).

What we do:

- Underpin all aspects of organisational activity through our Quality Management System and work towards external quality accreditations.
- Outcome monitor all activities & ensure all projects both consistently monitor performance and publicise findings to services users, key workers and other professionals and members of the public.
- Take account of the views of users of our Services and other stakeholders via our 'Tell us your views' Policy and bi-monthly meeting of the Service User Experience Panel and ensure it is widely published and accessible.
- Implement a programme of internal audit and actively participate in external monitoring.
- Review and implement recommendations arising.

Fundraising:

The risks associated with poor fundraising practice and the consequential effect on the reputation and sustainability of the charity.

The Charity is reliant on income given voluntarily by supporters. Supporters are at the heart of everything that we do and achieve. And, because of this, we strive to give our supporters and the people we help the best experience.

Guideposts is signed up to the Fundraising Regulators Code of Practice in the UK and it works closely with the Fundraising Regulator and the Institute of Fundraising to help improve sector standards and ensure activity meets the expectations of supporters and the wider public.

As a charity, talking to the public in person and communicating with existing supporters are both key in engaging people and raising vital funds for our work.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2023 (continued)

7 Principal Risks and Uncertainties (continued)

Guideposts fundraising and marketing activities are undertaken directly by charity staff, and it doesn't use professional fundraisers or involve commercial organisations in any of fundraising work.

All communication with supporters is conducted in such way to ensure that they and any members of the public willing to support the Charity gives what they can afford, taking particular care to ensure nobody feels under pressure to contribute.

Supporter's personal details are stored securely. Supporter's communication preferences are recorded in their personal file and the Charity only communicates with them in ways they have agreed to. All our marketing materials contain clear details of how to unsubscribe to any future communications. When notified (e.g. by family) of a donor receiving a cognitive impairment diagnosis, going into care, or becoming too infirm to respond to us - then we mark their file on our Donor Database as "Do Not Approach".

The Charity is careful not to contact supporters too often. There is a limit on mailings to 3/4 per year to all active donors on our database (approx. 7,700) and Guideposts are working hard to make sure that supporters feel even more in control of how it communicates to them. Guideposts reminds its audiences of the difference their donations are making to people's lives, all the vital services it provides and the good it does in society.

Guideposts is constantly working on developing new ways of raising income to continue its life changing work. Although the main reason for doing this is to diversify income, it is also a belief that being more visible in communities will help to raise awareness about Guideposts and the needs of people we support. Local staff and managers regularly organise local engagement and fundraising events in communities where services are delivered.

Although the information being distributed during events may include donation forms, the Charity never aims to recruit donors face to face on the day, letting people take the information home and decide whether or not they wish to make a donation. This helps minimise the risk of inadvertent pressure being placed on potentially vulnerable donors.

A complaints log is maintained and monitored, and the Charity keeps a close eye on the pattern of complaints so improvements to services can be made. Guideposts received no complaints about its fundraising activities this year. As a social care, mental health and disability charity – all staff are highly experienced in working with vulnerable people (e.g., those with learning disability or dementia) and are attuned to the risks.

Trustees' responsibilities

The Trustees (who are also directors of Guideposts Trust Limited for the purposes of company law) 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).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. 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 UK Accounting Standards 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 charitable company will continue in operation.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2023 (continued)

Trustees' responsibilities (continued)

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

A resolution to re-appoint Wenn Townsend was proposed and accepted at the Annual General Meeting.

Small company exemptions

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

6 December

This report was approved by the Trustees on 2023.

DocuSigned by:

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On behalf of the Trustees of the Trust

Diana Billingham Chair

Guideposts Trust Limited

Independent Auditor's Report to the members of Guideposts Trust Limited

Opinion

We have audited the financial statements of Guideposts Trust Limited (the 'charitable company') for the year ended 31st March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, (including Financial Reporting Standard 102 applicable in the United Kingdom and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice)).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2023, and of the charitable company's income and expenditure, 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 Companies Act 2006.

Basis for Opinion

We conducted our audit in accordance with International Standards on auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under these standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees report, other than the financial statements and our auditors report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connections with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement of this other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- The strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not detected material misstatements in the strategic report and the directors report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Guideposts Trust Limited

Independent Auditor's Report to the members of Guideposts Trust Limited.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on pages 10 and 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing as applicable all matters related to going concern and using the going concern basis of accounting, unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurances about whether the financial statements as whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes an opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance around actual and potential litigation and claims;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of these financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditors/responsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Andrew Rodzynski FCA, Senior Statutory Auditor
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles
Oxford
OX1 3LE

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Guideposts Trust Limited

Statement of Financial Activities (including income and expenditure) for the year ended 31st March 2023

	Note	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Unrestricted £	2022 Restricted £	2022 Total £
Income from:							
<i>Donations and Legacies:</i>							
Donations, legacies and other grants							
Raffle Income	2	1,020,093 799	6,208	1,026,301 799	724,355 1,009	122,030	846,385 1,009
<i>Charitable Activities:</i>							
Grants and contracts for provision of services	3	486,067	312,959	799,026	652,353	57,601	709,954
Client Fees		642,327	-	642,327	531,151	-	531,151
<i>Other Income</i>	4	22,191	-	22,191	3,792	-	3,792
Total Income		2,171,477	319,167	2,490,644	1,912,660	179,631	2,092,291
Expenditure on:							
<i>Raising funds:</i>							
Raising funds – general		236,509	-	236,509	251,267	-	251,267
<i>Charitable activities:</i>							
Community Services & Projects		1,620,682	332,945	1,953,627	1,480,836	191,482	1,672,319
Education and Awareness		-	-	-	1,744	-	1,744
Total expenditure	8	1,857,191	332,945	2,190,136	1,733,847	191,482	1,925,329
Net income/(expenditure)	5	314,286	(13,778)	300,508	178,813	(11,851)	166,962
Other recognised gains							
Gains on revaluation of fixed assets		86,001	-	86,001	-	-	-
Net movement in funds		400,287	(13,778)	386,509	178,813	(11,851)	166,962
Total funds brought forward		1,563,628	15,175	1,578,803	1,384,815	27,026	1,411,841
Total funds carried forward		1,963,915	1,397	1,965,312	1,563,628	15,175	1,578,803

There are no gains or losses other than those recognised through the statement of financial activities.
The results above have all derived from continuing activities.

The notes on pages 17 to 29 form part of these accounts

Guideposts Trust Limited

Balance Sheet
as at 31st March 2023

Company Number: 1282361

	Note	2023 £	2022 £
Fixed Assets			
Tangible Assets	9	450,000	373,199
		<u>450,000</u>	<u>373,199</u>
Current Assets			
Debtors	11	102,852	106,796
Cash at bank and in hand	12	1,766,673	1,420,841
		<u>1,869,525</u>	<u>1,527,637</u>
Creditors: Amounts falling due within one year	13	(261,654)	(215,836)
Net Current Assets		<u>1,607,871</u>	<u>1,311,801</u>
Total assets less current liabilities		2,057,871	1,685,000
Creditors: Amounts falling due after one year	14	(92,559)	(106,197)
Net Assets		<u><u>1,965,312</u></u>	<u><u>1,578,803</u></u>
Reserves			
Unrestricted Funds	21	1,800,124	1,485,838
Revaluation Reserve	21	163,791	77,790
Restricted Funds	21	1,397	15,175
Total of Charity's funds		<u><u>1,965,312</u></u>	<u><u>1,578,803</u></u>

These accounts were approved by the Board of Trustees on 6 December 2023.

DocuSigned by:



FCF9FC1F3095456...

Diana Billingham (Trustee)

The notes on pages 17 to 29 form part of these accounts.

Guideposts Trust Limited
Cash Flow Statement
for the year ended 31st March 2023

	2023	2022
	£	£
Reconciliation of operating result to net cash outflow from operating activities		
Surplus for the year	300,508	166,962
Interest received	(13,657)	(267)
Depreciation and amortisation	9,200	15,424
Decrease in debtors	3,944	3,176
Increase/(decrease) in creditors	46,228	(40,531)
Net cash inflow from operating activities	<u>346,223</u>	<u>144,764</u>
Cash flow from financing activities		
Interest received	13,657	267
Repayment of hire purchase obligations	-	(10,781)
Repayment of capital	(14,048)	(10,760)
Net cash flow from financing activities	<u>(391)</u>	<u>(21,274)</u>
Net increase in cash and cash equivalents	345,832	123,490
Cash and cash equivalents at 1st April	1,420,841	1,297,351
Cash and cash equivalents at 31st March	<u>1,766,673</u>	<u>1,420,841</u>
Cash and cash equivalents		
Cash at bank and in hand	1,766,673	1,420,841
	<u>1,766,673</u>	<u>1,420,841</u>

Guideposts Trust Limited

Notes to the Accounts for the year ended 31st March 2023

1. Summary of significant accounting policies

a) General information and basis of preparation

(i) Guideposts Trust Limited is a registered charity and company limited by guarantee incorporated in England and Wales. In the event of the charity being wound up its liability in respect of the guarantee is limited to £1 per member of the charity. The registered address of the charity is that given on page 1 of these financial statements. Guideposts Trust Limited is a multi-disciplinary social care and mental health charity.

(ii) The accounts are prepared under this historical cost convention modified to include certain items at fair value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006 and rounded to the nearest £1.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Tangible fixed assets and depreciation

Tangible fixed assets are stated at historical cost less depreciation, other than Land and Freehold buildings which were revalued in 2018. This represented a change in accounting policy; the charity believing that this change provides a more reliable, appropriate and accurate information about assets held by the charity. Valuations will be carried out on a regular basis to make sure that the carrying amount does not differ materially from the fair value of the asset at the end of the reporting period.

Depreciation rate values are as follows:

Land	-	Nil
Freehold buildings	-	2% - 10% straight line
Improvements to Leasehold Property	-	Over the lifetime of the lease
Fixtures and fittings	-	20% straight line
Equipment	-	15% straight line
Computer Software	-	15% straight line
Computer Hardware	-	25% straight line
Motor vehicles	-	25% straight line

Capital Expenditure in excess of £1,000 is capitalised.

c) Intangible Fixed Assets

Donor Database

This was developed internally and represents the cost of recruitment of donors who make a regular contribution to the charity, and is expected to generate income for the charity over a number of years. The cost of the campaigns to build donor databases is amortised over the period of these projected income streams. Due to increased uncertainties related to making reliable estimates of future income streams for future periods, it was considered prudent to make an impairment charge to write down the intangible value to zero in the 2020 financial year.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2023**

1. Accounting policies (continued)

HERE Development Costs

'HERE' is an information, advice and guidance (IAG) support service for people with a long term condition and their carers. 'HERE' forms part of the operational strategy to continuously develop and maximise on the intrinsic value that IAG has brought to the organisation over many years. The intangible asset relates to development of the current platform, product definition, delivery protocols and branding. The intangible value that IAG has brought to the organisation results in various income streams, not only from specific IAG services but also from donations, legacies and grants. Based on the value that IAG brings to the organisation, it is considered reasonable to amortise the intangible over a period of 7 years, taking into account specific IAG activity during the period. Due to specific funding ending in the previous year, and increased uncertainties related to future income streams, the intangible value was written down to zero in the 2020 financial year.

d) Restricted funds

The restricted funds include unspent income which has been received in response to specific appeals and grants towards services. Surplus funds at the completion of a project, if the funding body approves, or if the contract terms permit retention, are transferred to unrestricted funds, when it is clear they will not be utilised.

e) Pension costs

The Charity operates a group personal pension scheme. The assets of the schemes are held separately from those of the Charity in an independently administered fund. The pension cost represents contributions by the Charity to the fund, which are recognised when they become payable.

f) Income

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised when earned (as the related goods or services are provided). Grant income included in this category provides funding to support activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Income is deferred when:

- Grants are received in advance for the accounting period to which they relate.
- If unspent restricted funds are potentially reclaimable by the funding body.

Where they are recognised in the accounts, gifts in kind or donated services are included at market value on the date of receipt.

g) Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2023

1 Accounting policies (continued)

h) **Expenditure**

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

- Costs of raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with the provisions of services and include both the direct costs, support costs and governance costs relating to these activities.
- Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita staff costs by the time spent and other costs by their usage.

i) **Debtors**

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

j) **Creditors**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

k) **Going concern**

The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. Based on this, the budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern and therefore the accounts have been prepared on a going concern basis.

l) **Judgements and key sources of estimation uncertainty**

The trustees are required to make assumptions on the basis on which amortisation of intangible assets is calculated. These are included as best estimates at the date of calculation but present a significant risk in potentially causing a material adjustment to the balance sheet.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2023**

2 Donations and legacies

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
General donations	463,702	-	463,702	520,972
Government and local authority grants	-	6,208	6,208	131,238
Legacies	556,391	-	556,391	194,175
	<u>1,020,093</u>	<u>6,208</u>	<u>1,026,301</u>	<u>846,385</u>

Included within Government and local authority grants for the Charity is £nil (2022: 9,208) of Government grants relating to the Coronavirus Job Retention Scheme.

3 Contracted Services & Grants received

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
Local Authorities & Other	486,067	-	486,067	652,353
BBC Children in Need	-	22,895	22,895	22,948
Hertfordshire Community Foundation	-	138,422	138,422	4,985
Adrian Swire Charitable Trust	-	7,500	7,500	7,500
ScrewFix Foundation	-	-	-	5,000
Burford Garden Centre	-	-	-	15,000
Gloucestershire CCG	-	126,000	126,000	-
Big Give	-	4,574	4,574	-
Dementia Connections	-	5,015	5,015	-
Barnwood Trust	-	2,000	2,000	-
Hilda Farr Charitable Trust	-	1,600	1,600	-
The Ammco Trust	-	1,000	1,000	-
The Langtree Trust	-	500	500	-
Mayfield Home Trust	-	3,453	3,453	2,168
	<u>486,067</u>	<u>312,959</u>	<u>799,026</u>	<u>709,954</u>

4 Other operating income

	2023 £	2022 £
Miscellaneous income	3,494	3,525
Rental income	5,040	-
Interest received	13,657	267
	<u>22,191</u>	<u>3,792</u>

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2023**

5 Net income/expenditure

	2023	2022
	£	£
This is stated after charging:		
Auditors' Remuneration - audit of these financial statements	6,600	6,000
- other services	1,400	1,200
- Value Added Tax	-	1,440
Depreciation and amortisation	9,200	15,424
Operating leases - land and buildings	35,959	29,000
Operating leases - other	6,178	7,185
Interest payable - bank loan interest	3,983	1,465
- hire purchase	-	984
	<u> </u>	<u> </u>

6 Employees

	2023	2022
	Number	Number
The average number of employees during the year was:		
Project staff	72	60
Fundraising	6	4
Project/care administration	-	4
Administration	8	5
	<u> </u>	<u> </u>
	86	73
	<u> </u>	<u> </u>
	£	£
Their total remuneration was:		
Wages and salaries	1,443,512	1,175,193
Social security costs	102,581	77,838
Other pensions costs	77,173	58,680
	<u> </u>	<u> </u>
	1,623,266	1,311,711
	<u> </u>	<u> </u>

The charity operates a group personal pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost represents contributions by the charity to the funds, which are recognised when they become payable. Contributions owing amounted to £11,323 at 31st March 2023 (2022: £22,650) respectively.

