

Report of the Trustees and
Financial Statements
for the Year Ended 31 March 2024
for
Ordinary Life Project Association

Sumer Auditco Limited
Statutory Auditor
Chartered Accountants
County Gate
County Way
Trowbridge
Wiltshire
BA14 7FJ

Ordinary Life Project Association

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for the Year Ended 31 March 2024

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Ordinary Life Project Association

Report of the Trustees **for the Year Ended 31 March 2024**

The trustees (known as the Council of Management), who are also directors of the charity for the purposes of the Companies Act 2006, present their report and the financial statements of the charity for the year ended 31 March 2024. Council has adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in 2019.

OBJECTIVES AND ACTIVITIES

The charity exists for the advancement of health and the relief of those in need by reason of disability, recognised charitable purposes under charity law. The Council of Management has consulted the Charity Commission guidance on public benefit and consider that OLPA conforms fully to the necessary requirements. Funding for day-to-day care provision comes mainly from Wiltshire Council Department of Community Services and the benefits of the charity are open to any adult who has been assessed by the Wiltshire Department of Community Services as being in need of care and a suitable candidate for the services which OLPA provides.

The philosophy of OLPA and its fundamental aim are derived from the charity's formal objects and they are directed at enabling the charity's clients to live and enjoy as full a life as possible in their community. This is done in a practical sense by:

Residential care	Providing small community-based homes and in-house care for people depending on individual needs;
Community Resource	Associating with other agencies to enable people to have their own homes and providing care to those people and to people otherwise living in their own homes;
Support	Providing support for all its clients in accordance with our values.

These activities are supported by and administrative headquarters in Warminster, providing management, development and training of the charity's staff, quality control of services and the management of resources.

Financial summary

OLPA's "historical" business is the provision of residential care and this continues to be the main thrust of the charity's work. Over the year, the main part of OLPA's expenditure £1,795,239 was on this. The lesser part of expenditure was on the charity's Community Resource function. This accounted for £363,529.

The people cared for by the charity have a wide variety of learning, physical and social needs and OLPA has continued its initiatives in training, development of services and financial management, so as to ensure that the range and standard of care provided remain at a high level and meet not only the relevant statutory requirements and individual needs but also the demands of efficiency and financial prudence.

In addition, the Council of Management sets great store by an adherence to OLPA's values, deriving from the Charity's objectives and directed towards the personal development of the charity's clients. This embraces such things as training in life skills, help in personal development and the development of personal relationships, the provision of educational, recreational and socialising opportunities, and the fostering of a sense of belonging and encouragement to foster a sense of belonging in others.

The Council of Management employs a number of mechanisms to ensure that OLPA's values are promoted and its standard of care maintained. These include management reports, external care sector reports and publications, workshops and strategic reviews. In addition, the charity's care provision is reviewed by the Care Quality Commission.

Ordinary Life Project Association

Report of the Trustees **for the Year Ended 31 March 2024**

ACHIEVEMENT AND PERFORMANCE

As mentioned elsewhere in this report, the social care sector continues to be fragile. Funding shortages and recruitment difficulties have naturally impacted on the work of the charity. Wiltshire Council dictated a 6% uplift in fees for 2023-2024 (this level of uplift, of course, reflects the Council's own funding problems) but this is readily manageable by OLPA management only when inflation and general cost-of-living prices are sustained at a low level. Moreover, central government has increased the National Minimum Wage by 9.7%. Clearly, any rise for low-paid workers is to be welcomed but the additional cost to OLPA is around £111,300 per annum. This rise impacts also on higher-paid staff, who reasonably expect a comparable increase in their salaries. The cost of this has been in the region of £147,000.

The reasons for recruitment problems in the care sector and more widely are various and include the departure of many foreign nationals following Brexit, low wages, the loss of staff from the market during and after Covid and the wide availability of other jobs. Re-evaluations of work/life balance are also likely to have played a part. We are still heavily reliant on agency workers. This is costly and not desirable in terms of the continuity of our services. Maintaining staff morale is a concern and even the most positive staff are feeling the pressure. We know from other service providers that we are not alone in this.

On a more positive note, we have been able to recruit a new member of our central management staff, as our Outreach and Supported Living Co-ordinator- much needed, following the resignation of their predecessor.

We continue to seek new suitable referrals from Wiltshire Council but these are few and far between. Most referrals are of individuals with complex needs, which OLPA is not equipped to meet. This has implications for our future strategic planning.

