

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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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

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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.

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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.

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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.

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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

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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.

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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.

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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

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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 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

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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

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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.

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- 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	<u>2,022,900</u>	<u>1,766,673</u>
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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%
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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.