None of the Trustees received any remuneration for their office and Trustees' expenses totalled £Nil for the year (2022: £ nil). Indemnity insurance of £552 (2022: £490) was paid in respect of the Trustees.

There was one employee with emoluments between £70,000 and £80,000 in the year (2022: one). The total paid to key management personnel in the year was £137,870 (2022: £125,183).

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2023**

7 Taxation

The trust is a registered charity in accordance with Section 505 of the Income and Corporation Taxes Act 1988. As such it is not liable to pay corporation tax on any surplus applied for charitable purposes.

8 Analysis of Expenditure

	Staff Costs £	Support Costs £	Depreciation/ amortisation £	Other £	Total 2023 £	Total 2022 £
Charitable activities	1,450,815	211,410	9,200	282,202	1,953,627	1,674,062
Raising funds	172,451	19,580	379	44,099	236,509	251,267
	<u>1,623,266</u>	<u>230,990</u>	<u>9,579</u>	<u>326,301</u>	<u>2,190,136</u>	<u>1,925,329</u>

The allocation of Support Costs is shown in note 22. Other charitable activity costs represent other costs of delivering services and contracts. Client activities, travel, training and premises costs. Other costs of raising funds include the cost of direct mail activity.

Included within charitable activities is restricted expenditure of £332,945 (2022: £191,482).

9 Tangible Fixed Assets

	Freehold Buildings £	Freehold Land £	Fixtures, Fittings and Equipment £	Motor Vehicles £	Total £
Cost / valuation					
At 1st April 2022	312,000	98,000	484,116	26,454	920,570
Revaluation	40,000	-	-	-	40,000
Disposals	-	-	(348,764)	-	(348,764)
At 31st March 2023	<u>352,000</u>	<u>98,000</u>	<u>135,352</u>	<u>26,454</u>	<u>611,806</u>
Depreciation					
At 1st April 2022	36,801	-	484,116	26,454	547,371
Charge for year	9,200	-	-	-	9,200
Revaluation	(46,001)	-	-	-	(46,001)
Disposals	-	-	(348,764)	-	(348,764)
At 31st March 2023	<u>-</u>	<u>-</u>	<u>135,352</u>	<u>26,454</u>	<u>161,806</u>
Net book value					
At 31st March 2023	<u>352,000</u>	<u>98,000</u>	<u>-</u>	<u>-</u>	<u>450,000</u>
At 31st March 2022	<u>275,199</u>	<u>98,000</u>	<u>-</u>	<u>-</u>	<u>373,199</u>

All assets are held for charitable purposes.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2023**

10 Revalued Tangible Fixed Assets

Two freehold buildings owned by the charity were revalued at 31st March 2023.

The basis for the revaluation was an external survey carried out by an independent valuer in October 2023 and his estimate of their value should they be placed on the open market.

The carrying amount for freehold buildings that would have been recognised at the end of the reporting period, had the assets be carried under the historical cost model is £188,210 (2022: £197,410). The gain on revaluation of £86,001 is shown within the funds analysis on the balance sheet as the revaluation reserve.

11 Debtors

	2023 £	2022 £
Income debtors	112,662	81,169
Accrued income	38,881	72,015
Due from Be Free Young Carers	36,397	41,397
Prepayments	5,594	7,575
Accrued income tax/VAT recoverable	-	322
Provision for bad debts	(90,682)	(95,682)
	<u>102,852</u>	<u>106,796</u>

12 Cash at bank and in hand

Cash and current accounts	<u>1,766,673</u>	<u>1,420,841</u>
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13 Creditors: amounts falling due within one year

Bank loans (secured)	14,005	14,415
Trade creditors	28,151	30,082
Taxes and social security costs	42,190	46,900
Accruals and deferred income	177,308	124,439
	<u>261,654</u>	<u>215,836</u>

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2023**

14 Creditors: amounts falling due after one year

	2023	2022
	£	£
Bank loans (secured)	92,559	106,197
	<u>92,559</u>	<u>106,197</u>
Maturity of bank loan (secured)		
- due in one year or less	14,005	14,415
- between one and two years	14,710	14,828
- between two and five years	49,063	47,074
- in five years or more	28,786	44,295
	<u>106,564</u>	<u>120,612</u>

A loan from Triodos Bank is secured on two freehold properties at a current interest rate of 5.75%.

The Bounce Back loan from HSBC is unsecured at a fixed interest rate of 2.5%, with repayments becoming due from December 2021.

15 Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases were:

	2023	2022
	£	£
Land and buildings:		
Operating leases which expire:		
- within one year	16,722	9,772
- in the second to fifth years inclusive	39,200	47,450
	<u>55,922</u>	<u>57,222</u>
Equipment:		
Operating leases which expire:		
- within one year	6,949	6,949
- within the second to fifth years inclusive	5,791	12,739
	<u>12,740</u>	<u>19,688</u>

Guideposts Trust Limited

Notes to the Accounts (continued)
for the year ended 31st March 2023

16 Repayment of capital

	2023 £	2022 £
Decrease in borrowings		
Debt due within one year:		
Secured loans	(540)	(158)
Bounceback Loan	130	2,692
Debt due after one year:		
Secured loans	(8,460)	(9,355)
Bounceback Loan	(5,178)	(3,939)
	<u>(14,048)</u>	<u>(10,760)</u>

17 Analysis of net debt

	At 1st April 2022	Cash Flow	At 31st March 2023
Cash and cash equivalents	1,420,841	345,832	1,766,673
Bank loans due within one year	(14,415)	410	(14,005)
Bank loans due after one year	(106,197)	13,638	(92,559)
Net (debt) / cash	<u>1,300,229</u>	<u>359,880</u>	<u>1,660,109</u>

	At 1st April 2021	Cash Flow	At 31st March 2022
Cash and cash equivalents	1,297,351	123,490	1,420,841
Bank loans due within one year	(11,881)	(2,534)	(14,415)
Bank loans due after one year	(119,491)	13,294	(106,197)
Hire purchase obligations	(10,781)	10,781	-
Net (debt) / cash	<u>1,155,198</u>	<u>145,031</u>	<u>1,300,229</u>

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2023

18 Associated charitable company

Be Free Young Carers

A partnership agreement was signed on 21st February 2014 which enabled the Charity to enter into a Constitutional and Service Level Agreement with Be Free Young Carers which enables the Be Free Young Carers to share the resources of the Charity. At the date of the agreement, Guideposts provided financial support to enable Be Free Young Carers to maintain services whilst a long term strategic plan to develop and grow sustainable services to carers in the region for both organisations was researched and developed. To date the Charity has outstanding financial support totalling £36,397 to Be Free Young Carers by way of an intercompany loan. In the year ended 31st March 2020, the decision was made to provide against this loan as the extent of recoverability remains uncertain. A repayment of £5,000 was received during the year (2022: £5,000) and the provision adjusted accordingly. At 31st March 2023 the total provision against the loan was £36,397.

19 Ultimate Controlling Party

The Charity is controlled by a board of Trustees with no one person having overall control.

20 Related Parties

There were no related party transactions during the year.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2023**

21 Reserves

2023

	Restricted Funds Projects £	Revaluation Reserve £	Unrestricted General Funds £	Total Funds £
Balance brought forward	15,175	77,790	1,485,838	1,578,803
Income for the year	319,167	86,001	2,171,477	2,576,645
Expenditure for the year	(332,945)	-	(1,857,191)	(2,190,136)
(Deficit)/surplus for the year	(13,778)	86,001	314,286	386,509
Balance carried forward	1,397	163,791	1,800,124	1,965,312
Analysis of net assets between funds				
Tangible fixed assets	-	163,791	286,209	450,000
Net current assets	1,397	-	1,606,474	1,607,871
Creditors falling due after one year	-	-	(92,559)	(92,559)
Total	1,397	163,791	1,800,124	1,965,312

2022

	Restricted Funds Projects £	Revaluation Reserve £	Unrestricted General Funds £	Total Funds £
Balance brought forward	27,026	77,790	1,307,025	1,411,841
Income for the year	179,631	-	1,912,660	2,092,291
Expenditure for the year	(191,482)	-	(1,733,847)	(1,925,329)
(Deficit)/surplus for the year	(11,851)	-	178,813	166,962
Balance carried forward	15,175	77,790	1,485,838	1,578,803
Analysis of net assets between funds				
Tangible fixed assets	-	77,790	295,409	373,199
Net current assets	15,175	-	1,296,626	1,311,801
Creditors falling due after one year	-	-	(106,197)	(106,197)
Total	15,175	77,790	1,485,838	1,578,803

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2023

21 Reserves (continued)

Unrestricted Funds

a) General Funds

These represent the reserves which are not designated for a specific purpose.

b) Revaluation Reserve

These represent the surplus on open market revaluation on two freehold offices owned by the Charity.

Restricted Funds

Projects

These funds represent the restricted unspent balances from several projects, which will be expended in subsequent accounting periods. Where the terms of the funding permit, unspent restricted funds are released to General Funds either when it is clear that all commitments relating to the project have been met for the period under review, for on-going projects, or at the end of the project life.

Where a project is forecast to have insufficient funding streams to fully cover its costs and if it is felt that the support of that activity would further the aims of the charity, the Trustees will decide to underpin that project from General Funds. Projects supported in this manner in the current year numbered 9, with a total value of £157,060 (6 in the previous year, with a total value of £163,363). This includes closure costs of services.

22 Allocation of support costs

The Trust allocates its support costs as shown in the table below. Support costs are allocated on the basis consistent with the use of resources.

Allocated to

	Charitable Activities	Costs of Raising Funds	2023 Total	2022 Total
General office	116,320	11,656	127,976	60,526
Information technology	58,847	7,896	66,743	64,970
Governance costs	10,312	-	10,312	8,008
Legal and other professional costs	25,931	28	25,959	25,496
	<u>211,410</u>	<u>19,580</u>	<u>230,990</u>	<u>159,000</u>

Analysis of charitable activities support costs

Community Care Services & Projects	100%
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Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2023**

23 Reserves

2023	At 1st April 2022 £	Income £	Expenditure £	At 31st March 2023 £
Friendship4All Service	-	138,422	(137,897)	525
Complex Emotional Needs Pilot	-	126,000	(130,661)	(4,661)
Other care service projects	15,175	54,745	(64,387)	5,533
Total restricted funds	15,175	319,167	(332,945)	1,397
2022	At 1st April 2021 £	Income £	Expenditure £	At 31st March 2022 £
Government and local authority grants	-	122,030	(122,030)	-
Other care service projects	27,026	57,601	(69,452)	15,175
Total restricted funds	27,026	179,631	(191,482)	15,175

The Friendship4All Service fund is for the support of learning disability community support and befriending services.

The Complex Emotional Needs Pilot is for coaching and mental health services for clients with complex emotional needs. The deficit on this fund at the end of the reporting period will either be funded by income due in future periods for this project, or by the Charity's unrestricted reserves at the end of the project.

The other care service projects are for the provision of support and care services for client groups related to disadvantaged children, mental health, learning disability, dementia and carer support services.

The Government and local authority grants are covid related funds to support the sustainability of ongoing services.

GUIDEPOSTS TRUST LIMITED

England & Wales - Charity number 272619

Accounts

Guideposts Trust Limited

Company Number: 01282361

Charity Number: 272619

Accounts

for the year ended

31st March 2022

Wenn Townsend

Chartered Accountants

Oxford

Guideposts Trust Limited

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Guideposts Trust Limited

Reference and administrative information

31st March 2022

Charity number	272619
Company number	01282361
Address	Unit E Two Rivers Industrial Estate Station Lane Witney Oxon OX28 4BH
Bankers	HSBC Bank plc Witney Branch 24 Market Square Witney Oxfordshire OX28 6BG
Auditors	Wenn Townsend Chartered Accountants 30 St Giles' Oxford OX1 3LE
Company Secretary	Nicole Rolston
Directors/Trustees	Diana Billingham James Bradshaw Alex Curtis Matthew Jones Major Peter Smith Matthew Taylor Deborah Cohen Mariam Ahmed Melissa Noton

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2022

Introduction

"Guideposts is a people centred charity, we care passionately about the communities we serve. We exist to ensure that people can be connected to their community and feel part of society." Matthew Jones - CEO - Guideposts

Guideposts Trust ('Guideposts') is a UK based charity working with people in local communities to help them access the support, opportunities and skills they need to overcome social inequalities, improve their wellbeing and change their lives.

Purpose

We run a range of services that are focused on helping people to achieve their potential regardless of their circumstances. We connect people together so that they can experience the joy that comes from friendship, activity, learning, purpose and occupation. We love what we do and we love seeing people flourish.

Many of the people we support come from the most disadvantaged groups in our society, including children and adults with additional needs and disabilities, people with mental health problems, older people with dementia and other neuro-degenerative conditions, and the families or carers of all these groups. We believe that all people should be equally valued and have an equal chance to live the best life possible, that is why we do what we do.

Together we are the Guideposts community, helping each other to achieve better wellbeing.

Vision

Our vision is social inclusion and wellbeing for all.

Our work

The charitable funding we receive helps us to run crucial services, such as :

- Guideposts Connect - Friendships groups and specialist sessions.

We run local group sessions which help people connect with their communities, in addition to a rapidly growing number of online sessions. These sessions bring people together into a fun and friendly environment that leaves them feeling supported, part of their community and less isolated.

- Guideposts Hubs - Activity day opportunities for those with additional needs.

These Hubs work with people with complex needs on a weekly basis, over a long time period. We currently operate 6 different hubs focused on supporting those with learning disabilities, mental health problems and dementia.

- Guideposts Information and Support.

The Guideposts information and support service exists to give our community a person to speak to and help them through any challenges they are facing.

Guideposts has around 80 staff looking after our community, working in 12 different locations and running over 45 sessions a month. We support over 840 people each month, providing over 8,500 hours of support.

We have been serving our communities for almost fifty years, and in that time we have adapted to the needs of our communities and the changes in our society. Some of our services are paid for directly from the local authorities, but many of the programmes we run are funded purely from kind donations from the public - as a Charity we rely on these donations to keep helping people. We really appreciate every donation made and ensure that it is spent very wisely to provide our community with the help they need.

Jane is the full time carer for her son, who has autism and her husband who has dementia. She has seen a huge improvement in her son's outlook on life since attending our outdoor gardening programme, and has received support herself from our Dementia Carers Groups. She said that:

"The services that Guideposts provides are a crucial part of our support network. The team is amazing and they go above and beyond to help my family. For people in my situation, life can sometimes be overwhelming, but knowing they have the support of the Guideposts community makes a real difference."

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2022 (continued)

We are working towards a future where our whole community has an equal chance to find acceptance, a sense of belonging, positive relationships, meaningful occupation, good education, enriching work and a safe home, but until that happens we are there to help.

The Trustees are pleased to present their report with the audited accounts for the year to 31st March 2022.

1 Reference and Administrative Detail

Guideposts Trust Limited is a registered charity and company limited by guarantee incorporated in England and Wales.

The Trustees who served during the year are listed below:

- Dr Catherine Oppenheimer (resigned 31st December 2021)
- Diana Billingham
- Maj. Peter Smith
- Alex Curtis
- Matthew Taylor
- James Bradshaw
- Deborah Cohen
- Mariam Ahmed
- Melissa Noton (appointed 22nd March 2022)

The company's Articles of Association require the Trustees to retire by rotation after a three-year term. Matthew Jones, CEO, has been delegated responsibility for the day-to-day management of The Trust.