As to other activities, it has become apparent that some of the people we look after are unable to meet the cost of holidays. Local authorities do not seem to regard holidays (which most of us take for granted) as an essential part of a person's care package. We do not take this view. The cost of holidays can be considerable, as care staff are needed 24/7 and we have instituted a "holiday grant fund" so that holidays can be funded for care users who cannot afford this for themselves. The present level of charity reserves enables us to do this.

We are, post-Covid, catching up on the decoration and minor remedial work on our properties, for which we are largely reliant on our in-house maintenance workers. A more serious situation exists with two neighbouring houses, where there is evidence of subsidence/shrinking. We commissioned a structural engineer's report and are seeking to identify a suitable building company to carry out the necessary work.. The costs are likely to be considerable.

OLPA's services continue to be rated as "Good" by the Care Quality Commission.

Finally, we have launched a consultative exercise with management staff on future directions. There appears to be a consensus on what steps we should be taking to "future-proof" OLPA in what is likely to be a continuing difficult environment and will pursue this in the coming year.

FINANCIAL REVIEW

Finance

OLPA continues to operate on a sound financial basis, carefully keeping expenditure within the limits of the charity's income and continually striving to reduce costs without prejudicing the quality of care. The figures shown in Section 2. above indicate that the charity continues to be well-settled and active, despite the restrictions on funding of local authorities. The Council of Management has no financial concerns as to the charity's continuing as a going concern.

Reserves and future plans

The Council of Management maintains a policy of keeping the amount of the charity's financial reserves under review. Council's minimum reserves policy is to have in hand, at all times, reserve funds (that is, current assets) at least equal to six-months' expenditure, to protect the charity against delay or (temporary) shortfalls in funding. At the end of 2023-2024, OLPA's free reserves, calculated in accordance with Charity Commission guidelines, stood at £2,370,155.

It must be borne in mind, however, that the charity has also designated the essential Property Improvements and Purchase Fund. The charity owns several houses for the people we look after. It is in the nature of OLPA's activities that these will need work, from time to time, by way of improvement or change to accommodate the changing needs of residents or the new needs of new incomers. It may also prove necessary, in the future, to replace an existing property, which has become unsuitable, with a new one.

The Council of Management does not consider this level reserves excessive, especially as we are in uncertain times. However, as will be shown later, under Future Plans, the amount of reserves is at risk of being reduced in the near future.

In addition to free reserves, our accounts show fixed assets, the land buildings owned by the charity, valued at £1,478,881. This includes £1,061,881 for functional property valued at its historical cost, less depreciation. The Council of Management is of the opinion that a current market valuation would be between £2,500,000 and £3,500,000.

Ordinary Life Project Association

Report of the Trustees **for the Year Ended 31 March 2024**

FINANCIAL REVIEW

Internal financial controls

OLPA's policy on internal financial controls is based on the following key premises:

- The Council of Management and senior management are committed to a system of effective controls which is rigorous and applicable to an organization of the type and size of OLPA.
- The controls will adhere to available authoritative guidance and recognized base practice.
- The system of controls will, at all times, support the production and maintenance of accountingsystems complying with the current Statement of Recommended Practice.
- The policy will be supported by a strong control structure, defined responsibilities, effective systems of monitoring, change control, review and reporting.

In-house reviews and annual examination of important aspects of control by the charity's accountants have confirmed that the necessary controls are being maintained.

Principal Risks and Uncertainties

OLPA's Council of Management has a duty to manage all risks to the effective management of the charity. Council has adopted a formal risk assessment policy which follows the relevant prescription in the Standard of Recommended Practice. The policy binds Council to:

- actively seek to identify and manage all significant risks to the pursuit of OLPA's defined philosophy and the achievement of business aims and objectives;
- bring a risk-focused approach to strategic and policy decision-making;
- ensure that management and staff are provided with the tools and training necessary to the identification and management of risk;
- require management and staff to bring a risk-focused approach to their areas of work and to manage the identified risks;
- seek to ensure that OLPA complies with best practice in risk management;
- encourage innovative development and problem-solving on the basis of an awareness of the risks which may be carried and confidence in the management of those risks;
- require periodic reporting from management.

The chief risk to the continued well-being and effectiveness of the charity derives mainly from:

- the perceived potential for funding shortfalls, and
- staffing and recruitment difficulties.

To manage this first risk, OLPA conducts frank and vigorous negotiations with the local authority. We continue also to take steps to diversify the charity's work to include the type of client not previously catered for. The process of diversification will continue in the future.

The second risk is more problematical. It has become increasingly difficult to retain and recruit staff. The reason is simple; like other organisations similar to OLPA, we are unable to offer pay rates greater than those funded by the local authority. Staff naturally look for a salary that enables, at least, an acceptable standard of living and other, commercial, employers can outdo us on this. Caring for vulnerable people is undoubtedly a noble calling but, when the pay is virtually an insult to the carers, the result is inevitable.

Risk assessments are, as a matter of course, carried out in respect of all OLPA's residential clients and the properties in which they live.

FUTURE PLANS

It is very likely that the future will be challenging for the charity.

Again, as mentioned in last year's Report, the financial situation (along with other considerations) has turned our minds to the question of whether the charity's present business model needs to be changed. This would not, by any means, necessarily be all bad news. The interests of the people we look after would always have priority and it is our intention that any change in the model would provide a (perhaps, more) congenial and supportive environment for them. A strategic review of the charity's future has begun and will be continued over the present year.

Ordinary Life Project Association

Report of the Trustees **for the Year Ended 31 March 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

OLPA is a private limited company limited by guarantee, as defined by the Companies Act 1985, and is administered in accordance with its Memorandum and Articles of Association.

The charity is governed by the Council of Management of the charity. The members of Council are the directors of the company and the trustees of the charity. The Council of Management holds ultimate power and responsibility. Its function embraces the whole range of trustee responsibilities:

- to ensure the continuing health of OLPA by setting objectives and making long-term plans
- to provide the means and resources for development
- to maintain a strong trustee hold and provide positive leadership for OLPA management
- to ensure the quality of care provided by the charity
- to discharge the duties of a company's board of directors.
- the statutory requirements for charity trustees apply to members of Council.

Members of the Council of Management are chosen for the added value they can bring to Council and to OLPA. Key to the assessment procedure is a realistic judgement as to whether or not the prospective member will be able and prepared to give the necessary to OLPA in terms of interest, time, energy and (where applicable) the application of specialist skills. An equal opportunities policy is observed in the recruitment of members. Council seeks also to maintain a balance of skills and outlooks among its members, drawing on experience of the care and health sectors as well as the organisational and financial knowledge and disciplines needed for the proper governance of the charity.

Council ensures that new members know what is expected of them - and are made to feel that they will be given the chance to make a valued contribution.

The Council of Management and the Chief Executive Officer constitute the top-level management of the charity, the former focusing on strategy and direction and the latter on operational matters and advising Council. All Council members give their time freely and no remuneration was paid to any of them during the year; nor were any expenses reimbursed.

Arrangements for Setting Pay and Remuneration of Key Management Personnel are as follows:

The Chief Executive Officer's salary is reviewed annually and determined by reference to the current pay level for comparable posts in the voluntary sector, derived from the annual review carried out by the Association of Chief Executives of Voluntary Organisations. (Account is also taken of whether or not junior staff have received a pay rise in that year.) The salaries of middle and junior management staff and of care staff are determined to reflect the current pay levels for comparable staff in the care sector.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02067438 (England and Wales)

Registered Charity number

295355

Registered office

Beckford Lodge
Gipsy Lane
Warminster
Wiltshire
BA12 9LR

Trustees

R E Edwards Chair / Treasurer
C L Gill
L Snelus
L Gerrard (resigned 13.12.23)

Company Secretary

S Gant

Ordinary Life Project Association

Report of the Trustees
for the Year Ended 31 March 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

Sumer Auditco Limited
Statutory Auditor
Chartered Accountants
County Gate
County Way
Trowbridge
Wiltshire
BA14 7FJ

Chief Executive Officer

Mr S Gant

Solicitors

Middleton & Upsall LLP
East Gate House
94 East Street
Warminster
BA12 9BG

Bankers

Lloyds TSB
64 Fore Street
Trowbridge
Wiltshire

Deposit Holders

Bath Investment & Building Society
15 Queen Square
Bath

The Cambridge and Counties Bank Ltd
Charnwood Court
New Walk
Leicester

Virgin Money
Jubilee House
Gosforth
Newcastle upon Tyne

FUNDRAISING STANDARDS INFORMATION

The charity does not actively solicit donations from the public and has no need to develop formal policies on its fundraising approach.

Ordinary Life Project Association

Report of the Trustees
for the Year Ended 31 March 2024

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of the Ordinary Life Project Association for the purposes of company law and called the Council of Management) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Council of Management 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 that period. In preparing these financial statements, the Council is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- 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 Council of Management is responsible for keeping adequate 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. The Council is 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 Council of Management is 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

The auditors, Sumer Auditco Limited, will be proposed for re-appointment at the December 2024 meeting of the Council of Management.