2 Structure, Governance and Management

Guideposts Trust is constituted under its Memorandum and Articles of Association dated 19 October 1976. The Articles of Association provide that Guideposts Trust may have up to 25 Trustees. At 31 March 2022, there were nine members of the board.

No member of the Board of Trustees has received any remuneration in respect of his or her services to the Trust except for reimbursement of expenses incurred in providing such services.

During 2021/22 the board met 7 times, including an AGM.

A number of sub-committees of the board have been introduced to strengthen the overall governance of the charity. At least two members of the board sit on each sub-committee. The sub-committees meet as follows: Nomination and Remuneration – at least twice per year; Finance and Risk, Strategy and Digital, Services, Service User Experience – meet on a bi-monthly basis.

Public Benefit

The Trustees have regard of the Charity Commission public benefit guidance. Guideposts Trust demonstrates its public benefit through the provision of community-based services that are operated by its staff. We adopt a collaborative and complementary approach to ensure that vulnerable individuals – often with a range of complex needs and expectations - do not fall through gaps in geographic or specialisation boundaries. We are tackling the causes of loneliness and social isolation, by providing community connectivity, information and advice, group activities, therapies and work-based opportunities.

The Reserves Policy

The Trustees have set a Minimum Level of unrestricted reserves (defined as unrestricted net current assets plus net realisable value of land and buildings) that will be sufficient to cover the costs of up to 12 months management and administration, statutory redundancy and other winding-up costs in the event of Guideposts ceasing to exist. The Minimum Level is £200,000.

The Trustees will maintain this Minimum Level at all times and will not take any decision or carry out any development that might impinge upon the Minimum Level without due consideration.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2022 (continued)

2 Structure, Governance and Management (continued)

The priority for 2022/23 will be to maintain and monitor liquid reserves, especially in consideration of potential ongoing COVID-19 and inflationary cost pressure implications.

Unrestricted net current assets were £1,121,999 at the Balance Sheet date. The Trustees have considered carefully going concern; most particularly meeting short term cash flow needs.

Retained services performed at a surplus of £166,962 in the current year compared to £376,595 in the prior year.

The charity is continually reviewing its cost base and reducing costs where possible. The support of the charity's bank in renewing existing facilities and to secure a bounce back loan has enabled it to meet all operational liabilities without the need to liquidate or make additional borrowings against fixed assets.

The Trustees feel that it is appropriate to prepare the accounts on a going concern basis.

3 Objectives and Activities

The objects of the Charity are:

- to provide a range of welfare services in the community for people with a learning disability, people with or recovering from mental health problems and for people with dementia
- to seek to create excellence in practice
- to create a genuine organisational approach to learning, training and dissemination of information.

Our Challenge

People living with disability or long-term conditions (and their loved ones), have the same needs as everyone else but their circumstances often mean they don't have the chance to meet those emotional, social, spiritual and physical needs. Unfortunately, our clients' complex health conditions can conspire to isolate them and their families from their communities and from the information and support which could change their circumstances. They often fall between the gaps of statutory provision and the limited support that "single-issue" charities can offer. This can place them at risk of isolation and the medical and social effects of loneliness. Guideposts wants to be there for people who need support to achieve their innate human needs and realise their potential. We do this by providing access to support, training and community opportunities.

Our Services:

Guideposts' physical services are provided in three counties in England (Oxfordshire, Hertfordshire & Gloucestershire) and focus on improving people's health and wellbeing as follows:

- HERE for You (IAG) for people with long term conditions and their carers
- Learning disabilities and Autism services
 - Meaningful day activities
 - Therapeutic activities
 - Training and skills
 - Leisure
 - Friendship and relationship
- Mental Health services
 - Recovery planning
 - Therapeutic activities
 - Emotional wellbeing coaching
 - Complex emotional needs coaching
 - Leisure
 - Friendship
 - Peer support
 - Carer support

Trustees' Report for the year ended 31st March 2022 (continued)

4 Objectives and Activities (continued)

- Older people and dementia services
 - Day activity opportunities
 - Therapeutic activities
 - Social opportunities & Friendship
 - Information and advice
- Carers services
 - Help and advice
 - Short break and respite
 - Friendship & Peer support opportunities
 - Community outings and leisure opportunities

COVID-19 restrictions continued to impact how we engage and partner with our volunteer support. Around 250 volunteers usually support Guideposts' work, and we are grateful to them. Our volunteers would assist with delivering thousands of hours of support across 3 Counties providing support to individuals to participate in our friendship schemes, community opportunities, or the provision of support groups, providing back-office support, or serving on the board of Trustees.

We are also enormously grateful to all those individuals, organisations, groups and Trusts who have given so generously over the year or provided practical support.

STRATEGIC REPORT – the following items form the Strategic Report

5 Achievements and Performance

2021/22 was the fourth year of the Charity's 5-year plan. The plan was to move from surviving to thriving. To use innovation, agility and a positive attitude to risk, in the creation of new expressions of mission. The Charity has achieved this and in doing so increased its impact at a time when demand to support the most vulnerable in society was increasing in the national lockdowns.

As well as keeping our existing services going, in the pandemic, we also developed new services.

Here are some examples of the Charity's new work:

We took over a day service for people with complex needs in Chipping Norton – we are now using this as a hub for growing new programmes in the Chipping Norton community.

We secured funding for a programme of be-friending in the Hertfordshire County – designed to tackle loneliness and social isolation.

We worked with the complex needs services in Gloucester CCG to develop a new sub-clinical coaching service for people with complex needs, who need ongoing support in the community. We are working with 50 complex people – supporting them and helping them reduce their reliance upon the NHS and build their resilience.

We developed a new service that supports people in their own homes (Called the Befriending for Wellbeing Service) in the Gloucestershire area and have plans to also launch in Hertfordshire.

Our new online membership programme – Better Connected – continues to provide friendship, regular activities online and a monthly magazine with news and activities and education.

Everything Guideposts does seeks to make a difference to people's lives. We are an inclusive community based mental wellbeing Charity – that at present delivers 21 projects, designed to:

- Meet the challenges of combatting loneliness.
- Connecting people and helping them with their role as carers.
- Provide support for people living with chronic diseases.
- Equip people with independent living skills and support to find employment.

Trustees' Report for the year ended 31st March 2022 (continued)

5 Achievements and Performance (continued)

- Provide respite in the outdoors for children with special needs and adults who have suffered during the pandemic.
- Education for those seeking how to create and maintain loving, healthy relationships.

Our work is framed by a psychological model called the Human Givens Approach. This is a clinically approved way of understanding human needs and therefore how we design programmes to meet these needs.

Thriving in a tempest:

The Charity has thrived despite working within a challenging macro-economic environment.

Brexit has made an impact on the UK and its labour force.

We are competing for the same staff and volunteers as other parts of the economy that would have sourced its labour from overseas, or seasonal workers. Fortunately, the nature of our work and its meaningfulness is a key factor when people choose to work for us. However, the Charity still has to secure enough resources to be able to pay staff a wage they can live on, and this is under pressure from restrictions in the public sector funding and changes to the way people donate.

COVID:

The Charity has done well to navigate the management of this disease. It hasn't closed during the pandemic but changed its way of delivering support. Our staff and Volunteers worked throughout the pandemic, with great focus on supporting people in the safest way possible. The cleaning regime and adjustments made ensured minimal spread of the disease and minimal impact of those needing our services.

A favourite example of the efforts staff made during the pandemic, is one staff member who called an isolated and lonely gentleman every Sunday to read him canal boat books – his favourite hobby. Connection with Guideposts was his only contact with the community during lockdown.

Guideposts has navigated through the COVID pandemic and has continued to innovate and create new ways to deliver on its mission.

Changes to the way people view and support Charities:

The way Charities raise non-restricted funds have changed. Donors often want to see the impact of their gifts whilst still alive. The younger generation, see social movement and action to be an informal group activity and therefore question the need to have organisations, to make real change in the world.

Our regular donors are getting older and therefore the challenge is how to reach out and make donors of the younger generation. The Charity undertook a review of its fundraising activities and subsequently invested in outside help to train our staff in new fundraising skills (e.g., use of social media, increased capacity to apply for grants, a more coherent message throughout our website and written material. Increased newsletters and information about the good work being done). These new skills will embed within the fundraising team and help support our programmes - most of which cannot survive without support from donations.

How we strengthened the Charity:

The Charity has upgraded all its IT hardware and software – stripping out unnecessary costs and bringing cyber security up to date.

The Charity upgraded its finance and our fundraising IT platforms.

The Charity also developed a care management system to keep personal data safe and track impact on people's lives.

The Charity has created his first HR system – moving away from office and paperwork – to online and a more secure way of managing personal data.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2022 (continued)

5 Achievements and Performance (continued)

Property leases have been renegotiated and key sites secured (Such as our outdoor wellbeing centre) to safeguard our services in those areas. Spend on the property estate is minimal. The Charity either owns or negotiated very preferential rates on its leases.

Keeping and developing a talented team of staff has been really important. Managers have been key in navigating the Charity through various challenges and the outcome is improved resources, more efficiency in the way we deliver our programmes, less resources on running the Charity and more on direct support to those we are here for.

Remuneration of Key Management Personnel

Remuneration of Key Management Personnel (CEO and General Manager Finance and Operations) is set by the Nomination and Remuneration Committee, consisting of the Chair and two co-opted trustees. Pay levels are benchmarked against sector averages and taking into account the requirements of the role. These are reviewed annually.

6 Financial Review

Guideposts entered the 2021 financial year with a healthy cash balance and reported an operating surplus of £166,962 for the year compared to a net cash break-even target. This was due to a combination of favourable revenue factors as well as a strong cost control culture. Local authorities and central government were supportive of social care services, assisting with infection control grants and continuing to fund services, in some cases on a full planned for basis.

All of our local authority contracts and grants were extended through to the end of the financial year, helping us to continue to fund those services. We were able to resume service delivery in all regions and start to build up attendance and fee income. We were awarded an additional day service contract in Oxfordshire funded by a local authority grant.

As expected, as services resumed to normal levels our operating costs increased accordingly. Our strong financial position at the end of the financial year will enable us to enter the 2022 financial year with confidence, with the ability to navigate through tough economic expectations, and to invest in innovation, build our staffing teams, continue to fund developing services and secure new grants.

Our regular donors continue to be loyal and supportive with strong regular and campaign donations. We once again continued to receive healthy legacy receipts. Income from Fundraising (net of direct costs of raising funds) came in at £663,659. Although the average donation received has increased, our donor base has been declining, particularly the number of regular donors. In an effort to curb this trend, new work has been taking place to engage new supporters and bring in new donors, focussing via digital marketing and fundraising. Our finances enabled us to invest in our fundraising team, enhancing our ability to communicate with donors, developing our ability to increase digitally fundraised income and expand our grant funding applications. This will enable us to bring in vital funds to adapt our work effectively and continue to support most of our service members/users. It also enables us to develop new work and lay the foundation for future project/service development, which is key to our ability to continue to attract and increase funding from grants.

Guideposts monitor cash closely and reforecast on a rolling monthly basis and are satisfied that there are sufficient known incoming resources to meet our obligations in the near future. Additional unknown future impacts of Covid19 and inflationary cost pressures on operations remains a risk. Cash flow management remains a critical focus.

Fixed Assets include land, valued at £98,000 and buildings valued at £312,000 at the Balance Sheet date. The buildings are valued at fair value.

Trustees' Report for the year ended 31st March 2022 (continued)

7 Plans for Future Periods

The Charity will be in our 50th year of creation. Half a century after the founders created the Charity to support people to live independently and maximise their potential – despite the obstacles life has put in their way – Guideposts is still delivering on that mission. The people and expressions of mission may have changed, but the need to support those most vulnerable in our community hasn't.

It will keep developing services to meet need in the community, online and accessible. in evenings and weekends, when other support is not available.

It will continue to develop its work with NHS and Council partners to provide support for people when public sector support has run out, become too hard to get, or the pathway of support stops. Guideposts will develop its mental wellbeing services and its sub-clinical expertise to support people when they fall off the public sector conveyor belt and work to prevent them relapsing back into primary or secondary care services.

We will also celebrate our 50th anniversary and thank all those who support us and make our work possible – our amazing volunteers and trustees, who give so much, - our dedicated staff and our supporters and funders, without whom we would not be here. Why not do another half century of amazing work?

8 Principal Risks and Uncertainties

Guideposts Risk Management Strategy involves a regular review of the key risks faced by the charity, the establishment of systems and procedures to address those potential risks and mitigate any impact on the charity if they materialise. Guideposts is committed to ensuring that risk in our operations is managed and mitigated by using an integrated risk management system and instigating a proactive culture in managing risk. The integrated approach to risk management takes cognisance of risk management standard BS31100.

Risks that concern the long-term strategic objectives of Guideposts Trust and the actions taken to manage them are as follows:

Financial: the risks to Guideposts financial position, including internal and external factors that may have an effect.

What we do:

- An annual budget is reviewed and approved by Trustees, which forms the basis for financial monitoring for the year.
- Monthly Management Accounts for operational managers are produced and reporting to the board takes place monthly at present with a more formal review at the bi-monthly board and Finance and Risk sub-committee meetings.
- Cash flow and the ability of the charity to meet its monthly obligations is seen as a specific risk at the present time. For that reason, cash flow is checked and updated daily looking ahead in detail on a 90-day rolling basis to identify and mitigate pinch points. Mitigation is carried out by a continual focus on credit control, a rolling programme of fundraising asks, phasing planned expenditure with expected income and cost control.
- An adaptive budgeting process encourages managers to continually look ahead, reviewing activities and the likely financial consequences. Internal financial training and support is delivered by the finance team for our new managers and budget holders.
- This is supported by internal audit processes and an annual external audit.

Growth: the risks to Guideposts' strategy for growth and development.

What we do:

- Research and implement a rolling five-year business development plan to fit in with the strategic direction for the charity as agreed by the management team and Trustees, including budgets which provide income generation targets.
- Bi-monthly meetings of the Strategy & Digital and the Services sub-committees to review the growth strategy and development of services.
- Have a purposeful plan to diversify income streams so that Guideposts Trust is not dependent upon a single source of income.

Trustees' Report for the year ended 31st March 2022 (continued)

8 Principal Risks and Uncertainties (continued)

- Implement a Service Delivery Strategy which forms the basis of our service delivery and the management of risk to ensure responsiveness/effectiveness in the development and implementation of projects
- Ensure effective use of staffing and resources to ensure users of our services get the best possible help and support and we deliver value for money.
- Support this by robust internal systems – Quality, Management Information & Financial – to facilitate reporting of outcomes and sound Market Intelligence to enable us to align our activities to stakeholder priorities.

Knowledge management: the risks to knowledge resources, and the production and communication of these.

What we do:

- We have implemented a knowledge management strategy which through organisational learning and enabling the sharing of knowledge will deliver improved individual performance, competitive advantage, innovation, the sharing of lessons learned, integration and continuous improvement.

Succession planning and talent management: the risks to management infrastructure and staffing framework.

What we do:

- We have implemented a Staffing Framework which will enable us to recruit, retain and develop the skill and talent needed to take us forward. This is supported by clear processes around recruitment and selection, training and development and performance management.
- Have an organisation-wide approach to the documentation, sharing and dissemination of knowledge to avoid the risk of all intellectual capital being embedded in one person and to allow opportunities for learning.
- At least an annual review of pay rates by the Nomination and Remuneration sub-committee.