Approved by order of the board of trustees on 11 December 2024 and signed on its behalf by:


.....
R E Edwards - Trustee

**Report of the Independent Auditors to the Members of
Ordinary Life Project Association**

Opinion

We have audited the financial statements of Ordinary Life Project Association (the 'charitable company') for the year ended 31 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 (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; 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 those standards are further described in the Auditors' 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 Annual Report, other than the financial statements and our Report of the Independent Auditors 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 connection 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Opinions 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where 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; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Report of the Independent Auditors to the Members of
Ordinary Life Project Association**

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, 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, 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.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors 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.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Discussions with management, including consideration of known or suspected instances of non-compliance with laws and regulations and fraud;
- Understanding of management's internal controls designed to prevent and detect irregularities, and fraud;
- Reviewing the minutes of Board of Trustees meetings;
- Designing audit procedures to incorporate unpredictability around the nature, timing or extent of our testing of expenses;
- Performing analytical procedures to identify any unusual or unexpected relationships that might indicate risks of material misstatement due to fraud;
- Reviewing of the financial statements disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- Identifying and testing journal entries.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

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 auditors' 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



James Gare (Senior Statutory Auditor)
for and on behalf of Sumer Auditco Limited
Statutory Auditor
Chartered Accountants
County Gate
County Way
Trowbridge
Wiltshire
BA14 7FJ

Date: 12 December 2024

Ordinary Life Project Association

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	13	-	13	23,797
Charitable activities	4				
Provision of homes and care		1,785,062	-	1,785,062	1,617,716
Community resource		364,567	-	364,567	376,435
Investment income	3	59,517	-	59,517	21,763
Other income	5	380	-	380	1,680
Total		<u>2,209,539</u>	<u>-</u>	<u>2,209,539</u>	<u>2,041,391</u>
EXPENDITURE ON					
Charitable activities	6				
Provision of homes and care		1,795,239	-	1,795,239	1,693,455
Community resource		363,529	-	363,529	264,900
Total		<u>2,158,768</u>	<u>-</u>	<u>2,158,768</u>	<u>1,958,355</u>
Net gains/(losses) on investments		<u>(17,000)</u>	<u>-</u>	<u>(17,000)</u>	<u>20,000</u>
NET INCOME		33,771	-	33,771	103,036
RECONCILIATION OF FUNDS					
Total funds brought forward		3,935,265	-	3,935,265	3,832,229
TOTAL FUNDS CARRIED FORWARD		<u><u>3,969,036</u></u>	<u><u>-</u></u>	<u><u>3,969,036</u></u>	<u><u>3,935,265</u></u>

The notes form part of these financial statements

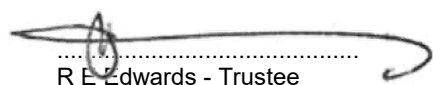
Ordinary Life Project Association (Registered number: 02067438)

Balance Sheet
31 March 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	13	1,061,881	1,085,193
Investment property	14	417,000	434,000
		<hr/> 1,478,881	<hr/> 1,519,193
CURRENT ASSETS			
Debtors	15	33,765	57,631
Cash at bank and in hand		2,574,251	2,491,561
		<hr/> 2,608,016	<hr/> 2,549,192
CREDITORS			
Amounts falling due within one year	16	(117,861)	(133,120)
		<hr/>	<hr/>
NET CURRENT ASSETS		<hr/> 2,490,155	<hr/> 2,416,072
TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/>	<hr/>
		3,969,036	3,935,265
NET ASSETS		<hr/>	<hr/>
		3,969,036	3,935,265
FUNDS	19		
Unrestricted funds:			
General fund		2,412,687	2,338,604
Property improvements / purchase fund		100,000	100,000
Fixed Asset fund		1,061,881	1,085,193
Revaluation Reserve		374,468	391,468
Holiday Fund		20,000	20,000
		<hr/> 3,969,036	<hr/> 3,935,265
TOTAL FUNDS		<hr/>	<hr/>
		3,969,036	3,935,265

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ...11. December. 2024..... and were signed on its behalf by:


R E Edwards - Trustee


L Snelus - Trustee

Ordinary Life Project Association

Cash Flow Statement
for the Year Ended 31 March 2024

	Notes	2024 £	2023 £
Cash flows from operating activities			
Cash generated from operations	1	55,660	79,239
Net cash provided by operating activities		55,660	79,239
Cash flows from investing activities			
Purchase of tangible fixed assets		(19,834)	(32,934)
Sale of tangible fixed assets		380	1,680
Interest received		46,484	12,443
Net cash provided by/(used in) investing activities		27,030	(18,811)
Change in cash and cash equivalents in the reporting period		82,690	60,428
Cash and cash equivalents at the beginning of the reporting period		2,491,561	2,431,133
Cash and cash equivalents at the end of the reporting period		2,574,251	2,491,561

The notes form part of these financial statements

Ordinary Life Project Association

Notes to the Cash Flow Statement
for the Year Ended 31 March 2024

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2024 £	2023 £
Net income for the reporting period (as per the Statement of Financial Activities)	33,771	103,036
Adjustments for:		
Depreciation charges	43,146	44,990
Losses/(gain) on investments	17,000	(20,000)
Profit on disposal of fixed assets	(380)	(1,680)
Interest received	(46,484)	(12,443)
Decrease in debtors	23,866	10,766
Decrease in creditors	(15,259)	(45,430)
Net cash provided by operations	<u>55,660</u>	<u>79,239</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23 £	Cash flow £	At 31.3.24 £
Net cash			
Cash at bank and in hand	2,491,561	82,690	2,574,251
	<u>2,491,561</u>	<u>82,690</u>	<u>2,574,251</u>
Total	<u>2,491,561</u>	<u>82,690</u>	<u>2,574,251</u>

Ordinary Life Project Association

Notes to the Financial Statements **for the Year Ended 31 March 2024**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The Ordinary Life Project Association is an incorporated charity registered in England and Wales. The principal address of charity is given within the reference and administration details within the Report of the Trustees. The nature of the charity's operations and principal activities are provided in the Report of the Trustees.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with the Companies Act 2006, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland, the Charities Act 2011 and UK Generally Accepted Practice.

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 prepared 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.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. 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. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Local authority income

Income from local authorities is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred. The major element of this income is in respect of a contract under which the charity receives payment for the provision of care and support services for people with learning disabilities. The contract is for an agreed amount per resident and the amount paid by the Local Authority is the difference between this figure and the amount the charity receives as income from the residents.

Income from residents

The sums due to the charity from the residents for the provision of care are recognised when entitlement has occurred. The major element of this income is the DSS benefits allocated to each resident and passed on to the charity. Other income from residents is recognised when received.

Investment income

Interest on funds held on deposit is included when receivable and the amount can be reliably measured by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable activities

Charitable expenditure comprises the costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those of an indirect nature necessary to support them.

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

Ordinary Life Project Association

Notes to the Financial Statements - continued **for the Year Ended 31 March 2024**

1. ACCOUNTING POLICIES - continued

Allocation and apportionment of costs

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, such as by project and by income received ratios as set out in note 8.

Tangible fixed assets

Fixed assets are included at cost less accumulated depreciation. Expenditure is only capitalised on individual assets with a cost of at least £1,000.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost or valuation, less estimated residual value, of each asset evenly over its expected useful life, as follows:-

Freehold buildings	Over 50 years
Fixtures and fittings	15% on the straight line method
Motor vehicles	25% on the straight line method

Cash at bank and in hand

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

Debtors and creditors receivable / payable within one year

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

Investment property

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in the Statement of Financial Activities.

Investment property is measured at fair value, revalued at the end of each financial year based on the market value of equivalent properties.

Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The charity's designated funds are those where the trustees have set aside money for specific purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Financial Instruments

The charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments, as defined by FRS102. The financial assets and liabilities and their measurement basis are as follows:

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and measured at fair value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments and are measured at amortised cost. Taxation and social security are not included in the financial instrument disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

Lease commitments

Rentals paid under operating leases are charged to the income and expenditure account on a straight line basis over the lease term.

Ordinary Life Project Association

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme for certain employees. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme. In addition, the company makes contributions to National Health Service Superannuation funds in respect of certain care staff. As the charity has no liability in respect of any deficit on this Scheme the Scheme has been accounted for as if it were a defined contribution scheme.

Donated goods

Donated goods, services, and facilities are recognised when control over the expected economic benefits arising from the donation has passed to the charity, those economic benefits are more likely to arise than not, and the fair value of the donation to the charity can be measured reliably.

Where entitlement and probable benefits exist, yet fair value cannot be measured reliably, an estimate is included within the accounts as to the fair value of the donation, along with a description pertaining to the nature of the donation within the notes.