Compliance:

the risks associated with non-compliance of relevant legislation (for example Health and Safety, data protection, employment practices) and regulation (for example Charities Commission, Care Quality Commission).

What we do:

- Underpin all aspects of organisational activity through our Quality Management System and work towards external quality accreditations.
- Outcome monitor all activities & ensure all projects both consistently monitor performance and publicise findings to services users, key workers and other professionals and members of the public.
- Take account of the views of users of our Services and other stakeholders via our 'Tell us your views' Policy and bi-monthly meeting of the Service User Experience Panel and ensure it is widely published and accessible.
- Implement a programme of internal audit and actively participate in external monitoring.
- Review and implement recommendations arising.

Fundraising:

The risks associated with poor fundraising practice and the consequential effect on the reputation and sustainability of the charity.

The Charity is reliant on income given voluntarily by supporters. Its supporters are at the heart of everything that we do and achieve. And, because of this, it strives to give the best experience to its supporters and the people it helps.

Guideposts is signed up to the Fundraising Regulators Code of Practice in the UK and it works closely with the Fundraising Regulator and the Institute of Fundraising to help improve sector standards and ensure activity meets the expectations of supporters and the wider public.

As a charity, talking to the public in person and communicating with existing supporters are both key in engaging people and raising vital funds for our work.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2022 (continued)

8 Principal Risks and Uncertainties (continued)

Guideposts fundraising and marketing activities are undertaken directly by charity staff, and it doesn't use professional fundraisers or involve commercial organisations in any of fundraising work.

All communication with supporters is conducted in such way to ensure that they and any members of the public willing to support the Charity gives what they can afford, taking particular care to ensure nobody feels under pressure to contribute.

Supporter's personal details are stored securely. Supporter's communication preferences are recorded in their personal file and the Charity only communicates with them in ways they have agreed to. All our marketing materials contain clear details of how to unsubscribe to any future communications. When notified (e.g. by family) of a donor receiving a cognitive impairment diagnosis, going into care, or becoming too infirm to respond to us - then we mark their file on our Donor Database as "Do Not Approach".

The Charity is careful not to contact supporters too often. There is a limit on mailings to 3 per year to all active donors on our database (approx. 12,000) and Guideposts are working hard to make sure that supporters feel even more in control of how it communicates to them. Guideposts reminds its audiences of the difference their donations are making to people's lives, all the vital services it provides and the good it does in society.

Guideposts is constantly working on developing new ways of raising income to continue its life changing work. Although the main reason for doing this is to diversify income, it is also a belief that being more visible in communities will help to raise awareness about Guideposts and the needs of people we support. Local staff and managers regularly organise local engagement and fundraising events in communities where services are delivered.

Although the information being distributed during events may include donation forms, the Charity never aims to recruit donors face to face on the day, letting people take the information home and decide whether or not they wish to make a donation. This helps minimise the risk of inadvertent pressure being placed on potentially vulnerable donors.

A complaints log is maintained and monitored, and the Charity keeps a close eye on the pattern of complaints so improvements to services can be made. Guideposts received no complaints about its fundraising activities this year. As a social care, mental health and disability charity – all staff are highly experienced in working with vulnerable people (e.g., those with learning disability or dementia) and are attuned to the risks.

Trustees' responsibilities

The Trustees (who are also directors of Guideposts Trust Limited for the purposes of company law) 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).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. 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 UK Accounting Standards 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 charitable company will continue in operation.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2022 (continued)

Trustees' responsibilities (continued)

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

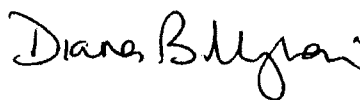
A resolution to re-appoint Wenn Townsend will be proposed at the forthcoming Annual General Meeting.

Small company exemptions

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 18th November 2022.

On behalf of the Trustees of the Trust



Diana Billingham Chair

Guideposts Trust Limited

Independent Auditor's Report to the members of Guideposts Trust Limited

Opinion

We have audited the financial statements of Guideposts Trust Limited (the 'charitable company') for the year ended 31st March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, (including Financial Reporting Standard 102 applicable in the United Kingdom and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice)).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2022, and of the charitable company's income and expenditure, 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 Companies Act 2006.

Basis for Opinion

We conducted our audit in accordance with International Standards on auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under these standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees report, other than the financial statements and our auditors report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connections with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement of this other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that face.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- The strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not detected material misstatements in the strategic report and the directors report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Guideposts Trust Limited

Independent Auditor's Report to the members of Guideposts Trust Limited.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on pages 10 and 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing as applicable all matters related to going concern and using the going concern basis of accounting, unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurances about whether the financial statements as whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance around actual and potential litigation and claims;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of these financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditors/responsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.



Andrew Rodzynski FCA, Senior Statutory Auditor
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles
Oxford
OX1 3LE

.....22/11/2022

Guideposts Trust Limited

Statement of Financial Activities (Including income and expenditure) for the year ended 31st March 2022

	Note	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Unrestricted £	2021 Restricted £	2021 Total £
Income from:							
Donations and Legacies:							
Donations, legacies and other grants	2	724,355	122,030	846,385	1,299,378	74,597	1,373,975
Raffle Income		1,009	-	1,009	1,020	-	1,020
Charitable Activities:							
Grants and contracts for provision of services	3	652,353	57,601	709,954	479,749	205,094	684,843
Client Fees		531,151	-	531,151	454,114	-	454,114
Other Income	4	3,792	-	3,792	5,790	-	5,790
Total income		<u>1,912,660</u>	<u>179,631</u>	<u>2,092,291</u>	<u>2,240,051</u>	<u>279,691</u>	<u>2,519,742</u>
Expenditure on:							
Raising funds:							
Raising funds – general		251,267	-	251,267	366,248	-	366,248
Charitable activities:							
Community Services & Projects		1,480,836	191,482	1,672,319	1,414,968	359,516	1,774,484
Education and Awareness		1,744	-	1,744	2,415	-	2,415
Total expenditure	8	<u>1,733,847</u>	<u>191,482</u>	<u>1,925,329</u>	<u>1,783,631</u>	<u>359,516</u>	<u>2,143,147</u>
Net income/(expenditure)	5	<u>178,813</u>	<u>(11,851)</u>	<u>166,962</u>	<u>456,420</u>	<u>(79,825)</u>	<u>376,595</u>
Total funds brought forward		<u>1,384,815</u>	<u>27,026</u>	<u>1,411,841</u>	<u>928,395</u>	<u>106,851</u>	<u>1,035,246</u>
Total funds carried forward		<u>1,563,628</u>	<u>15,175</u>	<u>1,578,803</u>	<u>1,384,815</u>	<u>27,026</u>	<u>1,411,841</u>

There are no gains or losses other than those recognised through the statement of financial activities.
The results above have all derived from continuing activities.

The notes on pages 17 to 28 form part of these accounts

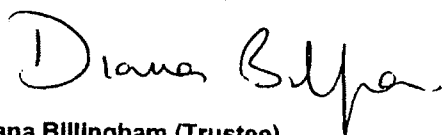
Guideposts Trust Limited

Balance Sheet
as at 31st March 2022

Company Number: 1282361

	Note	2022 £	2021 £
Fixed Assets			
Tangible Assets	9	373,199	388,623
		<u>373,199</u>	<u>388,623</u>
Current Assets			
Debtors	11	106,796	109,972
Cash at bank and in hand	12	1,420,841	1,297,351
		<u>1,527,637</u>	<u>1,407,323</u>
Creditors: Amounts falling due within one year	13	(215,836)	(258,298)
Net Current Assets		<u>1,311,801</u>	<u>1,149,025</u>
Total assets less current liabilities		1,685,000	1,537,648
Creditors: Amounts falling due after one year	14	(106,197)	(125,807)
Net Assets		<u>1,578,803</u>	<u>1,411,841</u>
Reserves			
Unrestricted Funds	21	1,485,838	1,307,025
Revaluation Reserve	21	77,790	77,790
Restricted Funds	21	15,175	27,026
Total of Charity's funds		<u>1,578,803</u>	<u>1,411,841</u>

These accounts were approved by the Board of Trustees on 18th November 2022.



Diana Billingham (Trustee)

The notes on pages 16 to 27 form part of these accounts.

Guideposts Trust Limited
Cash Flow Statement
for the year ended 31st March 2022

	2022 £	2021 £
Reconciliation of operating result to net cash outflow from operating activities		
Surplus for the year	166,962	376,595
Interest received	(267)	(18)
Depreciation and amortisation	15,424	375,499
Loss on disposal	-	-
(Increase)/decrease in debtors	3,176	336,501
Increase/(decrease) in creditors	(40,531)	141,558
Net cash inflow from operating activities	<u>144,764</u>	<u>1,230,135</u>
Cash flow from financing activities		
Interest received	267	18
Repayment of hire purchase obligations	(10,781)	(4,214)
Repayment of capital	(10,760)	-
Receipts from issue of new loan	-	50,000
Net cash flow from financing activities	<u>(21,274)</u>	<u>45,804</u>
Net increase in cash and cash equivalents	123,490	1,275,939
Cash and cash equivalents at 1st April	1,297,351	21,412
Cash and cash equivalents at 31st March	<u>1,420,841</u>	<u>21,412</u>
Cash and cash equivalents		
Cash at bank and in hand	1,420,841	1,297,351
	<u>1,420,841</u>	<u>1,297,351</u>

Guideposts Trust Limited

Notes to the Accounts for the year ended 31st March 2022

1. Summary of significant accounting policies

a) General information and basis of preparation

(i) Guideposts Trust Limited is a registered charity and company limited by guarantee incorporated in England and Wales. In the event of the charity being wound up its liability in respect of the guarantee is limited to £1 per member of the charity. The registered address of the charity is that given on page 1 of these financial statements. Guideposts Trust Limited is a multi-disciplinary social care and mental health charity.

(ii) The accounts are prepared under this historical cost convention modified to include certain items at fair value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006 and rounded to the nearest £1.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Tangible fixed assets and depreciation

Tangible fixed assets are stated at historical cost less depreciation, other than Land and Freehold buildings which were revalued in 2018. This represented a change in accounting policy; the charity believing that this change provides a more reliable, appropriate and accurate information about assets held by the charity. Valuations will be carried out on a regular basis to make sure that the carrying amount does not differ materially from the fair value of the asset at the end of the reporting period.

Depreciation rate values are as follows:

Land	-	Nil
Freehold buildings	-	2% - 10% straight line
Improvements to Leasehold Property	-	Over the lifetime of the lease
Fixtures and fittings	-	20% straight line
Equipment	-	15% straight line
Computer Software	-	15% straight line
Computer Hardware	-	25% straight line
Motor vehicles	-	25% straight line

Capital Expenditure in excess of £1,000 is capitalised.

c) Intangible Fixed Assets

Donor Database

This was developed internally and represents the cost of recruitment of donors who make a regular contribution to the charity, and is expected to generate income for the charity over a number of years. The cost of the campaigns to build donor databases is amortised over the period of these projected income streams. Due to increased uncertainties related to making reliable estimates of future income streams for future periods, it was considered prudent to make an impairment charge to write down the intangible value to zero in the previous year.

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2022

1. Accounting policies (continued)

HERE Development Costs

'HERE' is an information, advice and guidance (IAG) support service for people with a long term condition and their carers. 'HERE' forms part of the operational strategy to continuously develop and maximise on the intrinsic value that IAG has brought to the organisation over many years. The intangible asset relates to development of the current platform, product definition, delivery protocols and branding. The intangible value that IAG has brought to the organisation results in various income streams, not only from specific IAG services but also from donations, legacies and grants. Based on the value that IAG brings to the organisation, it is considered reasonable to amortise the intangible over a period of 7 years, taking into account specific IAG activity during the period. Due to specific funding ending in the previous year, and increased uncertainties related to future income streams, the intangible value was written down to zero in the previous year.

d) Restricted funds

The restricted funds include unspent income which has been received in response to specific appeals and grants towards services. Surplus funds at the completion of a project, if the funding body approves, or if the contract terms permit retention, are transferred to unrestricted funds, when it is clear they will not be utilised.

e) Pension costs

The Charity operates a group personal pension scheme. The assets of the schemes are held separately from those of the Charity in an independently administered fund. The pension cost represents contributions by the Charity to the fund, which are recognised when they become payable.

f) Income

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised when earned (as the related goods or services are provided). Grant income included in this category provides funding to support activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

The charity receives government grants in respect of the Coronavirus Job Retention Scheme. These grants are recognised using the accrual model and as such are recorded in the Statement of Financial Activities in the period in which the charity is entitled to such grants as a result of having furloughed staff members.

Income is deferred when:

- Grants are received in advance for the accounting period to which they relate.
- If unspent restricted funds are potentially reclaimable by the funding body.

Where they are recognised in the accounts, gifts in kind or donated services are included at market value on the date of receipt.

g) Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2022

1 Accounting policies (continued)

h) **Expenditure**

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

- Costs of raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with the provisions of services and include both the direct costs, support costs and governance costs relating to these activities.
- Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita staff costs by the time spent and other costs by their usage.

i) **Debtors**

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

j) **Creditors**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

k) **Going concern**

The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, including a revision of expectations for the potential impact of COVID-19 on the charity. A significant legacy receipt was received during this period which will bolster the cash position of the charity. Based on this, the budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern and therefore the accounts have been prepared on a going concern basis.

l) **Judgements and key sources of estimation uncertainty**

The trustees are required to make assumptions on the basis on which amortisation of intangible assets is calculated. These are included as best estimates at the date of calculation but present a significant risk in potentially causing a material adjustment to the balance sheet. During the prior year, the HERE development cost intangible was written off to zero through an impairment charge of £224,708 and the Donor Database intangible was written off to zero through an impairment charge of £131,689.

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2022

2 Donations and legacies

	Unrestricted	Restricted	Total 2022	Total 2021
	£	£	£	£
General donations	520,971	-	520,971	550,779
Government and local authority grants	9,208	122,030	131,238	168,576
Legacies	194,175	-	194,175	654,620
	<u>724,354</u>	<u>122,030</u>	<u>846,385</u>	<u>1,373,975</u>

Included within Government and local authority grants for the Charity is £9,208 (2021: £93,979) of Government grants relating to the Coronavirus Job Retention Scheme.