2. DONATIONS AND LEGACIES

	2024 £	2023 £
Donations	13	15,196
Grants	-	8,601
	<u>13</u>	<u>23,797</u>

For the prior year, an estimate of £15,000 is included within donations, in respect of donated goods supplied to the charity in response to the COVID-19 pandemic. This estimate is based on the volume of items received being of similar size as prior years.

These PPE items include such items as gloves and masks, sanitisation products, and computing equipment to improve remote working conditions.

Grants received, included in the above, are as follows:

	2024 £	2023 £
Wiltshire County Council - Coronavirus Support	-	8,601
	<u>-</u>	<u>8,601</u>

3. INVESTMENT INCOME

	2024 £	2023 £
Rents received	13,033	9,320
Deposit account interest	46,484	12,443
	<u>59,517</u>	<u>21,763</u>

Ordinary Life Project Association

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

4. INCOME FROM CHARITABLE ACTIVITIES

		2024 £	2023 £
Contracts	Activity		
	Provision of homes and care	1,785,062	1,617,716
Contracts	Community resource	364,567	376,435
		<u>2,149,629</u>	<u>1,994,151</u>

Grants received, included in the above, are as follows:

	2024 £	2023 £
County Council contract care income	1,596,910	1,444,259
Community resource	364,567	376,435
Resident DSS receipts	149,360	136,511
Mobility money	21,907	24,515
Housing benefits	6,686	6,451
Other income	18,277	5,980
	<u>2,157,707</u>	<u>1,994,151</u>

5. OTHER INCOME

	2024 £	2023 £
Gain on sale of tangible asset	380	1,680
	<u>380</u>	<u>1,680</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7) £	Support costs (see note 8) £	Totals £
Provision of homes and care	1,480,921	314,318	1,795,239
Community resource	300,472	63,057	363,529
	<u>1,781,393</u>	<u>377,375</u>	<u>2,158,768</u>

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2024 £	2023 £
Staff costs	1,148,065	1,151,714
Rates and water	14,383	13,539
Insurance	25,289	21,927
Light and heat	35,605	28,152
Telephone	8,818	9,336
Repairs and renewals	24,395	30,869
Equipment hire	3,313	3,157
Sundries	28,932	27,449
Motor expenses	6,257	6,226
Agency staff	346,206	165,401
Housekeeping	65,950	63,414
Residents allowances	23,352	20,027
Recruitment Fees	9,370	8,020
Depreciation	41,458	42,887
Donated Goods Expenditure	-	15,000
	<u>1,781,393</u>	<u>1,607,118</u>

Ordinary Life Project Association

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

8. SUPPORT COSTS

	Premises and associated costs £	Office and associated costs £	Human resources £	Governance costs £	Totals £
Provision of homes and care	10,027	26,145	264,554	13,592	314,318
Community resource	2,039	5,315	53,034	2,669	63,057
	<u>12,066</u>	<u>31,460</u>	<u>317,588</u>	<u>16,261</u>	<u>377,375</u>

Basis of Apportionment

Costs directly allocated to activities have been split on a project basis. Support costs have been apportioned in the same ratio as income directly received regarding the two activities which approximates to 83% and provision of care homes and 17% community resource.

Support costs, included in the above, are as follows:

Premises and associated costs

			2024	2023
	Provision of homes and care £	Community resource £	Total activities £	Total activities £
Premises costs	<u>10,027</u>	<u>2,039</u>	<u>12,066</u>	<u>14,541</u>

Office and associated costs

			2024	2023
	Provision of homes and care £	Community resource £	Total activities £	Total activities £
Office costs	12,258	2,492	14,750	13,323
Motor expenses	8,228	1,673	9,901	10,912
Telephone	1,909	388	2,297	4,029
Professional & consultancy fee	1,089	222	1,311	1,230
Bank charges	1,247	253	1,500	1,747
Sundries	11	2	13	13
Depreciation of tangible fixed assets	<u>1,403</u>	<u>285</u>	<u>1,688</u>	<u>2,103</u>
	<u>26,145</u>	<u>5,315</u>	<u>31,460</u>	<u>33,357</u>

Human resources

			2024	2023
	Provision of homes and care £	Community resource £	Total activities £	Total activities £
Wages	228,072	46,370	274,442	248,883
Social security	20,773	4,224	24,997	25,554
Pensions	6,159	1,252	7,411	7,258
Payroll services	4,093	79	4,172	3,609
Staff training	2,859	581	3,440	3,176
Recruitment Fees	<u>2,598</u>	<u>528</u>	<u>3,126</u>	<u>-</u>
	<u>264,554</u>	<u>53,034</u>	<u>317,588</u>	<u>288,480</u>

Ordinary Life Project Association

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

8. SUPPORT COSTS - continued
Governance costs

			2024	2023
	Provision of homes and care £	Community resource £	Total activities £	Total activities £
Auditors' remuneration	13,592	2,669	16,261	14,391
Auditors' remuneration for non audit work	-	-	-	468
	<u>13,592</u>	<u>2,669</u>	<u>16,261</u>	<u>14,859</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024 £	2023 £
Auditors' remuneration	14,766	14,300
Auditors remuneration - under provision last year	1,495	91
Taxation compliance services	-	468
Depreciation - owned assets	43,146	44,990
Surplus on disposal of fixed assets	(380)	(1,680)
Property rentals	<u>13,033</u>	<u>9,320</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

11. STAFF COSTS

	2024 £	2023 £
Wages and salaries	1,312,238	1,292,335
Social security costs	113,286	110,578
Other pension costs	29,391	30,496
	<u>1,454,915</u>	<u>1,433,409</u>

The average monthly number of employees during the year was as follows:

	2024	2023
Care	51	54
Administration	8	8
	<u>59</u>	<u>62</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2024	2023
£60,001 - £70,000	-	1
£70,001 - £80,000	1	-
	<u>1</u>	<u>1</u>

Ordinary Life Project Association

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

11. STAFF COSTS - continued

Key management personnel remuneration

The total amount of employee benefits received by key management personnel is £141,824 (2023: £167,252). The charity considers its key management personnel comprise the trustees and the Central Management Team, which is the Chief Executive Officer, the Residential Services Co-ordinator, the Supported Living Co-ordinator and the Personnel Officer.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	23,797	-	23,797
Charitable activities			
Provision of homes and care	1,617,716	-	1,617,716
Community resource	376,435	-	376,435
Investment income	21,763	-	21,763
Other income	1,680	-	1,680
Total	<u>2,041,391</u>	<u>-</u>	<u>2,041,391</u>
EXPENDITURE ON			
Charitable activities			
Provision of homes and care	1,693,455	-	1,693,455
Community resource	264,900	-	264,900
Total	<u>1,958,355</u>	<u>-</u>	<u>1,958,355</u>
Net gains on investments	20,000	-	20,000
NET INCOME	103,036	-	103,036
RECONCILIATION OF FUNDS			
Total funds brought forward	3,832,229	-	3,832,229
TOTAL FUNDS CARRIED FORWARD	<u>3,935,265</u>	<u>-</u>	<u>3,935,265</u>

Ordinary Life Project Association

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

13. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Totals £
COST				
At 1 April 2023	1,686,897	36,939	70,133	1,793,969
Additions	4,250	1,589	13,995	19,834
Disposals	-	-	(10,500)	(10,500)
At 31 March 2024	1,691,147	38,528	73,628	1,803,303
DEPRECIATION				
At 1 April 2023	627,007	27,170	54,599	708,776
Charge for year	34,262	2,618	6,266	43,146
Eliminated on disposal	-	-	(10,500)	(10,500)
At 31 March 2024	661,269	29,788	50,365	741,422
NET BOOK VALUE				
At 31 March 2024	1,029,878	8,740	23,263	1,061,881
At 31 March 2023	1,059,890	9,769	15,534	1,085,193

The trustees are of the opinion that a current market valuation of the freehold property is between £2,500,000 and £3,500,000.

14. INVESTMENT PROPERTY

	£
FAIR VALUE	
At 1 April 2023	434,000
Revaluation	(17,000)
At 31 March 2024	417,000
NET BOOK VALUE	
At 31 March 2024	417,000
At 31 March 2023	434,000

Fair value at 31 March 2024 is represented by:

	£
Valuation in 2024	(17,000)
Valuation in 2023	20,000
Valuation in 2022	49,000
Valuation in 2021	23,000
Valuation in 2020	8,000
Valuation in 2019	291,468
Cost	42,532
	417,000

Investment property is revalued at the year end based on the fair value of the property estimated by the trustees via the use of market values of similar properties. Prior to 2019 the property was a functional fixed asset valued at depreciated cost. The large valuation adjustment in 2019 reflects the property's change of use and a change of valuation method to a fair value basis..