3 Contracted Services & Grants received

	Unrestricted	Restricted	Total 2022	Total 2021
	£	£	£	£
Local Authorities & Other	652,353	-	652,353	479,749
The National Lottery Community Fund (TNLCF) – Friendship 4 All	-	-	-	17,780
TNLCF – HERE	-	-	-	48,841
TNLCF – Coronavirus Community Support	-	-	-	58,418
BBC Children in Need	-	22,948	22,948	23,226
Julia & Hans Rausing Trust – Charity Survival Fund	-	-	-	33,839
Hertfordshire Community Foundation	-	4,985	4,985	4,662
Barnwood Trust – Covid-19 Support	-	-	-	5,500
Oxfordshire Community Foundation - Covid-19 Relief	-	-	-	7,828
Gloucestershire Community Foundation - Coronavirus Recovery	-	-	-	5,000
Adrian Swire Charitable Trust	-	7,500	7,500	-
ScrewFix Foundation	-	5,000	5,000	-
Burford Garden Centre	-	15,000	15,000	-
Mayfield Home Trust	-	2,168	2,168	-
	<u>652,353</u>	<u>57,601</u>	<u>709,954</u>	<u>684,843</u>

4 Other operating income

	2022 £	2021 £
Miscellaneous income	3,525	2,105
Rental income	-	3,667
Interest received	267	18
	<u>3,792</u>	<u>5,790</u>

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2022

5 Net income/expenditure

	2022 £	2021 £
This is stated after charging:		
Auditors' Remuneration - audit of these financial statements	6,000	5,700
- other services – current year	1,200	1,100
- – prior year	-	-
- Value Added Tax	1,440	1,360
Depreciation and amortisation	15,424	375,499
Operating leases - land and buildings	29,000	15,900
Operating leases - other	7,185	8,425
Interest payable - bank loan interest	1,465	1,502
- hire purchase	984	1,120
- bank interest	-	-
	<u> </u>	<u> </u>

6 Employees

	2022 Number	2021 Number
The average number of employees during the year was:		
Project staff	60	58
Fundraising	4	4
Project/care administration	4	4
Administration	5	5
	<u> </u>	<u> </u>
	73	71
	<u> </u>	<u> </u>
	£	£
Their total remuneration was:		
Wages and salaries	1,175,193	1,146,854
Social security costs	77,838	79,431
Other pensions costs	58,680	58,806
	<u> </u>	<u> </u>
	1,311,711	1,285,091
	<u> </u>	<u> </u>

The charity operates a group personal pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost represents contributions by the charity to the funds, which are recognised when they become payable. Contributions owing amounted to £22,650 at 31st March 2022 (2021: £10,957) respectively.

None of the Trustees received any remuneration for their office and Trustees' expenses totalled £Nil for the year (2021: £ nil). Indemnity insurance of £490 (2021: £464) was paid in respect of the Trustees.

There was one employee with emoluments between £70,000 and £80,000 in the year (2021: one). The total paid to key management personnel in the year was £125,183 (2021: £137,182).

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2022

7 Taxation

The trust is a registered charity in accordance with Section 505 of the Income and Corporation Taxes Act 1988. As such it is not liable to pay corporation tax on any surplus applied for charitable purposes.

8 Analysis of Expenditure

	Staff Costs £	Support Costs £	Depreciation/ amortisation £	Other £	Total 2022 £	Total 2021 £
Charitable activities	1,181,311	136,731	15,424	340,596	1,674,062	1,776,899
Raising funds	130,400	22,269	-	98,598	251,267	366,248
	<u>1,311,711</u>	<u>159,000</u>	<u>15,424</u>	<u>439,194</u>	<u>1,925,329</u>	<u>2,143,147</u>

The allocation of Support Costs is shown in note 23. Other charitable activity costs represent other costs of delivering services and contracts. Client activities, travel, training and premises costs. Other costs of raising funds include the cost of direct mail activity.

Included within charitable activities is restricted expenditure of £191,482 (2021: £359,516).

9 Tangible Fixed Assets

	Freehold Buildings £	Freehold Land £	Fixtures, Fittings and Equipment £	Motor Vehicles £	Total £
Cost / valuation					
At 1st April 2021	312,000	98,000	484,116	26,454	920,570
At 31st March 2022	<u>312,000</u>	<u>98,000</u>	<u>484,116</u>	<u>26,454</u>	<u>920,570</u>
Depreciation					
At 1st April 2021	27,600	-	483,406	20,941	531,947
Charge for year	9,201	-	710	5,513	15,424
At 31st March 2022	<u>36,801</u>	<u>-</u>	<u>484,116</u>	<u>26,454</u>	<u>547,370</u>
Net book value					
At 31st March 2022	<u>275,199</u>	<u>98,000</u>	<u>-</u>	<u>-</u>	<u>373,199</u>
At 31st March 2021	<u>284,400</u>	<u>98,000</u>	<u>710</u>	<u>5,513</u>	<u>388,623</u>

All assets are held for charitable purposes.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2022**

10 Revalued Tangible Fixed Assets

Two freehold buildings owned by the charity were revalued at 31st March 2018.

The basis for the revaluation was an external survey carried out by an independent valuer in July 2018 and his estimate of their value should they be placed on the open market.

The carrying amount for freehold buildings that would have been recognised at the end of the reporting period, had the assets be carried under the historical cost model is £197,410 (2021: £206,610). The gain on revaluation of £77,790 is shown within the funds analysis on the balance sheet as the revaluation reserve.

11 Debtors

	2022	2021
	£	£
Income debtors	81,169	84,294
Accrued income	72,015	69,376
Due from Be Free Young Carers	41,397	46,397
Prepayments	7,575	10,077
Accrued income tax/VAT recoverable	322	509
Provision for bad debts	(95,682)	(100,681)
	<u>106,796</u>	<u>109,972</u>

12 Cash at bank and in hand

Cash and current accounts	<u>1,420,841</u>	<u>1,297,351</u>
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13 Creditors: amounts falling due within one year

Bank loans (secured)	14,415	11,881
Trade creditors	30,082	43,741
Taxes and social security costs	46,900	32,986
Accruals and deferred income	124,439	165,225
Hire purchase	-	4,465
	<u>215,836</u>	<u>258,298</u>

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2022**

14 Creditors: amounts falling due after one year

	2022 £	2021 £
Bank loans (secured)	106,197	119,491
Hire purchase	-	6,316
	<u>106,197</u>	<u>125,807</u>
Maturity of bank loan (secured)		
- due in one year or less	14,415	11,881
- between one and two years	14,828	17,657
- between two and five years	47,074	61,995
- in five years or more	44,295	39,839
	<u>120,612</u>	<u>131,372</u>

A loan from Triodos Bank is secured on two freehold properties at a current interest rate of 3%.

The Bounce Back loan from HSBC is unsecured at a fixed interest rate of 2.5%, with repayments becoming due from December 2021.

15 Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases were:

	2022 £	2021 £
Land and buildings:		
Operating leases which expire:		
- within one year	9,772	3,000
- in the second to fifth years inclusive	47,450	42,517
	<u>57,222</u>	<u>45,517</u>
Equipment:		
Operating leases which expire:		
- within one year	-	-
- within the second to fifth years inclusive	19,688	26,636
	<u>19,688</u>	<u>26,636</u>

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2022**

16 Repayment of capital

	2022 £	2021 £
Decrease in borrowings		
Debt due within one year:		
Secured loans	(158)	-
Bounceback Loan	2,692	-
Debt due after one year:		
Secured loans	(9,355)	-
Bounceback Loan	(3,939)	-
	<u>(10,760)</u>	<u>-</u>

17 Analysis of net debt

	At 1st April 2021	Cash Flow	At 31st March 2022
Cash and cash equivalents	1,297,351	123,490	1,420,841
Bank loans due within one year	(11,881)	(2,534)	(14,415)
Bank loans due after one year	(119,491)	13,294	(106,197)
Hire purchase obligations	(10,781)	10,781	-
Net (debt) / cash	<u>1,155,198</u>	<u>145,031</u>	<u>1,300,229</u>

	At 1st April 2020	Cash Flow	At 31st March 2021
Cash and cash equivalents	21,411	1,275,940	1,297,351
Bank loans due within one year	(9,307)	(2,574)	(11,881)
Bank loans due after one year	(72,065)	(47,426)	(119,491)
Hire purchase obligations	(15,005)	4,224	(10,781)
Net (debt) / cash	<u>(74,966)</u>	<u>1,230,164</u>	<u>1,155,198</u>

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2022

18 Associated charitable company

Be Free Young Carers

A partnership agreement was signed on 21st February 2014 which enabled the Charity to enter into a Constitutional and Service Level Agreement with Be Free Young Carers which enables the Be Free Young Carers to share the resources of the Charity. At the date of the agreement, Guideposts provided financial support to enable Be Free Young Carers to maintain services whilst a long term strategic plan to develop and grow sustainable services to carers in the region for both organisations was researched and developed. To date the Charity has outstanding financial support totalling £41,397 to Be Free Young Carers by way of an intercompany loan. In the year ended 31st March 2020, the decision was made to provide against this loan as the extent of recoverability remains uncertain. A repayment of £5,000 was received during the year (2021: £5,000) and the provision adjusted accordingly. At 31st March 2022 the total provision against the loan was £41,397.

19 Ultimate Controlling Party

The Charity is controlled by a board of Trustees with no one person having overall control.

20 Related Parties

There were no related party transactions during the year.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2022**

21 Reserves

2022

	Restricted Funds Projects £	Revaluation Reserve £	Unrestricted General Funds £	Total Funds £
Balance brought forward	27,026	77,790	1,307,025	1,411,841
Income for the year	179,631	-	1,912,660	2,092,291
Expenditure for the year	(191,482)	-	(1,733,847)	(1,925,329)
(Deficit)/surplus for the year	(11,851)	-	178,813	166,962
Balance carried forward	15,175	77,790	1,485,838	1,578,803
Analysis of net assets between funds				
Tangible fixed assets	-	77,790	295,409	373,199
Net current assets	15,175	-	1,296,626	1,311,801
Creditors falling due after one year	-	-	(106,197)	(106,197)
Total	15,175	77,790	1,485,838	1,578,803

2021

	Restricted Funds Projects £	Revaluation Reserve £	Unrestricted General Funds £	Total Funds £
Balance brought forward	106,851	77,790	850,605	1,035,246
Income for the year	279,691	-	2,240,051	2,519,742
Expenditure for the year	(359,516)	-	(1,783,631)	(2,143,147)
(Deficit)/surplus for the year	(79,825)	-	456,420	376,595
Balance carried forward	27,026	77,790	1,307,025	1,411,841
Analysis of net assets between funds				
Tangible fixed assets	-	77,790	310,833	388,623
Net current assets	27,026	-	1,121,999	1,149,025
Creditors falling due after one year	-	-	(125,807)	(125,807)
Total	27,026	77,790	1,307,025	1,411,841

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2022

21 Reserves (continued)

Unrestricted Funds

a) General Funds

These represent the reserves which are not designated for a specific purpose.

b) Revaluation Reserve

These represent the surplus on open market revaluation on two freehold offices owned by the Charity.

Restricted Funds

Projects

These funds represent the restricted unspent balances from several projects, which will be expended in subsequent accounting periods. Where the terms of the funding permit, unspent restricted funds are released to General Funds either when it is clear that all commitments relating to the project have been met for the period under review, for on-going projects, or at the end of the project life.

Where a project is forecast to have insufficient funding streams to fully cover its costs and if it is felt that the support of that activity would further the aims of the charity, the Trustees will decide to underpin that project from General Funds. Projects supported in this manner in the current year numbered 6, with a total value of £163,363 (7 in the previous year, with a total value of £27,902). This includes closure costs of services.

22 Allocation of support costs

The Trust allocates its support costs as shown in the table below. Support costs are allocated on the basis consistent with the use of resources.

Allocated to

	Charitable Activities	Costs of Raising Funds	2022 Total	2021 Total
General office	53,865	6,661	60,526	68,332
Information technology	56,801	8,169	64,970	11,100
Governance costs	8,008	-	8,008	8,000
Legal and other professional costs	18,057	7,439	25,496	26,117
	<u>136,731</u>	<u>22,269</u>	<u>159,000</u>	<u>113,549</u>

Analysis of charitable activities support costs

Community Care Services & Projects	100%
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GUIDEPOSTS TRUST LIMITED

England & Wales - Charity number 272619

Accounts

Guideposts Trust Limited

Company Number: 01282361

Charity Number: 272619

DRAFT

Accounts

for the year ended

31st March 2021

Wenn Townsend

Chartered Accountants

Oxford

Guideposts Trust Limited

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Guideposts Trust Limited

Reference and administrative information

31st March 2021

DRAFT

Charity number	272619
Company number	01282361
Address	Unit E Two Rivers Industrial Estate Station Lane Witney Oxon OX28 4BH
Bankers	HSBC Bank plc Witney Branch 24 Market Square Witney Oxfordshire OX28 6BG
Auditors	Wenn Townsend Chartered Accountants 30 St Giles' Oxford OX1 3LE
Company Secretary	Nicole Rolston
Directors/Trustees	Dr Catherine Oppenheimer Diana Billingham James Bradshaw Alex Curtis Matthew Jones Major Peter Smith Matthew Taylor Deborah Cohen Mariam Ahmed

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2021

Introduction

Guideposts Trust ('Guideposts') is a mental health and wellbeing charity, started in the early 1970's by two Witney Methodists, who wanted to help put their beliefs into action.

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Purpose

Our purpose is to support people living with mental health problems, disability, or caring responsibilities to have a better quality of life by enabling them to strengthen their emotional wellbeing and be a part of their local communities.

Vision

Our vision is social inclusion and wellbeing for all.

Our work

The Charity supports people living with long-term conditions, disability, or caring responsibilities to improve their mental health and wellbeing and feel included in their local communities.

Set up in Witney, Oxfordshire, the Charity provides community-based in person services across Gloucestershire, Hertfordshire and Oxfordshire alongside an online and telephone provision which allow people to connect to support from anywhere, regardless of location. Guideposts also runs a dedicated support line which offers emotional help and a social prescribing service.

Our services are designed to help people:

- access the information, advice and guidance they need to live as well as possible
- find a sense of purpose and know their value
- achieve meaningful occupation
- develop supportive friendships and relationships
- develop skills and learning
- feel included in their local communities
- achieve greater emotional wellbeing and resilience.

What drives the Charity's work?

'We do what we do because the life of each person we support matters. People should not be disadvantaged due to their health conditions, disabilities or caring responsibilities. Everyone deserves the opportunity to fulfil their aspirations and realise their potential. Some need a helping hand, quality care and support to achieve this. If the world was fair, if there was no deprivation, discrimination, with everyone having an equal chance to find acceptance, belonging, positive relationships, meaningful occupation, good education, enriching work, and a safe home – then this Charity wouldn't exist.'

It's wrong, but some people simply do not have the same starting point in life as others, they were not born with equal chances to others through no fault of their own.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2021 (continued)

The Trustees are pleased to present their report with the audited accounts for the year to 31st March 2021

1 Reference and Administrative Detail

Guideposts Trust Limited is a registered charity and company limited by guarantee incorporated in England and Wales.

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The Trustees who served during the year are listed below:

- Dr Catherine Oppenheimer
- Lydia Hirst (resigned 29th September 2020)
- Ingrid Blades (resigned 29th September 2020)
- Diana Billingham
- Maj. Peter Smith
- Alex Curtis
- Matthew Taylor
- James Bradshaw
- Deborah Cohen (appointed 25th November 2020)
- Mariam Ahmed (appointed 24th March 2021)

The company's Articles of Association require the Trustees to retire by rotation after a three-year term. Matthew Jones, CEO, has been delegated responsibility for the day-to-day management of The Trust.

2 Structure, Governance and Management

Guideposts Trust is constituted under its Memorandum and Articles of Association dated 19 October 1976. The Articles of Association provide that Guideposts Trust may have up to 25 Trustees. At 31 March 2021, there were eight members of the board.

No member of the Board of Trustees has received any remuneration in respect of his or her services to the Trust except for reimbursement of expenses incurred in providing such services.

During 2020/21 the board met 12 times, including an AGM.

Public Benefit

The Trustees have regard of the Charity Commission public benefit guidance. Guideposts Trust demonstrates its public benefit through the provision of community-based services that are operated by its staff. We adopt a collaborative and complementary approach to ensure that vulnerable individuals – often with a range of complex needs and expectations - do not fall through gaps in geographic or specialisation boundaries. We are tackling the causes of loneliness and social isolation, by providing community connectivity, information and advice, group activities, therapies and work-based opportunities.

The Reserves Policy

The Trustees have set a Minimum Level of unrestricted reserves (defined as unrestricted net current assets plus net realisable value of land and buildings) that will be sufficient to cover the costs of up to 12 months management and administration, statutory redundancy and other winding-up costs in the event of Guideposts ceasing to exist. The Minimum Level is £200,000.

The Trustees will maintain this Minimum Level at all times and will not take any decision or carry out any development that might impinge upon the Minimum Level without due consideration.

The priority for 2021/22 will be to maintain and monitor liquid reserves, especially in consideration of potential COVID-19 implications.

Unrestricted net current assets were £1,121,999 at the Balance Sheet date. This is due mainly to a one-off legacy cash receipt of £588,000 during the current year. The Trustees have considered carefully going concern; most particularly meeting short term cash flow needs.

Retained services performed at a surplus of £376,595 in the current year compared to £11,582 in the prior year.

Trustees' Report for the year ended 31st March 2021 (continued)

The Reserves Policy (continued)

The charity is continually reviewing its cost base and reducing costs where possible. The support of the charity's bank in renewing existing facilities and to secure a bounce back loan has enabled it to meet all operational liabilities without the need to liquidate or make additional borrowings against fixed assets.

The Trustees feel that it is appropriate to prepare the accounts on a going concern basis.

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3 Objectives and Activities

The objects of the Charity are:

- to provide a range of welfare services in the community for people with a learning disability, people with or recovering from mental health problems and for people with dementia
- to seek to create excellence in practice
- to create a genuine organisational approach to learning, training and dissemination of information.

Our Challenge

People living with disability or long-term conditions (and their loved ones), have the same needs as everyone else but their circumstances often mean they don't have the chance to meet those emotional, social, spiritual and physical needs. Unfortunately, our clients' complex health conditions can conspire to isolate them and their families from their communities and from the information and support which could change their circumstances. They often fall between the gaps of statutory provision and the limited support that "single-issue" charities can offer. This can place them at risk of isolation and the medical and social effects of loneliness. Guideposts wants to be there for people who need support to achieve their innate human needs and realise their potential. We do this by providing access to support, training and community opportunities.

Our Services:

Guideposts' physical services are provided in three counties in England and focus on improving people's health and wellbeing as follows:

- HERE for You (IAG) for people with long term conditions and their carers
- Learning disabilities and Autism services
 - Meaningful day activities
 - Therapeutic activities
 - Training and skills
 - Leisure
 - Friendship and relationship
- Mental Health services
 - Recovery planning
 - Therapeutic activities
 - Leisure
 - Friendship
 - Peer support
 - Carer support
- Older people and dementia services
 - Day activity opportunities
 - Therapeutic activities
 - Social opportunities & Friendship
 - information and advice

Trustees' Report for the year ended 31st March 2021 (continued)

Our Services (continued):

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- Carers services
 - Help and advice
 - Short break and respite
 - Friendship & Peer support opportunities
 - Community outings and leisure opportunities

During 2020/21 due to COVID-19 restrictions and lockdowns we were not able to partner with our volunteer support to the same extent as when services are fully operational. Around 250 volunteers usually support Guideposts' work, and we are grateful to them. Our volunteers would assist with delivering thousands of hours of support across 3 Counties providing support to individuals to participate in our friendship schemes, community opportunities, or the provision of support groups, providing back-office support, or serving on the board of Trustees.

We are also enormously grateful to all those individuals, organisations, groups and Trusts who have given so generously over the year or provided practical support.

STRATEGIC REPORT – the following items form the Strategic Report

4 Achievements and Performance

Strategy – Survive the pandemic

The Charity's strategy of providing community services has been severely tested this year with the global COVID-19 pandemic. Lock-down tested the Charity's operating model as most of its services involve physically meeting. All physical services stopped with lock down. The Charity's response was twofold:

Existing Services:

Staff and volunteers switched to providing remote services. Such as providing essential goods (food and other household supplies), also emotional support through regular phone calls. Social media was also utilised to provide a community online and ensure people didn't feel abandoned.

Staff created art and activity packs and sent them through the post to beneficiaries. Even Forest School continued but was conducted by individuals in their own homes - following the lead from the FS leader.

New Services:

The Charity created a community online – a digital service – called 'Better Connected and Active'. This provided beneficiaries with access to classes, online events, opportunities to meet up with friends and a chance to meet new friends online – all in a safe environment.

It provided a website that contained lots of information and advice about coping in lockdown and links to resources to keep people active.

The digital service worked as a concept. On Christmas day, one volunteer led an online digital photography lesson to 8 beneficiaries, who otherwise would have had an isolated Christmas day. Another member of staff sourced books on narrow boats and would phone one isolated beneficiary on Sunday evenings and read from the books to him.

A magazine was created to give members a physical resource to augment their digital membership. This has proven to be very popular.

Trustees' Report for the year ended 31st March 2021 (continued)

4 Achievements and Performance (continued)

In Summary:

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The Charity survived a year of lockdowns and managing COVID-19. Financially it has benefited from public funding made available for the provision of COVID-19 related interventions. Councils wanted to keep services going and therefore continued to pay during lock-down. The Government furlough scheme was used for some employees, and this helped reduce the cost of maintaining the staffing establishment. The Charity made no COVID-19 related redundancies during this period and is in fact recruiting.

The hard work of the staff team and volunteers during a year of lockdowns and COVID-19 restrictions has improved the reputation of the Charity and has led to more referrals since physical services resumed. Parents/carers have been impressed by the approach to health and safety, whilst keeping services going – in some form.

We were there when people needed us, and this has helped the Charity's reputation in the areas it operates.

In fact, subsequent to the year-end but still during COVID-19, the Charity grew its market share of LD services in Oxfordshire by successfully tendering for the Chipping Norton day service. This added 19 beneficiaries, 6 staff, a good quality building and a presence in a new part of the County.

Clinical Model:

The Charity seeks to meet the innate human needs of people regardless of their primary care need. This recognises that often a person has more than one challenge to manage in life, for example, there is a high prevalence of mental ill health with people who have a disability. Guideposts takes a strength based, person centred approach, to meeting needs – recognising often the co-morbidity of mental health with physical, or development conditions.

Guideposts has taken on the Human Givens psychological approach. The Human Givens approach identifies a set of innate human needs that drive human behaviour and human's innate ability to meet such needs (for example the need for meaning in lives).

The model provides the Charity a way to have a dialogue with those it supports and those who commission its services. The model allows impact and progress to be tracked so Guideposts can prove its worth in people's lives. It also provides a model for staff to increase their skills and be able to cope with the complexity of problems being met.

The Humans Givens –

Humans have 9 essential emotional needs to be met for good mental health

These are:

1. Security — safe territory and an environment which allows us to develop fully
2. Attention (to give and receive it) — a form of nutrition
3. Sense of autonomy and control — having volition to make responsible choices
4. Feeling part of a wider community
5. Emotional intimacy — to know that at least one other person accepts us totally for who we are, "warts 'n' all"
6. Privacy — opportunity to reflect and consolidate experience
7. Sense of status within social groupings
8. Sense of competence and achievement
9. Meaning and purpose — which come from being stretched in what we do and think.

Below is a summary of the things that have happened in this busy year:

Innovation

The Charity has had to operate digitally and remotely, away from its usual meeting places. Staff, volunteers and beneficiaries had to learn to use social media, video conferencing and how to collaborate remotely.

It created a website and content dedicated to helping those during the COVID-19 lockdown called 'Staying Connected', it was a mix of information and signposting.

Trustees' Report for the year ended 31st March 2021 (continued)

4 Achievements and Performance (continued)

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It created a new digital community service – Better Connected and Active – with live classes, recorded content, socialising and support.

It created a new service designed to support people in their own homes. It is similar to homecare but without providing regulated 'personal care'. Rather this service provides practical support and befriending. Such as, helping with shopping; sitting keeping a relative company; accompanying someone to go for a walk and practical help with daily living.

The Charity created and implemented its CIVI CRM computer system. This provides a place for tracking the impact it is having on beneficiaries. Also, a place for storing sensitive data needed for emergencies. In addition, it is the first HR system for the Charity, enabling better management of transactional HR processes (booking leave, etc).

Partnerships

This was made harder in lockdown, but the Charity developed a close relationship with Life Path Trust – another Charity and housing provider. This led to the opportunity to add the Chipping Norton day service to the Charity's portfolio.

An exclusive partnership with Burford Garden Co. has been forged to provide support to the new Outdoor Wellbeing Centre. The Charity is benefitting massively from the support given by this well-known garden company. Already the project has benefitted from the supply of hedging to protect the site, seeds to help produce vegetables and flowers, the use of tools and machinery for the preparation of land. Safari tents to enable respite camping to be offered. Also support for the forest school programme, by way of discounted supplies.

Contract Tendering

The Charity has successfully tendered to be an approved provider to Gloucestershire CC, under their community opportunities framework. It now needs to win new business from this approved list.

Subsequent to year end the Charity has also successfully tendered to be an approved provider to Hertfordshire CC, under their community opportunities framework.

Subsequent to year end the Charity was successful in winning the tender for the Albion day service (Chipping Norton), which is worth about £0.5m over its 3-year length.

The Charity continues to be an approved supplier of services to People Plus. They have the main carers contract for Gloucestershire – the Charity worked with them to secure the award of the service contract and is working with them on development of services for carers.

The contract from Hertfordshire County Council for Guideposts to deliver befriending in Ware has been extended to 31 December 2021 and the mental health services in Watford has been extended to 31 March 2022.

A new grant process will commence in 2021/22 for the provision of be-friending in the Herts County.

Mental Health services will be retendered in Herts County in 2022.

The Charity is seeking other contract and tendering opportunities.

Award Winners

The Charity has been nominated for the 2021 Mayor's Charity of the year by the Mayor of Ware and continues to be a joint charity of the year by the Mayor of Witney.

Fixed Asset Strategy

Buildings space requirements changed during lock-down. From not needing space with most activity at home, to gradual and then full physical services resuming. We need more space to socially distance. Therefore, a review of our built environment has been commissioned with the Estate Strategy Group.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2021 (continued)

4 Achievements and Performance (continued)

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The following changes have happened:

- Guideposts has struggled to let the office space on the top floor of its building in Gloucestershire, during the year. Losing rental income.
- Guideposts has secured the tenancies at Cross Street and Henry Smith House at rates 80% below market value.
- Guideposts was able to make infection control building improvements with related COVID-19 funding.

Staffing

Staff have been amazing during a year of unprecedented challenges. Volunteers declined in numbers and available hours during lockdown. Staff filled the gaps. They all worked hard to carry on supporting vulnerable beneficiaries. They adopted far more intense cleaning regimes and had to grapple with new IT technologies – that affected ways of communicating and doing routine work.

The staff team are stressed and tired and it is important the Charity puts in measures to help them recover. They have kept people from being isolated, from declining in health and ensuring they are supported with medication supplies, food, and company.

The team have been brilliant exponents of the Charity's values.

NB- Guideposts Trust is committed to equality and to value diversity in our staff. Applications for employment by any person with a protected characteristic are always considered fairly. It is the policy of the charity that all staff are treated equally, with every effort made to ensure that appropriate training is arranged for all. It is our policy that the recruitment, training, career development and promotion of all those with a protected r. characteristic should, as far as possible, be identical with that of other employees. Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of existing employees becoming disabled every effort is made to ensure that their employment with the group continues and that appropriate training is arranged. It is the policy of the Charity that the recruitment, training, career development and promotion of disabled persons should, as far as possible, be identical with that of other employees.

Average staff numbers for 2020//21 were 71 compared to 84 for the prior year.

Plans for the future

- Grow our services from being on the approved list of providers for two County Councils
- Ensure our Community Services are financially stable
- Market and grow our new digital service that transcends geographical constraints and connects people regardless of the current pandemic.
- Market and grow our support at home service.
- Market and grow our respite service (summer camping and organised holidays)
- Developing voluntary programmes that increase our reach to our beneficiaries
- Develop our digital and grant fundraising capability
- Seek new partnerships and joint working opportunities

Remuneration of Key Management Personnel

Remuneration of Key Management Personnel (CEO and General Manager Finance and Operations) is set by the Remuneration Committee, consisting of the Chair and two co-opted trustees. Pay levels are benchmarked against sector averages and taking into account the requirements of the role. These are reviewed annually.

Conclusion

2020-21 has been a year like no other. A global pandemic tested the Charity, but it adapted, survived, continued to provide vital services and has even grown its market share. It has lost some income but had other means to keep its finances strong. Now it is benefiting from an enhanced reputation forged during the lock-down when its staff and volunteers went the extra mile. The biggest challenge going forwards is growth in a sector struggling to recruit enough staff.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2021 (continued)

5 Financial Review

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Guideposts reported an operating surplus of £376,595 for the year compared to a net cash break-even target. This result was achieved after accounting for a once off intangible assets impairment charge of £309,081. The increase in the surplus was due to a combination of a number of factors; such as lower overall operating costs due to reduced physical services as a result of COVID-19 lock-downs, general maintenance of service revenue with local authorities continuing to pay on a planned for basis, securing generous Government COVID-19 support and infection control grants and furlough claims, grant support from our partners to ensure we could maintain our staff teams and secure future service provision, generous legacy receipts and a specific once off legacy receipt of £588,000 (of which £255,000 was recognised in the prior year resulting in an additional £333,000 of income in the current year).

Income from Fundraising (net of direct costs of raising funds) came in at £1,128,917 against a £484,000 budget for the year. This was due mainly to legacy receipts of approximately £652,000. Although the average donation received has increased, our donor base has been declining, particularly the number of regular donors. In addition, in line with the restructure of the charity, the portfolio and size of our current projects and services has a direct impact on the number and value of grant applications that can be applied for. In an effort to curb this trend, new work has been taking place to engage new supporters and bring in new donors, focussing via digital marketing and fundraising. We were successful in securing a reasonable number of grants in this period. Much of our grant fundraising work focussed on securing COVID-19 emergency grants to respond to the inevitable changes imposed by the Pandemic. This enabled us to bring in vital funds to adapt our work effectively and continue to support most of our service members/users. It also enabled us to develop new work and lay the foundation for future project/service development, which is key to our ability to continue to attract and increase funding from grants.

Guideposts monitor cash closely and reforecast on a rolling monthly basis and are satisfied that there are sufficient known incoming resources to meet our obligations in the near future. Additional unknown future impacts of 19 on operations remains a risk. Cash flow management remains a critical focus.

Fixed Assets include land, valued at £98,000 and buildings valued at £312,000 at the Balance Sheet date. The buildings are valued at fair value. The SORP requires an annual impairment review of the Intangible Assets. Due to significant uncertainties related to making reliable estimates required to substantiate the intangible values, it was considered prudent to write the intangible values down to zero and a once off impairment charge of £309,081 was incurred in the period.

6 Plans for Future Periods

Guideposts' business plan is based upon consolidation and local organic growth of services. Plans are based upon the stability of income from our current local government contracts. We are pleased that due to COVID-19 uncertainties, the Hertfordshire County Council contracts were rolled over and extended to periods between December 2021 and March 2022, and are due for review and re-tendering. Being on the approved list of providers for two County Councils will enable us to grow services in these areas. Subsequent to year end we secured a 3 year contract to provide day support services in Chipping Norton to Oxfordshire Country Council.