Ordinary Life Project Association

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade debtors	11,518	8,591
Other debtors	1,403	-
Prepayments and accrued income	20,844	49,040
	<u>33,765</u>	<u>57,631</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	48,098	67,672
Other creditors	11,113	20
Accruals and deferred income	58,650	65,428
	<u>117,861</u>	<u>133,120</u>

17. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2024	2023
	£	£
Within one year	9,124	9,720
Between one and five years	17,892	24,026
	<u>27,016</u>	<u>33,746</u>

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted £	Designated £	Restricted £	Total £
Fixed assets	-	1,061,881	-	1,061,881
Investments	42,532	374,468	-	417,000
Debtors	33,765	-	-	33,765
Cash at bank	2,454,251	120,000	-	2,574,251
Creditors	(117,861)	-	-	(117,861)
	<u>2,412,687</u>	<u>1,556,349</u>	<u>-</u>	<u>3,969,036</u>

19. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	2,338,604	93,917	(19,834)	2,412,687
Property improvements / purchase fund	100,000	-	-	100,000
Fixed Asset fund	1,085,193	(43,146)	19,834	1,061,881
Revaluation Reserve	391,468	(17,000)	-	374,468
Holiday Fund	20,000	-	-	20,000
	<u>3,935,265</u>	<u>33,771</u>	<u>-</u>	<u>3,969,036</u>
TOTAL FUNDS	<u>3,935,265</u>	<u>33,771</u>	<u>-</u>	<u>3,969,036</u>

Ordinary Life Project Association

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

19. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	2,209,539	(2,115,622)	-	93,917
Fixed Asset fund	-	(43,146)	-	(43,146)
Revaluation Reserve	-	-	(17,000)	(17,000)
	<u>2,209,539</u>	<u>(2,158,768)</u>	<u>(17,000)</u>	<u>33,771</u>
TOTAL FUNDS	<u>2,209,539</u>	<u>(2,158,768)</u>	<u>(17,000)</u>	<u>33,771</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	2,263,512	128,026	(52,934)	2,338,604
Property improvements / purchase fund	100,000	-	-	100,000
Fixed Asset fund	1,097,249	(44,990)	32,934	1,085,193
Revaluation Reserve	371,468	20,000	-	391,468
Holiday Fund	-	-	20,000	20,000
	<u>3,832,229</u>	<u>103,036</u>	<u>-</u>	<u>3,935,265</u>
TOTAL FUNDS	<u>3,832,229</u>	<u>103,036</u>	<u>-</u>	<u>3,935,265</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	2,041,391	(1,913,365)	-	128,026
Fixed Asset fund	-	(44,990)	-	(44,990)
Revaluation Reserve	-	-	20,000	20,000
	<u>2,041,391</u>	<u>(1,958,355)</u>	<u>20,000</u>	<u>103,036</u>
TOTAL FUNDS	<u>2,041,391</u>	<u>(1,958,355)</u>	<u>20,000</u>	<u>103,036</u>

Ordinary Life Project Association

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

19. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	2,263,512	221,943	(72,768)	2,412,687
Property improvements / purchase fund	100,000	-	-	100,000
Fixed Asset fund	1,097,249	(88,136)	52,768	1,061,881
Revaluation Reserve	371,468	3,000	-	374,468
Holiday Fund	-	-	20,000	20,000
	<u>3,832,229</u>	<u>136,807</u>	<u>-</u>	<u>3,969,036</u>
TOTAL FUNDS	<u>3,832,229</u>	<u>136,807</u>	<u>-</u>	<u>3,969,036</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	4,250,930	(4,028,987)	-	221,943
Fixed Asset fund	-	(88,136)	-	(88,136)
Revaluation Reserve	-	-	3,000	3,000
	<u>4,250,930</u>	<u>(4,117,123)</u>	<u>3,000</u>	<u>136,807</u>
TOTAL FUNDS	<u>4,250,930</u>	<u>(4,117,123)</u>	<u>3,000</u>	<u>136,807</u>

Property improvements / purchase fund

This fund is to be used for major improvements to property and towards future acquisitions.

Fixed asset fund

This fund represents the total value of fixed assets held by the charity at the year end date.

Holiday fund

This fund is set up to enable residents who would otherwise not be able to take holidays, to have short breaks away in the UK together with the appropriate staff to support them.

Transfers

Transfers have been made in the year to update the fixed asset fund to represent the total value of fixed assets held by the charity, replenish the property fund and to set up the new Holiday fund (see above)..

20. RELATED PARTY DISCLOSURES

During the year, there were no related party transactions (2023: nil)

Ordinary Life Project Association

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

21. ULTIMATE CONTROLLING PARTY

The trustees consider that the charity is jointly controlled by the trustees and that there is no ultimate controlling party.