Guideposts as an enablement partner is planning to do more with the NHS around social prescription and local services focused on GP surgeries. It is involved in an NHS testbed pilot scheme to test alternatives to the current primary care model. We are also in discussions to partner in a NHS Mental Health Complex Emotional Needs support service. We have established a pilot with People Plus to offer an Emotional Wellbeing coaching service for carers which is now resulting in referrals and fee income. A new home support service is in development stage. We continue to grow and develop our digital and remote service capability which has the potential to extend our geographical reach and for further partner development.

Guideposts support a partner charity; Be Free Young Carers. This is a South Oxfordshire charity that supports young carers. There may be a possible closer working relationship, should the opportunity arise. This would make sense as it would diversify our carers' audience and provide new fundraising opportunities.

Trustees' Report for the year ended 31st March 2021 (continued)

7 Principal Risks and Uncertainties

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Guideposts Risk Management Strategy involves a regular review of the key risks faced by the charity, the establishment of systems and procedures to address those potential risks and mitigate any impact on the charity if they materialise. Guideposts is committed to ensuring that risk in our operations is managed and mitigated by using an integrated risk management system and instigating a proactive culture in managing risk. The integrated approach to risk management takes cognisance of risk management standard BS31100.

Risks that concern the long-term strategic objectives of Guideposts Trust and the actions taken to manage them are as follows:

Financial: the risks to Guideposts financial position, including internal and external factors that may have an effect.

What we do:

- An annual budget is reviewed and approved by Trustees, which forms the basis for financial monitoring for the year.
- Monthly Management Accounts for operational managers are produced and reporting to the board takes place monthly at present with a more formal review at the bi-monthly board meetings.
- Cash flow and the ability of the charity to meet its monthly obligations is seen as a specific risk at the present time. For that reason, cash flow is checked and updated daily looking ahead in detail on a 90-day rolling basis to identify and mitigate pinch points. Mitigation is carried out by a continual focus on credit control, a rolling programme of fundraising asks, phasing planned expenditure with expected income and cost control.
- An adaptive budgeting process encourages managers to continually look ahead, reviewing activities and the likely financial consequences. Internal financial training and support is delivered by the finance team for our new managers and budget holders.
- This is supported by internal audit processes and an annual external audit.

Growth: the risks to Guideposts' strategy for growth and development.

What we do:

- Research and implement a rolling five-year business development plan to fit in with the strategic direction for the charity as agreed by the management team and Trustees, including budgets which provide income generation targets.
- Have a purposeful plan to diversify income streams so that Guideposts Trust is not dependent upon a single source of income.
- Implement a Service Delivery Strategy which forms the basis of our service delivery and the management of risk to ensure responsiveness/effectiveness in the development and implementation of projects
- Ensure effective use of staffing and resources to ensure users of our services get the best possible help and support and we deliver value for money.
- Support this by robust internal systems – Quality, Management Information & Financial – to facilitate reporting of outcomes and sound Market Intelligence to enable us to align our activities to stakeholder priorities.

Knowledge management: the risks to knowledge resources, and the production and communication of these.

What we do:

- We have implemented a knowledge management strategy which through organisational learning and enabling the sharing of knowledge will deliver improved individual performance, competitive advantage, innovation, the sharing of lessons learned, integration and continuous improvement.

Succession planning and talent management: the risks to management infrastructure and staffing framework.

What we do:

- We have implemented a Staffing Framework which will enable us to recruit, retain and develop the skill and talent needed to take us forward. This is supported by clear processes around recruitment and selection, training and development and performance management.
- Have an organisation-wide approach to the documentation, sharing and dissemination of knowledge to avoid the risk of all intellectual capital being embedded in one person and to allow opportunities for learning.

Trustees' Report for the year ended 31st March 2021 (continued)

7 Principal Risks and Uncertainties (continued)

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Compliance:

the risks associated with non-compliance of relevant legislation (for example Health and Safety, data protection, employment practices) and regulation (for example Charities Commission, Care Quality Commission).

What we do:

- Underpin all aspects of organisational activity through our Quality Management System and work towards external quality accreditations.
- Outcome monitor all activities & ensure all projects both consistently monitor performance and publicise findings to services users, key workers and other professionals and members of the public.
- Take account of the views of users of our Services and other stakeholders via our 'Tell us your views' Policy and ensure it is widely published and accessible.
- Implement a programme of internal audit and actively participate in external monitoring.
- Review and implement recommendations arising.

Fundraising:

the risks associated with poor fundraising practice and the consequential effect on the reputation and sustainability of the charity.

The Charity is reliant on income given voluntarily by supporters. Its supporters are at the heart of everything that we do and achieve. And, because of this, it strives to give the best experience to its supporters and the people it helps.

Guideposts is signed up to the Fundraising Regulators Code of Practice in the UK and it works closely with the Fundraising Regulator and the Institute of Fundraising to help improve sector standards and ensure activity meets the expectations of supporters and the wider public.

As a charity, talking to the public in person and communicating with existing supporters are both key in engaging people and raising vital funds for our work.

Guideposts fundraising and marketing activities are undertaken directly by charity staff, and it doesn't use professional fundraisers or involve commercial organisations in any of fundraising work.

All communication with supporters is conducted in such way to ensure that they and any members of the public willing to support the Charity gives what they can afford, taking particular care to ensure nobody feels under pressure to contribute.

Supporter's personal details are stored securely. Supporter's communication preferences are recorded in their personal file and the Charity only communicates with them in ways they have agreed to. All our marketing materials contain clear details of how to unsubscribe to any future communications. When notified (e.g. by family) of a donor receiving a cognitive impairment diagnosis, going into care, or becoming too infirm to respond to us - then we mark their file on our Donor Database (Donorflex) as "Do Not Approach".

The Charity is careful not to contact supporters too often. There is a limit on mailings to 3 per year to all active donors on our database (approx. 12,000) and Guideposts are working hard to make sure that supporters feel even more in control of how it communicates to them. Guideposts reminds its audiences of the difference their donations are making to people's lives, all the vital services it provides and the good it does in society.

Guideposts is constantly working on developing new ways of raising income to continue its life changing work. Although the main reason for doing this is to diversify income, it is also a belief that being more visible in communities will help to raise awareness about Guideposts and the needs of people we support. Local staff and managers regularly organise local engagement and fundraising events in communities where services are delivered.

Although the information being distributed during events may include donation forms, the Charity never aims to recruit donors face to face on the day, letting people take the information home and decide whether or not they wish to make a donation. This helps minimise the risk of inadvertent pressure being placed on potentially vulnerable donors.

Guideposts Trust Limited

Trustees' Report for the year ended 31st March 2021 (continued)

7 Principal Risks and Uncertainties (continued)

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A complaints log is maintained and monitored, and the Charity keeps a close eye on the pattern of complaints so improvements to services can be made. Guideposts received no complaints about its fundraising activities this year. As a social care, mental health and disability charity – all staff are highly experienced in working with vulnerable people (e.g., those with learning disability or dementia) and are attuned to the risks.

Trustees' responsibilities

The Trustees (who are also directors of Guideposts Trust Limited for the purposes of company law) 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).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. 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 UK Accounting Standards 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 charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

A resolution to re-appoint Wenn Townsend will be proposed at the forthcoming Annual General Meeting.

Small company exemptions

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 2021

On behalf of the Trustees of the Trust

Diana Billingham Chair

Guideposts Trust Limited

Independent Auditor's Report to the members of Guideposts Trust Limited

Opinion

We have audited the financial statements of Guideposts Trust Limited (the 'charitable company') for the year ended 31st March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, (including Financial Reporting Standard 102 applicable in the United Kingdom and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice)).

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In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2021, and of the charitable company's income and expenditure, 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 Companies Act 2006.

Basis for Opinion

We conducted our audit in accordance with International Standards on auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under these standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees report, other than the financial statements and our auditors report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connections with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement of this other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- The strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not detected material misstatements in the strategic report and the directors report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Guideposts Trust Limited

Independent Auditor's Report to the members of Guideposts Trust Limited.

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Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on page 12, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing as applicable all matters related to going concern and using the going concern basis of accounting, unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurances about whether the financial statements as whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of these financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditors/responsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Graham Cole BA, FCA; Senior Statutory Auditor
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles
Oxford
OX1 3LE

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Guideposts Trust Limited

Statement of Financial Activities (Including income and expenditure) for the year ended 31st March 2021

DRAFT

	Note	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Unrestricted £	2020 Restricted £	2020 Total £
Income from:							
<i>Donations and Legacies:</i>							
Donations, legacies and other grants	2	1,299,378	74,597	1,373,975	800,173	-	800,173
Raffle Income		1,020	-	1,020	1,161	-	1,161
<i>Charitable Activities:</i>							
Grants and contracts for provision of services	3	479,749	205,094	684,843	499,918	283,234	783,152
Client Fees		454,114	-	454,114	507,163	-	507,163
<i>Other Income</i>	4	5,790	-	5,790	12,718	-	12,718
Total income		2,240,051	279,691	2,519,742	1,821,133	283,234	2,104,367
Expenditure on:							
<i>Raising funds:</i>							
Raising funds – general		366,248	-	366,248	207,364	-	207,364
<i>Charitable activities:</i>							
Community Services & Projects		1,414,968	359,516	1,774,484	1,616,280	263,932	1,880,212
Education and Awareness		2,415	-	2,415	5,209	-	5,209
Total expenditure	8	1,783,631	359,516	2,143,147	1,828,853	263,932	2,092,785
Net income/(expenditure)	5	456,420	(79,825)	376,595	(7,720)	19,302	11,582
Total funds brought forward		928,395	106,851	1,035,246	936,115	87,549	1,023,664
Total funds carried forward		1,384,815	27,026	1,411,841	928,395	106,851	1,035,246

There are no gains or losses other than those recognised through the statement of financial activities.
The results above have all derived from continuing activities.

The notes on pages 18 to 29 form part of these accounts

Guideposts Trust Limited

**Balance Sheet
as at 31st March 2021**

Company Number: 1282361

	Note	2021 £	DRAFT 2020 £
Fixed Assets			
Tangible Assets	9	388,623	407,725
Intangible Assets	11	-	356,397
		<u>388,623</u>	<u>764,122</u>
Current Assets			
Debtors	12	109,972	446,473
Cash at bank and in hand	13	1,297,351	21,412
		<u>1,407,323</u>	<u>467,885</u>
Creditors: Amounts falling due within one year	14	<u>(258,298)</u>	<u>(113,947)</u>
Net Current Assets		<u>1,149,025</u>	<u>353,938</u>
Total assets less current liabilities		1,537,648	1,118,060
Creditors: Amounts falling due after one year	15	<u>(125,807)</u>	<u>(82,814)</u>
Net Assets		<u><u>1,411,841</u></u>	<u><u>1,035,246</u></u>
Reserves			
Unrestricted Funds	22	1,307,025	850,605
Revaluation Reserve	22	77,790	77,790
Restricted Funds	22	27,026	106,851
Total of Charity's funds		<u><u>1,411,841</u></u>	<u><u>1,035,246</u></u>

These accounts were approved by the Board of Trustees on 2021

Diana Billingham (Trustee)

The notes on pages 19 to 29 form part of these accounts.

Guideposts Trust Limited
Cash Flow Statement
for the year ended 31st March 2021

	Note	2021 £	2020 £
Reconciliation of operating result to net cash outflow from operating activities			
			DRAFT
Surplus for the year		376,595	11,582
Interest received		(18)	(267)
Depreciation and amortisation		375,499	80,092
Loss on disposal		-	18,659
Decrease in debtors		336,501	69,261
Increase/(decrease) in creditors		141,558	(57,268)
Net cash inflow from operating activities		<u>1,230,135</u>	<u>122,059</u>
Cash flow from financing activities			
Interest received		18	267
Repayment of hire purchase obligations		(4,214)	(3,163)
Repayment of capital	17	-	(8,808)
Receipts from issue of new loan		50,000	-
Net cash flow from financing activities		<u>45,804</u>	<u>(11,704)</u>
Net increase in cash and cash equivalents		1,275,939	110,355
Cash and cash equivalents at 1st April		21,412	(88,943)
Cash and cash equivalents at 31st March		<u>1,297,351</u>	<u>21,412</u>
Cash and cash equivalents			
Cash at bank and in hand		1,297,351	21,412
		<u>1,297,351</u>	<u>21,412</u>

Guideposts Trust Limited

Notes to the Accounts for the year ended 31st March 2021

1. Summary of significant accounting policies

DRAFT

a) General information and basis of preparation

(i) Guideposts Trust Limited is a registered charity and company limited by guarantee incorporated in England and Wales. In the event of the charity being wound up its liability in respect of the guarantee is limited to £1 per member of the charity. The registered address of the charity is that given on page 1 of these financial statements. Guideposts Trust Limited is a multi-disciplinary social care and mental health charity.

(ii) The accounts are prepared under this historical cost convention modified to include certain items at fair value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006 and rounded to the nearest £1.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Tangible fixed assets and depreciation

Tangible fixed assets are stated at historical cost less depreciation, other than Land and Freehold buildings which were revalued in 2018. This represented a change in accounting policy; the charity believing that this change provides a more reliable, appropriate and accurate information about assets held by the charity. Valuations will be carried out on a regular basis to make sure that the carrying amount does not differ materially from the fair value of the asset at the end of the reporting period.

Depreciation rate values are as follows:

Land	-	Nil
Freehold buildings	-	2% - 10% straight line
Improvements to Leasehold Property	-	Over the lifetime of the lease
Fixtures and fittings	-	20% straight line
Equipment	-	15% straight line
Computer Software	-	15% straight line
Computer Hardware	-	25% straight line
Motor vehicles	-	25% straight line

Capital Expenditure in excess of £1,000 is capitalised.

c) Intangible Fixed Assets Donor Database

This was developed internally and represents the cost of recruitment of donors who make a regular contribution to the charity, and is expected to generate income for the charity over a number of years. The cost of the campaigns to build donor databases is amortised over the period of these projected income streams. Due to increased uncertainties related to making reliable estimates of future income streams for future periods, it was considered prudent to make an impairment charge to write down the intangible value to zero in the current year.

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2021

1. Accounting policies (continued)

DRAFT

HERE Development Costs

'HERE' is an information, advice and guidance (IAG) support service for people with a long term condition and their carers. 'HERE' forms part of the operational strategy to continuously develop and maximise on the intrinsic value that IAG has brought to the organisation over many years. The intangible asset relates to development of the current platform, product definition, delivery protocols and branding. The intangible value that IAG has brought to the organisation results in various income streams, not only from specific IAG services but also from donations, legacies and grants. Based on the value that IAG brings to the organisation, it is considered reasonable to amortise the intangible over a period of 7 years, taking into account specific IAG activity during the period. Due to specific funding ending in the current year, and increased uncertainties related to future income streams, the intangible value was written down to zero in the current year.

d) Restricted funds

The restricted funds include unspent income which has been received in response to specific appeals and grants towards services. Surplus funds at the completion of a project, if the funding body approves, or if the contract terms permit retention, are transferred to unrestricted funds, when it is clear they will not be utilised.

e) Pension costs

The Charity operates a group personal pension scheme. The assets of the schemes are held separately from those of the Charity in an independently administered fund. The pension cost represents contributions by the Charity to the fund, which are recognised when they become payable.

f) Income

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised when earned (as the related goods or services are provided). Grant income included in this category provides funding to support activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

The charity receives government grants in respect of the Coronavirus Job Retention Scheme. These grants are recognised using the accrual model and as such are recorded in the Statement of Financial Activities in the period in which the charity is entitled to such grants as a result of having furloughed staff members.

Income is deferred when:

- Grants are received in advance for the accounting period to which they relate.
- If unspent restricted funds are potentially reclaimable by the funding body.

Where they are recognised in the accounts, gifts in kind or donated services are included at market value on the date of receipt.

g) Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2021

1 Accounting policies (continued)

DRAFT

h) Expenditure

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

- Costs of raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with the provisions of services and include both the direct costs, support costs and governance costs relating to these activities.
- Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita staff costs by the time spent and other costs by their usage.

i) Debtors

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

j) Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Going concern

The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, including a revision of expectations for the potential impact of COVID-19 on the charity. A significant legacy receipt was received during this period which will bolster the cash position of the charity. Based on this, the budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern and therefore the accounts have been prepared on a going concern basis.

l) Judgements and key sources of estimation uncertainty

The trustees are required to make assumptions on the basis on which amortisation of intangible assets is calculated. These are included as best estimates at the date of calculation but present a significant risk in potentially causing a material adjustment to the balance sheet.

HERE development costs are amortised on the basis that historically information, advice and guidance continues to bring value to the organisation, not only from specific IAG activities but also in the form of branding and awareness that result in various streams of income over many years. However, due to the Big Lottery grant funding ending in the current year, and the uncertainties related to estimated future income streams, it was considered prudent to write off the intangible value to zero, through an impairment charge of £224,708 in the current year.

The Donor Database represents the cost of recruitment of donors who make a regular contribution to the charity. This cost is amortised against the income streams generated each year. Donors cease giving for various reasons and we expect our donor database will decline over time. In addition, we expect giving to continue to be impacted by the effects of Covid 19. The trustees have also considered the effect of GDPR on the value of the data base. Based on the current significant uncertainties related to estimating future income streams required to substantiate the intangible value, it was considered prudent to write off the intangible value to zero, through an impairment charge of £131,689 in the current year.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2021**

DRAFT

2 Donations and legacies

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
General donations	550,779	-	550,779	565,037
Government and local authority grants	93,979	74,597	168,576	-
Legacies	654,620	-	654,620	235,136
	<u>1,299,378</u>	<u>74,597</u>	<u>1,373,975</u>	<u>800,173</u>

Included within Government and local authority grants for the Charity is £93,979 (2020: £nil) of Government grants relating to the Coronavirus Job Retention Scheme.

3 Contracted Services & Grants received

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
Local Authorities & Other	479,749	-	479,749	580,962
The National Lottery Community Fund (TNLCF) – Friendship 4 All	-	17,780	17,780	70,080
TNLCF – HERE	-	48,841	48,841	91,282
TNLCF – Coronavirus Community Support	-	58,418	58,418	-
Groundwork UK	-	-	-	1,232
BBC Children in Need	-	23,226	23,226	34,596
Adrian Swire Charitable Trust	-	-	-	5,000
Julia & Hans Rausing Trust – Charity Survival Fund	-	33,839	33,839	-
Hertfordshire Community Foundation				
- Emergency Coronavirus Fund	-	4,662	4,662	-
Barnwood Trust – Covid-19 Support	-	5,500	5,500	-
Oxfordshire Community Foundation				
- Covid-19 Relief	-	7,828	7,828	-
Gloucestershire Community Foundation				
- Coronavirus Recovery	-	5,000	5,000	-
	<u>479,749</u>	<u>205,094</u>	<u>684,843</u>	<u>783,152</u>

4 Other operating income

	2021 £	2020 £
Miscellaneous income	2,105	6,451
Rental income	3,667	6,000
Interest received	18	267
	<u>5,790</u>	<u>12,718</u>

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2021

5 Net income/expenditure

DRAFT

This is stated after charging:

Auditors' Remuneration - audit of these financial statements	5,700	5,600
- other services – current year	1,100	780
- – prior year	-	1,100
- Value Added Tax	1,360	1,496
Depreciation and amortisation	375,499	80,091
Operating leases - land and buildings	15,900	40,931
Operating leases - other	8,425	11,886
Interest payable - bank loan interest	1,502	3,396
- hire purchase	1,120	2,313
- bank interest	-	41
	<u> </u>	<u> </u>

6 Employees

	2021 Number	2020 Number
The average number of employees during the year was:		
Project staff	58	71
Fundraising	4	4
Project/care administration	4	4
Administration	5	5
	<u> </u>	<u> </u>
	71	84
	<u> </u>	<u> </u>
	£	£
Their total remuneration was:		
Wages and salaries	1,146,854	1,168,393
Social security costs	79,431	81,318
Other pensions costs	58,806	57,881
	<u> </u>	<u> </u>
	1,285,091	1,307,592
	<u> </u>	<u> </u>

The charity operates a group personal pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost represents contributions by the charity to the funds, which are recognised when they become payable. Contributions owing amounted to £10,957 at 31 March 2021 (2020: £11,039) respectively.

None of the Trustees received any remuneration for their office and Trustees' expenses totalled £nil for the year (2020: £375). Indemnity insurance of £464 (2020: £405) was paid in respect of the Trustees.

There was one employee with emoluments between £70,000 and £80,000 in the year (2020: one). The total paid to key management personnel in the year was £137,182 (2020: £132,993).

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2021

DRAFT

7 Taxation

The trust is a registered charity in accordance with Section 505 of the Income and Corporation Taxes Act 1988. As such it is not liable to pay corporation tax on any surplus applied for charitable purposes.

8 Analysis of Expenditure

	Staff Costs £	Support Costs £	Depreciation/ amortisation £	Other £	Total 2021 £	Total 2020 £
Charitable activities	1,162,950	94,917	243,810	275,222	1,776,899	1,885,421
Raising funds	122,141	18,632	131,689	93,786	366,248	207,364
	<u>1,285,091</u>	<u>113,549</u>	<u>375,499</u>	<u>369,008</u>	<u>2,143,147</u>	<u>2,092,785</u>

The allocation of Support Costs is shown in note 23. Other charitable activity costs represent other costs of delivering services and contracts. Client activities, travel, training and premises costs. Other costs of raising funds include the cost of direct mail activity.

Included within charitable activities is restricted expenditure of £359,516 (2020: £263,932).

9 Tangible Fixed Assets

	Freehold Buildings £	Freehold Land £	Fixtures, Fittings and Equipment £	Motor Vehicles £	Total £
Cost / valuation					
At 1st April 2020	312,000	98,000	484,116	26,454	920,570
At 31st March 2021	<u>312,000</u>	<u>98,000</u>	<u>484,116</u>	<u>26,454</u>	<u>920,570</u>
Depreciation					
At 1st April 2020	18,400	-	479,018	15,427	512,845
Charge for year	9,200	-	4,388	5,514	19,102
At 31st March 2021	<u>27,600</u>	<u>-</u>	<u>483,406</u>	<u>20,941</u>	<u>531,947</u>
Net book value					
At 31st March 2021	<u>284,400</u>	<u>98,000</u>	<u>710</u>	<u>5,513</u>	<u>388,623</u>
At 31st March 2020	<u>293,600</u>	<u>98,000</u>	<u>5,098</u>	<u>11,027</u>	<u>407,725</u>

All assets are held for charitable purposes.

The net carrying amount of motor vehicles includes £5,513 in respect of assets held under hire purchase contracts.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2021**

DRAFT

10 Revalued Tangible Fixed Assets

Two freehold buildings owned by the charity were revalued at 31st March 2018.

The basis for the revaluation was an external survey carried out by an independent valuer in July 2018 and his estimate of their value should they be placed on the open market.

The carrying amount for freehold buildings that would have been recognised at the end of the reporting period, had the assets be carried under the historical cost model is £206,610. The gain on revaluation of £77,790 is shown within the funds analysis on the balance sheet as the revaluation reserve.

11 Intangible Fixed Assets

	HERE £	Donor Database Development £	Total £
Charity Cost			
At 1st April 2020 and 31st March 2021	315,448	370,010	685,458
Amortisation			
At 1st April 2020	90,740	238,321	329,061
Charge for year	224,708	131,689	356,397
At 31st March 2021	315,448	370,010	685,458
Net book value			
At 31st March 2021	-	-	-
At 31st March 2020	224,708	131,689	356,397

12 Debtors

	2021 £	2020 £
Income debtors	84,294	79,014
Accrued income	69,376	374,245
Due from Be Free Young Carers	46,397	51,397
Prepayments	10,077	8,154
Accrued income tax/VAT recoverable	509	684
Provision for bad debts	(100,681)	(67,021)
	<u>109,972</u>	<u>446,473</u>

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2021**

	DRAFT	
	2021	2020
	£	£
13 Cash at bank and in hand		
Cash and current accounts	1,297,351	21,412
	<u> </u>	<u> </u>
14 Creditors: amounts falling due within one year		
Bank loans (secured)	11,881	9,307
Trade creditors	43,741	36,220
Taxes and social security costs	32,986	36,755
Accruals and deferred income	165,225	27,409
Hire purchase	4,465	4,256
	<u> </u>	<u> </u>
	258,298	113,947
	<u> </u>	<u> </u>
15 Creditors: amounts falling due after one year		
Bank loans (secured)	119,491	72,065
Hire purchase	6,316	10,749
	<u> </u>	<u> </u>
	125,807	82,814
	<u> </u>	<u> </u>
Maturity of bank loan (secured)		
- due in one year or less	11,881	9,307
- between one and two years	17,657	9,543
- between two and five years	61,995	30,100
- in five years or more	39,839	32,422
	<u> </u>	<u> </u>
	131,372	81,372
	<u> </u>	<u> </u>

A loan from Tridos Bank is secured on two freehold properties at a current interest rate of 1.85%.

The Bounce Back loan from HSBC is unsecured at a fixed interest rate of 2.5%, with repayments only due after December 2021.

Guideposts Trust Limited

**Notes to the Accounts (continued)
for the year ended 31st March 2021**

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16 Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases were:

Land and buildings:

Operating leases which expire:

- within one year	3,000	3,000
- in the second to fifth years inclusive	42,517	19,467
	<u>45,517</u>	<u>22,467</u>

Equipment:

Operating leases which expire:

- within one year	-	-
- within the second to fifth years inclusive	26,636	27,988
	<u>26,636</u>	<u>27,988</u>

17 Repayment of capital

	2021	2020
	£	£
Decrease in borrowings		
Debt due within one year:		
Secured loans	-	229
Debt due after one year:		
Secured loans	-	(9,037)
	<u>-</u>	<u>(9,037)</u>
	<u>-</u>	<u>(8,808)</u>

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2021

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18 Analysis of net debt

	At 1st April 2020	Cash Flow	At 31st March 2021
Cash and cash equivalents	21,411	1,275,940	1,297,351
Bank loans due within one year	(9,307)	(2,574)	(11,881)
Bank loans due after one year	(72,065)	(47,426)	(119,491)
Hire purchase obligations	(15,005)	4,224	(10,781)
Net (debt) / cash	(74,966)	1,230,164	1,155,198
	At 1st April 2019	Cash Flow	At 31st March 2020
Cash and cash equivalents	10,621	10,790	21,411
Overdraft facility	(99,564)	99,564	-
Bank loans (secured) due within one year	(9,078)	(229)	(9,307)
Bank loans (secured) due after one year	(81,102)	9,037	(72,065)
Hire purchase obligations	(18,168)	3,163	(15,005)
Net debt	(197,291)	122,325	(74,966)

19 Associated charitable company

Be Free Young Carers

A partnership agreement was signed on 21 February 2014 which enabled the Charity to enter into a Constitutional and Service Level Agreement with Be Free Young Carers which enables the Be Free Young Carers to share the resources of the Charity. At the date of the agreement, Guideposts provided financial support to enable Be Free Young Carers to maintain services whilst a long term strategic plan to develop and grow sustainable services to carers in the region for both organisations was researched and developed. To date the Charity has outstanding financial support totalling £46,397 to Be Free Young Carers by way of an intercompany loan. In the year ended 31st March 2020, the decision was made to provide against this loan. At 31st March 2021 the total provision against the loan was £46,397.

20 Ultimate Controlling Party

The Charity is controlled by a board of Trustees with no one person having overall control.

21 Related Parties

There were no related party transactions during the year.

Guideposts Trust Limited

Notes to the Accounts (continued)
for the year ended 31st March 2021

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22 Reserves

2021

	Unrestricted Restricted Funds Projects £	Revaluation Reserve £	General Funds £	Total Funds £
Balance brought forward	106,851	77,790	850,605	1,035,246
Income for the year	279,691	-	2,240,051	2,519,742
Expenditure for the year	(359,516)	-	(1,783,631)	(2,143,147)
(Deficit)/surplus for the year	(79,825)	-	456,420	376,595
Balance carried forward	27,026	77,790	1,307,025	1,411,841
Analysis of net assets between funds				
Tangible fixed assets	-	77,790	310,833	388,623
Net current assets	27,026	-	1,121,999	1,149,025
Creditors falling due after one year	-	-	(125,807)	(125,807)
Total	27,026	77,790	1,307,025	1,411,841

2020

	Unrestricted Restricted Funds Projects £	Revaluation Reserve £	General Funds £	Total Funds £
Balance brought forward	87,549	77,790	858,325	1,023,664
Income for the year	283,234	-	1,821,133	2,104,367
Expenditure for the year	(263,932)	-	(1,828,853)	2,092,785
Surplus for the year	19,302	-	(7,720)	11,582
Balance carried forward	106,851	77,790	850,605	1,035,246
Analysis of net assets between funds				
Tangible fixed assets	-	77,790	329,935	407,725
Intangible fixed assets	-	-	356,397	356,397
Net current assets	106,851	-	247,087	353,938
Creditors falling due after one year	-	-	(82,814)	(82,814)
Total	106,851	77,790	850,605	1,035,246

Guideposts Trust Limited

Notes to the Accounts (continued) for the year ended 31st March 2021

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22 Reserves (continued)

Unrestricted Funds

a) General Funds

These represent the reserves which are not designated for a specific purpose.

b) Revaluation Reserve

These represent the surplus on open market revaluation on two freehold offices owned by the Charity.

Restricted Funds

Projects

These funds represent the restricted unspent balances from several projects, which will be expended in subsequent accounting periods. Where the terms of the funding permit, unspent restricted funds are released to General Funds either when it is clear that all commitments relating to the project have been met for the period under review, for on-going projects, or at the end of the project life.

Where a project is forecast to have insufficient funding streams to fully cover its costs and if it is felt that the support of that activity would further the aims of the charity, the Trustees will decide to under pin that project from General Funds. Projects supported in this manner in the current year numbered 7, with a total value of £27,902 (13 in the previous year, with a total value of £154,290). This includes closure costs of services.

23 Allocation of support costs

The Trust allocates its support costs as shown in the table below. Support costs are allocated on the basis consistent with the use of resources.

Allocated to

	Charitable Activities	Costs of Raising Funds	2021 Total	2020 Total
General office	53,705	14,627	68,332	138,352
Information technology	7,140	3,960	11,100	27,044
Governance costs	8,000	-	8,000	9,416
Legal and other professional costs	26,072	45	26,117	23,309
	<u>94,917</u>	<u>18,632</u>	<u>113,549</u>	<u>198,121</u>

Analysis of charitable activities support costs

Community Care Services & Projects 100%